

## Text Production (Level 1) – 06966, and Text Production Screen Reader (Level 1) – 00004 Summer 2011

### **General:**

Most candidates completed all three documents and the standard of performance was generally good. In addition to omitted, superfluous, substituted and incorrect words, the main fault was failure to expand correctly the words which were abbreviated.

### **Document 1:**

A few candidates keyed *available* instead of *open* in the stet amendment (Marking Criterion 2.1). The apostrophe in the circled word *term's* was often moved to after the 's' instead of being removed. The abbreviation *tel* was frequently expanded to *tell* instead of *telephone* (MC 2.1). Some candidates keyed *sincerely* in the complimentary close with an initial capital (MC 4J) and did not use an initial capital for *Manager* (MC 1.7).

### **Document 2:**

This document was completed well by most candidates. The most common fault was to emphasise the whole last paragraph instead of the first sentence (MC 4D). *Board* was often rendered without an initial capital (MC 1.7).

### **Document 3:**

The comma after *Later* was omitted by many candidates (MC 1.2) and *advert* changed to *advert* or *event* (MC 1.1). The most common fault in this document was the inability to recognise *cos* as an abbreviation. As well as being incorrectly expanded to *because*, *cost*, *customers*, *costumers* or *consumers*, some candidates also changed the following word *know* or added a word, ie *because you*. Many candidates extended the underscore on *unique record* (MC 2.3).