

## **Audio Transcription – 06976 Spring 2011**

### ***General:***

Many 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 uncorrected typographical errors. All of the documents were well presented.

Some candidates failed to follow the capitalisation as shown on the Candidate Information Sheet.

### ***Document 1:***

This document was usually well displayed. Some candidates did not follow the capitalisation given on the Candidate Information Sheet. (MC 1.7). Only a few candidates omitted the date. (MC 2.1) A few candidates input "Mrs" for "Miss". (MC 2.1) Some candidates keyed-in business manager with initial capitals and although they were not on the Candidate Information Sheet they were accepted. However, it should be noted that the information on the Candidate Information Sheet displays those words where it is expected that capitals should be used. Some candidates put Encs instead of Enc. (MC 2.3) Some candidates only printed one extra copy instead of the two copies required (MC 2.2) This may be because they did not put the word "file" on the destination details which is acceptable but could be the reason for the omitted copy. The words "I enclose the results ..." was sometimes input as "I enclose results ..." and the word "patience" was sometimes keyed-in as "patients". (MC2.1)

### ***Document 2:***

This document was well presented. The numbered items posed some problems as they were not sentences and therefore did not require punctuation or initial capitals. The majority keyed-in the items as sentence case using an initial capital for the first word. (MC 4J) Some candidates keyed-in the word "dining" as "dinning" and "rota" as "rotor" or "router". (MC 1.2)

### ***Document 3:***

Reasonably well presented but some candidates did not produce the table in double linespacing. (MC 4C) The vertical space of at least 30 mm caused problems for a few candidates. (MC 4E) When the document went onto two pages some candidates failed to number the second page. (MC 2.3) The word "licence" was frequently rendered as "license" and "vicinity" and sometimes input as "facility". (MC 1.1, 2.1) The word "paperwork" was sometimes input as 2 words (MC 1.2)