

Business Presentations (Level 1) – 06968 Autumn 2008

Considering that this is the first paper for this examination the majority candidates produced work of a good standard. Most of the candidates completed all documents with a reasonable standard of accuracy but poor proofreading led to many uncorrected typographical errors. All of the documents were well presented.

Document 1:

This document was reasonably well done although some candidates misaligned the bullet points. Several candidates used the wrong slide for Slide 1 ie a title slide instead of a bulleted slide.

Document 2:

Occasionally the bullet was not demoted (Marking Criterion 2.3). There was inconsistent spacing on the outline view (MC 4I).

Document 3:

If candidates change the background a penalty will be incurred (MC 2.3).

Document 4:

"Can" was sometimes presented with a local case initial (MC 1.7).

Some candidates did not emphasise the headings in bold as instructed (MC 4D).