

## Word Processing (Basic) – 06974 Autumn 2008

The majority of the candidates completed all four documents. Some candidates changed the font style and/or font size for all or some documents (Marking Criterion 2.3).

There was evidence to suggest that some candidates relied solely on the spellchecker facility to check their work. Incorrect words such as “sports” instead of “spots”, “trial” instead of “trail” (Document 1); “gym” instead of “gum”, “cleaning” instead of “clearing”, “plague” instead of “plaque” (Document 2); “value” instead of “valve” (Document 4) and omitted punctuation such as commas and full stops at the end of paragraphs, were frequently not identified and corrected by candidates.

The standard of performance was generally good. Some candidates produced excellent scripts with very few errors.

**Document 1:** Some candidates did not adjust the left margin as instructed (MC 4A), did not use full justification throughout the document (MC 4S) and did not inset the paragraph beginning “This natural resource...” 4 cm from the left margin as instructed (MC 4U). The majority of the candidates keyed in the correct word count but some did not key this in at all and others keyed in an incorrect figure, even though there were no errors within the text which might account for this (MC 2.3). A few candidates did not insert the filename and path in the footer area as instructed (MC 2.3). “River Camel” had been keyed in as “river Camel” by some candidates (MC 1.7).

**Document 2:** A small number of candidates did not insert a full-page border (MC 2.3) and some did not ensure that there was a clear linespace above and below the picture (MC 4B). The majority of the candidates underlined the words “Good oral hygiene is vital” as implied in the draft but some incorrectly extended the underlining (MC 2.3).

**Document 3:** This document was well done by many candidates. A few did not modify the columns as instructed; they keyed in the column headings correctly but then keyed in the columns as draft (MC 2.3). A number of candidates did not consistently left align the data in the columns (MC 4P). Some candidates who opted to use gridlines to rule the table were penalised under 4L because they left empty cells, especially after the column headings and at the end of the table.

**Document 4:** The form was accurately completed by the majority of the candidates. Some deleted all the lines of ruling (MC 2.3) and deleted the word “is” instead of using strikethrough to carry out the deletion as instructed (MC 2.3). Occasionally, “Phillip” was keyed in as “Philip” and “Matthews” as “Mathews” (MC 1.2). A small number of candidates did not leave a character space in “1 pack”, “1 reel” and/or “1 litre”, but did leave spaces between parts of the email address [plumb@mail.net](mailto:plumb@mail.net) (MC 1.2).