

## Text Production Level 3 – 03932 Autumn 2009

### **General:**

Most candidates completed the paper. The majority of faults continue to be related to superfluous, missing or wrong words, failure to follow copy regarding capitalisation accurately and the inability to identify and correct grammatical errors and to understand whether an apostrophe has been used correctly or not.

### **Document 1:**

Most candidates used the letterhead provided. The majority of candidates correctly identified 'head office' as the insertion required from the Resource Sheet, but some incorrectly changed the style of initial capitals (Marking Criterion 4J). Both the caret and ballooned insertions were added correctly and in the right places. Although the post-dating was generally indicated correctly, the style used was not always the same as that used to date the letter (MC 4L). Of the 3 grammatical errors, 'option' was nearly always corrected to 'options', but 'The scheme attracts people ... and **are** designed' was not always corrected to '**is** designed'. A few candidates changed **scheme attracts** to **schemes attract** and '**waits** for a permanent post' was not always corrected to '**wait** for a permanent post'. Some candidates incorrectly changed **Progress hotels** to **Progress Hotels** although in this context a capital **H** was not required. The superfluous apostrophe after **two years'** was not always removed. There were no enclosures with this document and most candidates did not indicate any.

### **Document 2:**

The headings to this document were usually correctly transposed. In the numbered section, a few candidates typed procedures rather than practices as indicated by the dotted line and some did not type either word. The abbreviation **emp** was not always expanded or was expanded to **employee** or **employer** instead of **employment** as given in the Assessment Criteria. The superfluous apostrophe in **post's** was usually removed, but some candidates changed the word to **positions**. Most candidates successfully identified **Postholders** from the Resource Sheet (**Post holders** was also accepted as an alternative spelling, although in general candidates are recommended to follow copy). The underline beneath the word fourteen was sometimes extended into the following space and a large number of candidates removed the apostrophe following the word **days'**, although an apostrophe is required in this context. Most candidates displayed the tabulated section well, but some changed the initial capitalisation and/or added final punctuation and a few failed to leave clear line spaces under the headings or between the 2 items.

### **Document 3:**

Both footnotes were generally typed in the correct place but some candidates changed the initial lower case to upper case.

On the first page, the main heading was usually correctly centred and the 2 other headings were correctly transposed, with only a very few candidates transposing the following paragraphs as well. A number of candidates changed **departmental manager** to

**department manager** and **final years' study** was not always corrected to **final year's study** although the context made clear that the course was for two years only. A few candidates substituted **select for selects** on this page and **provide** for **provides** on the following page. In some instances **emphas&is of the scheme** was changed to **emphasis is of the scheme**, which did not make sense.

On the second page, the 3 paragraphs under **BENEFITS** were correctly changed to single line spacing and **£15,600** and **an interim basis** correctly identified from the Resource Sheet. However, the apostrophe in **30 days' annual leave** was sometimes omitted and **Progress group** changed to **Progress Group**. The commas shown after **modules** and **effectively** were frequently omitted. A few candidates changed **some body** to **someone** instead of **somebody** as indicated. Most candidates performed the horizontal transposition correctly, although some used the American spelling **license** which is not acceptable.

On the third page the inset was generally performed accurately but **our information pack** was sometimes changed to **the information pack**.