

Document Presentation Level 3 – 03934 Summer 2010

General:

The majority of the candidates completed all four documents. The standard of performance was generally good.

Document 1:

The majority of the candidates inserted a shaded text box with the correct fill effect (wavy lines) and used a different font style **and** size within the text box, but some candidates did not ensure that the text box was positioned in the centre of the page (Marking Criterion 2.3). The house style was followed by the majority of the candidates, although there were a few instances where some of the subheadings or paragraphs were inset slightly (MC 4A). In the first sentence, most of the candidates used a larger font size for all the text but some candidates did not delete the word “the” (MC 2.2) and omitted the word “for” (MC 2.1). A few candidates omitted the sentence beginning “This elegant dance ...” (MC 2.1).

Document 2:

Most of the candidates inserted an unshaded text box of the correct size, with a 4½ pt border, but did not use Times New Roman 12 font for the text within the text box (MC 2.3). Some candidates did not insert decorative horizontal dividers; they simply keyed in a few symbols or used underlining to insert a horizontal line (MC 2.3) and did not ensure a clear linespace above and below both dividers (MC 4B). Almost all candidates produced a screenprint; however, some screenprints did not include evidence of the column widths (MC 2.3). A few candidates did not insert the automatic field “Created on” in the footer area (MC 2.3). A few candidates keyed in “Materials” instead of “Material” (MC 2.1) and omitted the exclamation mark in “needle!” (MC 1.2). A small number of candidates did not leave a clear space between ☒ and “Email” and the email address was occasionally incorrectly keyed in (MC 1.2).

Document 3:

This document was well done by most of the candidates. Almost all candidates inserted a full-page border on the first page only. Centres are advised that the header/footer may appear inside and/or outside the border, but must be full-page size, not just around the text; the bottom line of the border must be at the foot of the page, not simply below the text (MC 2.3). The temperature “3.5°C” was frequently incorrectly keyed in as “3.5 °C” (MC 1.2). (The alternative “3.5 °C” was accepted.) “(CO₂)” and “(H₂O)” were often incorrectly keyed in (MC 1.2). Centres are advised that the “O” must be a capital “O” and not a zero “0”. A few candidates did not insert the odd-page header “ALTERNATIVE FUEL²” at the right margin (MC 2.3) and many candidates did not insert the correct spacing in the even-page footer “© PROGRESS PLC” (MC 2.3). The page number was occasionally not in the centre, as instructed (MC 2.3).

Document 4:

This document was very well executed by the majority of candidates. Some candidates incorrectly changed all the subheadings, eg “Credit Controller” to upper case instead of the section headings only, as instructed (MC 2.3). A number of candidates keyed in “Bridgewater” and “Wembly” instead of “Bridgwater” and “Wembley” (MC 1.2). A few candidates omitted the telephone symbol ☎ (MC 2.3). The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but there were a few candidates who did not insert this automatic field at all, or who inserted only the filename (MC 2.3). A few candidates used the original filename “POSTS” (MC 2.3). Centres are advised that the filename and path may be in lower or upper case (MC 2.3). Some candidates did not use the correct page number style “Page 1” (MC 2.3). Occasionally, both the filename and path and page number were inserted as a footer (MC 2.3).