

Text Processing (Business Professional)

Document Presentation (Level 2) – 06978 Autumn 2008

Candidates who submitted papers produced some pleasing work.

Document 1:

This standard of work on this document was generally high. A few candidates omitted the full stop after “course” and some did not edit the WordArt correctly.

Document 2:

Most of the errors in this document related to the tear-off slip. In some cases the dashes indicating the tear-off portion did not extend edge to edge, but stopped at the margins. Some candidates failed to leave a clear linespace between items and several did not ensure that the dotted lines were aligned at the right margin. The bottom margin of this document was also sometimes greater than the 4 cm permitted.

Document 3:

This document was in most cases presented to a high standard. Candidates coped well with both the changes to the margins and the insertion and amendment of the organisation chart, although some candidates displayed 1st, 3rd, etc inconsistently and in some cases the right margin of the chart was less than 13 mm. The commas after “AK² Karate Club” was sometimes omitted. A few candidates failed to change “John” to “Alex” as instructed and some left a space in the footer between “MARTIAL ARTS” and the subscript “₀₉”.

Document 4: Both parts of this document were usually well typed, although a few candidates used single linespacing in Part 1. Most candidates successfully removed the lines and completed the details for Part 2.