

## Text Production Level 3 – 03932, and Text Production – Screen Reader Level 3 – 00007 Autumn 2010

### *General:*

Poor proof-reading and inability to use apostrophes correctly continue to be the reason why many marks are lost. Candidates should also be mindful of the need to extract suitable information where required from the resource sheet so that the resulting information is correct in the context of the document being prepared. The majority of candidates completed the paper. Those who failed did so usually because of an accumulation of missing, superfluous or wrong words and a failure to correct grammatical and apostrophe errors.

### *Document 1:*

Some candidates used different styles for the two dates in this document and candidates sitting the examination in December occasionally typed **14 January 2010** instead of **2011**. Post-dating is accepted with or without the year, but if inserted it must of course be the correct year. In the third paragraph most candidates corrected **driver** to **drivers**, but many failed to change **is** to **are** either in the ballooned insertion or in the final sentence of this paragraph. Some candidates included the words **in the new strategy** from the resource sheet, although this did not make sense in the sentence being typed. The superfluous apostrophe in **all van drivers'** was also frequently not removed. A few candidates failed to leave spaces before and after the dash in **Regional Manager – South**. The majority of candidates correctly identified that there were 2 enclosures with the letter.

### *Document 2:*

**Ltd** was sometimes expanded to **Limited**. In the tabulated section, the first two items of the second column were sometimes transposed, although the transposition sign indicated only the names. Sometimes **Administration** was typed as **Administrator** and the name **Braun** was frequently changed to **Brown** or **Brawn**. The numbered paragraphs were mostly correctly rearranged although some candidates left out the final item. The abbreviation **org** was sometimes expanded to **organizer** rather than **organization**. In the penultimate paragraph the missing apostrophe in **employees' applications** was frequently omitted or misplaced.

### *Document 3:*

Both footnotes were generally typed in the correct place and with the correct capitalisation but a number failed to include the final full stop on one or both footnotes.

On the first page, the hyphen in **long-term** was sometimes omitted, as were the commas after **photographs** and **present**. A number of candidates selected **£14.99** instead of **£12.99** as the missing word from the resource sheet.

The amendments on the second page were generally dealt with correctly, although the underscored portion was occasionally extended to the end of the sentence and items were occasionally left out of the list of forms of identification. The word **photocard** was sometimes presented as two separate words and **licence** typed using the American spelling, **license**, which is not acceptable. In the inset portion, the commas after **Your needs and**, and **at short notice**, were sometimes omitted.