

## **Audio Transcription Intermediate**

### **1 November – 17 December 2010**

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. A few candidates failed to follow the capitalisation given on the Candidate Information Sheet. (Marking Criteria 1.7). A few candidates input "Miss" for "Mrs" and some omitted "Mrs". (MC 2.1) The heading was occasionally entered in closed capitals instead of initial capitals and underlined. (MC 4J) The word "cheque" was sometimes keyed-in as "check" and "relating" as "related" and "insure" for "ensure". (MC 2.1) Some candidates put Encs instead of Enc. (MC 2.3) A few 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.

#### ***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 and some candidates put full stops at the end of each line. (MC 4J and 1.2) The word "covered" in the numbered items was sometimes keyed-in as "cupboard". (MC 2.1) A few candidates failed to emphasise the sentence as instructed. (MC 4D)

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

This document was reasonably well presented. The heading was occasionally centred. (MC4 4A) Unless otherwise instructed headings should be aligned at the left margin. The vertical space of at least 25 mm was generally well done with only a few candidates failing to carry out the instruction. (MC 4E) Some candidates did not produce the table in double linespacing. (MC 4C) When candidates chose to use decimal points some failed to align the decimal points. (MC 4Q) The word "steel" was rendered as "steal and "fireplace" was keyed-in as 2 words. (MC 1.2) When the document went onto two pages some candidates failed to number the second page. (MC 2.3)