

## **Text Production (Level 2) – 06975, and Text Production - Screen Reader (Level 2) - 00005 Spring 2011**

### **General:**

The majority of the candidates completed all three documents and the standard of work was generally good. Errors in the expansion of abbreviations, omitted words and failure to key punctuation and follow capitalisation as shown on the draft continue to be the main reasons why faults are incurred.

### **Document 1:**

A few candidates used the Sample letterhead instead of the supplied template for 'Crowne Consultants' (Marking Criterion 4H). *Our ref* was occasionally keyed as *Our Ref* (MC 2.1) and the special mark keyed as CONFIDENTIAL instead of PRIVATE AND CONFIDENTIAL; CONFIDENTIAL often contained typographical errors (MC 2.3). Some candidates incorrectly identified the word 'post' as an abbreviation and expanded this to 'position' on all three occasions. Most candidates expanded 'Cres' but some spelt this incorrectly as 'Cresent' and 'tel' was often expanded to 'tell' instead of 'telephone'. The times were accepted displayed consistently with a colon separator and with or without a space preceding am/pm, but inconsistent display or changing to 24-hour clock incurred a fault (MC 4L). A few candidates extended the underline to include the preceding word 'It' or under the space following 'possible' (MC 2.3). Post-dating was not always done correctly with some candidates giving the Friday of next month, rather than next week (MC 2.1) and the style of the post-dating was occasionally inconsistent with the display of the letter date (MC 4L). The stet amendment was generally well done but those who incorrectly keyed 'organised' also keyed the wrong word in Document 3 indicating a misunderstanding of the instruction. A few candidates continue to key 'sincerely' in the complimentary close with an initial capital (MC 4J) and several did not indicate an enclosure (MC 2.3). Other errors included 'Human Resources' as 'Human Resource' and the hyphen omitted from '15-minute'.

### **Document 2:**

This document was well done by the majority of candidates. The most common error was the transposition of entries against the headings 'Contact Person' and 'Company Name' (MC 3.2) or the recalled headings in a different order to the supplied template (MC 4H). The correction of the apostrophe in *year's* was poorly done with most candidates removing the apostrophe altogether. Several did not key the colon after 'said'. Errors in the speech marks were penalised as 1 fault per pair including single quotes, incorrect position of closing punctuation and incorrect spacing. The horizontal transposition and ballooned text caused little difficulty. Other errors included 'Caren' keyed as 'Karen' and 'aim' as 'am'.

**Document 3:**

A number of errors were found in the headings; as these headings were displayed in capitals it is unlikely that the spellchecker alone would identify them which reinforces the need for careful proofreading. The vertical transposition of paragraph headings caused some problems with the paragraphs being incorrectly moved with the headings (MC 3.1). Some candidates emphasised the complete paragraph instead of the sentence (MC 4D). Common errors included 'post' expanded to 'position', 'practice' as 'practise', 'person' as 'personal', 'applicants' as 'applications', 'guidelines' as 'guidlines' or 'guildlines', omission of the word 'the' before July, and a few did not key 'Progress' with an initial capital (MC 1.7). Some omitted the comma after 'over-qualified' and a small number failed to key the complete paragraph after the distraction text incurring a fault for each omitted word. The word 'shortlist' was accepted as 'short list' and '65th' as 'sixty-fifth' or 'sixty fifth'. Some candidates failed to number the continuation sheet (MC 2.3).