

Level 1 Business Presentations – 06968 Autumn 2009

General

The majority of candidates produced work of a high 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 very well presented.

Document 1

This document was well presented. A few candidates used the wrong slide for Slide 1 ie a title slide instead of a bulleted slide. Some candidates did not consistently align the information in the organisation chart. (Marking Criteria 4I)

Document 2

Occasionally the bullet was not demoted and sometimes the bullet symbol was deleted. Some candidates actually deleted the text instead of demoting it. (MC 2.3) The majority of the candidates managed to insert the new subordinate box. In some case there was inconsistent spacing on the outline view. (MC 4I)

Document 3

If candidates change the background a penalty will be incurred. (MC 2.3) A few candidates failed to insert the Clip Art image. (MC 2.3) A small number of candidates chose to use handouts with 9 per page instead of 6 per page.

Document 4

Keying-in errors were the most common problem in this document. The word “advise” was frequently keyed-in as “advice”. (MC 1.1, 1.2) Some candidates did not emphasise the headings in bold as instructed. (MC 4D)