

## **Text Production Entry Level 3 – 06964, and Text Production – Screen Reader Entry Level 3 – 00003 Spring 2010**

### ***General:***

The work submitted by candidates was of a good standard and well presented by most.

Section 4 faults apply to all documents; therefore failure to display the heading at the left margin in Documents 2 or 3 incurs a 4A fault. Inconsistent line spacing is penalised under Marking Criterion 4I.

Many candidates incur errors for typographical errors, omitted words or omitting full stops at the end of sentences – careful proofreading would have prevented these errors.

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

The abbreviations on Document 1 were expanded correctly by most candidates.

The word *five* was accepted displayed as the figure 5.

The most common errors incurred by candidates were:

- *assistant* displayed as *assistance*
- *of* omitted after the word *Friday*
- *ask* displayed as *asked*

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

Many candidates incurred a 4A fault for displaying this document centred.

Changing the order of the lines will incur faults as will adding pictures and using non-readable fonts.

The most common errors incurred by candidates were:

- *Inset* displayed as *Insert*
- *system* displayed as *systems*

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

Some candidates did correct the circled word but replace the word with a word of their choice this incurs a fault for each incorrect word.

*slimline* was accepted hyphenated but penalised displayed as two words.

The circled word *continud* was accepted corrected to *continued* or *continues*.

The circled word *is* was accepted corrected to *were* or *are*.

The most common errors incurred by candidates were:

- *MONTHLY* displayed as *MOTHLY*
- *item* not corrected to *items*
- *than* displayed as *then*
- The new paragraph not applied
- *home* and *enclosure* displayed as plural words
- *Internet* displayed as *internet* (MC 1.7 applies)