

Speed Keying (Level 1) – 06973

Autumn 2011

Centres should ensure that the revised unit specifications are used. This document can be found in the *Units* section of the Text Processing pages on the OCR website:
http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l1_cert/documents/.

The standard of work produced for this examination was very good.

Spelling and punctuation were generally presented as drafted. Some candidates typed *theft* instead of *thief* at the end of the fourth paragraph. The comma was sometimes omitted after *etc*, at the end the fifth paragraph.