

Entry Level Award Initial Text Processing (Business Professional)

Text Production (Entry Level 3) - 06964, and Text Production - Screen Reader (Entry Level 3) - 00003 Autumn 08

The work submitted was of a high standard and well presented by most candidates.

It was evident that some candidates did not know of the changes to the new scheme which includes a new amendment sign.

With some of the scripts submitted 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:

- SHEFFIELD displayed incorrectly
- Second paragraph **watchers** displayed as **watches**

Document 2:

- A few candidates omitted the five words ... **tables Shallow and deep bird ...**

Document 3:

- The word **any** in the second paragraph often displayed as **and**
- Many candidates did not interpret the new paragraph sign correctly
- In the second paragraph the word **late** sometimes displayed as **later**
- The word **the** before berries in the second paragraph often omitted
- The word **weatherproof** in the third paragraph sometimes displayed as **waterproof**
- First word in the fourth paragraph **Bird** was often displayed as **Birds**
- The underscore on the word **knowingly** was often omitted or extended