

Audio Transcription Level 2 – 06976 Autumn 2009

General:

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. Some candidates did not follow the capitalisation given on the Candidate Information Sheet (Marking Criterion 1.7). Only a few candidates omitted the date (MC 2.1). A few candidates keyed in “chose” as “choose” (MC 1.2). Some candidates keyed in client service administrator and head office with initial capitals and although they were not on the Candidate Information Sheet they were accepted. However, it should be noted that the information on the Candidate Information Sheet displays those words where it is expected that capitals should be used. Some candidates put Encs instead of Enc (MC 2.3). Some 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 very well presented. The majority of the candidates displayed the numbered paragraphs well. Some candidates keyed in “overhead” as two words (MC 1.2). Some candidates failed to emphasise the whole paragraph (MC 4D).

Document 3:

Reasonably well presented, but some candidates did not produce the table in double line spacing (MC 4C). The vertical space of at least 75 mm caused problems for a few candidates (4E). Some candidates failed to number the second page when the document went on to two pages (MC 2.3). Many candidates keyed in the word “Nevertheless” as three words (MC 1.2).