

Text Production (Level 1) – 06966, and Text Production Screen Reader (Level 1) – 00004 Autumn 2011

General:

Many candidates produced work of a high standard although it was evident that some candidates had to rush the last task and did not have time for checking. The lack of careful proof reading, especially for initial capitals and where a typographical error resulted in a wrong, but correctly spelt, word, contributed highly to the penalties incurred. The requirement to expand abbreviations correctly, amend a circled word containing an apostrophe and follow a 'stet' instruction was not carried out accurately by many candidates.

Document 1:

The resource sheet information for this document did not match the actual text in the document. The candidates were not disadvantaged in any way as both words – 'about' and 'regarding' - were accepted (Marking Criterion 3.7).

The most common layout fault with this document was the omission of a line space between the salutation – *Dear Mrs Walker* – and the first paragraph (MC 4B). Many candidates omitted all or some of the initial capitals in the workshop titles and session topics. A maximum figure of 3 penalties was incurred for this. In paragraph 2, the word *can* was often added in the phrase '*I confirm that ...*' (MC 2.1). The abbreviations *approx* and *info* were left in their abbreviated form (Assessment Criteria 3.5) and the correction sign for *stet* interpreted incorrectly – *extremely* instead of *very* (AC 3.4). The circled apostrophe error was left without amendment or the apostrophe removed by many candidates. The circled word at the end of paragraph 3 was often changed to *staffs* instead of adding a full stop. In paragraph 4, *note* was frequently keyed as *not* (MC 1.2). In the final paragraph '*If you require any ...*' was often substituted by '*If you required and ...*' (MC 1.2).

Document 2:

The lack of a line space between the two headings was a frequently-occurring fault (MC 4B). The final *S* from *COURSES* was often omitted (MC 1.2), *crab* was often keyed incorrectly and *confirmation* was keyed as *conformation* (MC 1.1). A small number of candidates changed the layout of the menu items to paragraph style, adding commas and changing initial capitalisation.

Document 3:

Uncorrected typographical errors occurred in the headings – *STARING*, *BUISNESS*, *BUSSINESS* and *ADVISE* (MC 1.2 and MC 1.1). Line spacing caused a problem for many candidates – either using the wrong spacing (MC 4C) or having inconsistent spacing between paragraphs (MC 4I). Although candidates correctly changed the circled word *is* to *are* in the second paragraph, many candidates added the word *any* before '*gaps in the market ...*' (MC 2.1). In paragraph 4, *prioritise* was often keyed as *priorities* (MC 1.1). The initial capital for *Business* in paragraph 6 was frequently omitted (MC 1.1): likewise the full stop at the end of the document (MC 1.2).