

Word Processing (Level 2) – 06999 Autumn 2008

The standard of papers was satisfactory.

Document 1: This was generally completed well. The majority of candidates inserted the header but several failed to insert it on the first page (Marking Criterion 2.3). Some candidates failed to justify the text throughout the document (MC4S). The numbering of the pages was done well. The majority of candidates adjusted the top and bottom margins (MC4T) but several candidates had a top margin of more than 5 cm on Page 3 probably because they inserted extra line spaces but failed to insert a hard page break at “LAMBING”. Several candidates failed to copy the full stop when they copied the sentence (MC3.5). A few candidates failed to delete “enclosed or” (MC2.2). Several candidates failed to change “mothers” to “ewes” throughout the document (MC2.3). Several candidates had difficulties with the transposition of “after a few minutes, gets to its feet” with some copying “gets to its feet” (MC3.1). The word “your self” was not always joined (MC1.2). Common errors were “course” for “coarse” (MC1.1) and “musli” for “muesli” (MC1.2).

Document 2: This was generally completed well with the main problem being the insertion of the picture. A few candidates failed to print the document in landscape (MC4H) and a few put the word count on a separate page. Some candidates extended the underscore or failed to underscore (MC2.3). Several candidates changed the font rather than changing to a larger font size (MC2.3). Candidates had difficulty knowing where to insert the picture. The picture should have been inserted so that the top of the picture was to the left of the first line of the first paragraph with square brackets and should not have extended beyond the last line of the third paragraph with square brackets. These three paragraphs should be wrapped to the right of the picture. Very few candidates failed to insert the correct picture or failed to change its width. A few wrapped the text to the left with the picture at the right (MC2.3). All the candidates did a word count but not necessarily gave the correct one which was 157 (MC2.3).

Document 3: Some candidates are still failing to leave a clear line space before and after the headings (MC4B). A few candidates had inconsistent line spacing before/after the section headings (MC4I). Several candidates failed to follow the layout of the headings for example having “BREED OF” on one line and “SHEEP AND LAMBS” on the next line (MC2.3). Several candidates failed to line up so that the longest figure, which was “102.00”, started at the same point as the “P” of the heading “PRICE £” (MC4P). Several candidates who attempted this then had the decimal points slightly out of alignment (MC4Q). Several candidates failed to do the sort correctly (MC3.4) and a few candidates failed to remove the gridlines (MC2.3). There were a few keying in errors in the headings such as “SHORTWOOL” for “SHORTWOOLS”, “enquires” for “enquiries” or other errors in the email address especially the omission of the full stop at the end (MC1.2).

Document 4: Some candidates changed the format of the letterhead template (MC4H). Several candidates failed to change the font to Comic Sans MS 12 (MC2.3). The main loss of marks came from the bullet points. Several candidates failed to follow copy and started each one with an initial capital (MC4J) and added extra full stops at the end of each bullet (MC1.2). Candidates failed to leave a clear line space before the bullet points (MC4B). There should be a clear line space before the first bullet point and after the last bullet point in each series (MC4B). Some candidates had inconsistent display of the bullet points with one set inset and the other at the margin. Either is acceptable but not if they are inconsistent (MC2.3). Routing caused several problems including failure to key in “cc” or an alternative, failure to put the routing on the top copy and failure to produce extra copies (MC2.3). Some candidates failed to justify the document especially the recalled phrase (MC4S). The second page was not numbered by several candidates (MC2.3). A common error was “colostrums” for “colostrum”, and “mother” for “mothering” (MC1.2).