

Document Presentation Level 3 - 03934 Spring 2011

The majority of the candidates completed all four documents. The standard of performance was generally good and there were some excellent scripts.

Many of the candidates' errors could have been detected and corrected if they had carefully checked their work against the draft. Errors such as missing, wrong or superfluous words, punctuation and paragraphing cannot be identified by use of spellcheckers. Reliance on spellcheckers is proving to be one of the major reasons candidates are not awarded a Distinction or a Pass.

A surprisingly large number of candidates produced documents that contained errors within headings and headers/footers displayed in all capitals. Centres are advised to check that the Autocorrect options candidates use are appropriate; for example, that the option "Ignore words in UPPERCASE" is unchecked so that the spellchecker will identify typographical errors that occur in words displayed in all capitals.

Document 1:

Some candidates incurred a penalty under MC 2.3 because they changed the font style and/or size of the recalled text, although they had not been instructed to do this. The majority of the candidates inserted a shaded text box with the correct fill effect (wavy lines) and used a different font style **and** size within the text box, but some candidates did not ensure that the text box was positioned at the left margin (Marking Criterion 2.3). Almost all candidates inserted the correct accent in "Comăneci" but some used the incorrect accent "ă" or "ã" (MC 1.1). Common errors were incorrect words in the heading (MC 1.2) and omitted or misplaced apostrophe in "delegates' knowledge" (MC 1.2).

Document 2:

Most of the candidates used Trebuchet MS 12 font, as instructed, but some did not ensure that this font was used for the text in the unshaded text box (MC 2.3). A small number of candidates did not insert **decorative** horizontal dividers; they simply keyed in a few symbols (MC 2.3) and did not ensure a clear line space above and below both dividers (MC 4B). Almost all candidates produced a screen-print; however, some screen prints did not include evidence of the column widths (MC 2.3). Almost all candidates inserted the correct accent in "Inés" (MC 1.2). A surprisingly large number of candidates omitted or misplaced the apostrophes in "employers' liability insurance" and "a client's property", even though these were clearly written (MC 1.2). Other common errors were "BUISNESS", "building" instead of "buildings", "police" instead of "policy" and "fir" instead of "fire" (MC 1.1/1.2/2.1).

Document 3:

The majority of the candidates retained the Comic Sans 11 font throughout, but some did not ensure that the special character “®” was inserted in this font (MC 2.3). Almost all candidates inserted a full-page border on the first page only, as instructed. A few candidates did not insert the even-page header “COURSE RT/14” at the left margin (MC 2.3) and did not insert the page number in the centre as instructed (MC 2.3). The lines in the diagram were occasionally not correctly positioned at the “points” of the shapes (MC 2.3). Centres are advised to research the options available within the software used by candidates when inserting lines and shapes, such as “Send to back”. Common errors were “VECHICLE TECHNCIAN” in the odd-page header (MC 1.1/2.1), “O₂” incorrectly keyed as “0₂” (MC 1.7) and the semi colon in the word “respiration;” (final paragraph) keyed as a comma (MC 1.1). A number of candidates did not align the bullets at the left margin (MC 4A).

Document 4:

The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but there were a few candidates who did not insert this automatic field at all, or who inserted the filename only, or who used the original filename “WINTER” (MC 2.3). Some candidates did not use the correct page number style “- 1 -” (MC 2.3). Occasionally, both the filename and path and page number were inserted in the footer area (MC 2.3). Common errors were “COMMERCIALS” (MC 1.2), words “store” and “house” keyed with initial capitals (MC 4J) and omission of the final paragraph (MC 2.1).