

Document Presentation Level 2 – 06978 Summer 2011

General:

The majority of candidates achieved a Pass grade. Most failures were a result of poor proof-reading, or an inability to display work correctly, most notably in the tear-off slip.

Document 1:

This document was generally nicely presented. Some candidates changed the size, italicised or emboldened the recall font instead of using a different font in the text box and in some cases a superfluous full stop was inserted after **clothing**. A few candidates typed **have** instead of **love** in the sentence beginning **Toddlers love the wonderful sense of freedom**. It was pleasing that a number of candidates had chosen pictures and fancy borders which illustrated the topic well. In some cases, however, the picture and the WordArt were placed too close together. There should be at least one clear line space between each separate item in a document (4B). In the final paragraph the word **contact** was not always deleted before inserting the replacement words.

Document 2:

Some candidates typed the full date at the head of the letter, although only the month and year were requested. It was not always clear that the date inserted referred to the month and year, eg **June 11** could mean **11th June**, and candidates who did not type the year **2011** in full were therefore penalised. Common errors in the text of the letter were **sliver** instead of **silver**, **beat** for **best**, **the month** for **next month**, **your household** for **our household** and the omission of **new** or **hall** in **new beige hall carpet** and of **the** in **for the loss of your possessions**. Most candidates correctly emboldened the required text. Some candidates inserted a scissors symbol at the beginning of the tear-off line, although one was not shown in the draft, and some are still not extending the line to within 10mm of the edge of the paper. More candidates are correctly aligning the dotted lines at the right margin, although not all leave a space between the line of dots and the text and a few are still leaving more than 4 cm between the last line and the bottom edge of the paper.

Document 3:

This document was very well done by most candidates with few errors being incurred. The top and left margins were generally amended to the required size as was the indented paragraph. The footer **PROPERTY MAINTENANCE** was either typed as **PROPERTY MANAGEMENT** or **MAINTENANCE** was misspelt, and page numbering was sometimes omitted. Some of the names in the organisation chart were misspelt. Most errors were found in the typing of the final 2 handwritten insertions, with **(CuSO₄)** being often typed as **(C_uSO₄)**, **temperatures** as **temperature**, **28°C** as **28° C** and **fungus** as **funeral** in the first insertion and a space being inserted in **10[®]**, **death match beetle** typed instead of **death watch beetle** and the word **some** omitted from **some professional advice** in the second insertion.

Document 4:

Part 1 of this document was generally well done, the majority of candidates correctly reflecting the widths of the columns shown in the draft. Some candidates inserted a vertical line after DOG'S DETAILS which was not shown in the draft. One of the apostrophes, but seldom both by the same candidate, was sometimes omitted from OWNER'S NAME and DOG'S DETAILS.

In Part 2, most candidates removed the gridlines as instructed. A few candidates used initial capitals not shown in the draft, eg **18 Months, Go to your Bed** (4J), or omitted capitals which were drafted, such as **come** and **heel** (1.7). **When let off the lead** was sometimes typed as **When left off the lead**, which has a different meaning and was not accepted. Most candidates inserted the correct date at the foot, as shown in the invigilation slip accompanying the script.