

Business Presentations (Level 1) – 06968 Summer 2009

The majority of candidates produced work of a good standard. Most of the candidates completed all documents within a reasonable standard of accuracy but poor proofreading led to uncorrected typographical errors. All of the documents were well presented.

Document 1:

This document was well done although a few candidates misaligned the bullet points (Marking Criterion 4A). Some candidates used the wrong slide for Slide 1 ie a title slide instead of a bulleted slide. On some of the slides the image and the heading text overlapped (MC 1.6). On the third slide the heading was frequently keyed in as HOTEL RECEPTIONIST (MC 1.2).

Document 2:

Occasionally the bullet was not demoted and sometimes the bullet symbol was deleted and some candidates moved the text beyond the left hand margin (MC 2.3). The word "Philip" was sometimes rendered as "Phillip" (MC 1.2). There was inconsistent spacing on the outline view (MC 41).

Document 3:

If candidates change the background a penalty will be incurred (MC 2.3). Some candidates failed to insert the Clip Art image (MC 2.3).

Document 4:

Keying-in errors were the most common problem in this document (MC 1.1, 1.2). Some candidates did not emphasise the headings in bold as instructed (MC 40). Capitalisation was not followed by some candidates eg manager for Manager; grade c for grade C and hotel for Hotel (MC 1.7, 4J).