

## Entry Level Award Initial Text Processing (Entry 3) – 05569 Summer 2008

NOTE: This chief examiner's report relates to a qualification that expired on 30 September 2008 and has been replaced by the Entry Level Award in Initial Text Processing (Entry 3), 06964.

The work submitted by candidates was of a very high standard and well presented by most candidates, however some scripts were submitted where there was an obvious lack of proofreading and typographical errors were not corrected.

The common errors presented by candidates involved the lack of knowledge of the correct expansion of the abbreviations and typographical errors.

There were no ambiguities with the question paper.

The most common errors incurred by candidates were:

### Document 1:

- Words in the addresses were often typed with errors, eg REDFORD, Manger
- Some candidates typed the same postcode for both addresses
- Failure to type the words **on behalf of the** in the third paragraph
- Failure to expand the abbreviation ffly correctly
- The name **Chand** was sometimes presented as Chad

### Document 2:

- Some candidates did not display the words **Forest, Pines, Hotel** and **Rumbleband** with initial capitals and incurred one fault for each word without an initial capital
- **Rumbleband** was displayed by some candidates as Rumble band

### Document 3:

- Many candidates incorrectly amended the circled error **releive** to receive or relive
- The word **from** is a common word for candidates to mistype as form
- The word **the** is often omitted, eg in the first paragraph **banking money**
- The word **the** is often added, eg in the third paragraph **If the money**
- The underscore on the word **secure** was often omitted or extended