

Text Production Level 1 – 06966, and Text Production – Screen Reader Level 2 – 00004 Autumn 2009

General:

Many candidates produced work of a high standard and only a few candidates did not complete all three documents,

Document 1:

The most common error was the removal of the apostrophe in *permit's* (Assessment Criterion 3.6). *DERBY* was keyed as *Derby* (Marking Criterion 4J) and the initial capitals of *Waste Disposal Permit* were removed (MC 1.7). The abbreviation *necy* was often expanded incorrectly or not at all (AC 3.5).

Document 2:

This document was generally done well. Some candidates did not leave a line space between the headings (MC 4B), or keyed the document with inconsistent line spacing between similar items (MC 4I). *DESSERTS* was keyed as *DESERTS* and *MOUSSE* as *MOUSE* (MC 1.2). *PLEASE NOTE:* was sometimes omitted (MC 2.1). Many candidates omitted the full stop at the end of the document (MC1.2).

Document 3:

Many typographical faults occurred – including misspelling of *THEATRE* and *county* for *country*. The initial capitals on *Open Day* was omitted (MC 1.7) and the underscore on *New Year* was often extended into the following space (MC1.2). Times were sometimes presented inconsistently, incurring a 4L penalty, and the apostrophe removed from *minutes'* (MC1.2).