

Mail Merge Level 1 – 06971 Summer 2009

Many candidates produced work of a high standard and few candidates incurred problems with using the mailmerge facility.

Document 1:

This document was undertaken well by most candidates. A few candidates incurred penalties for keying in STREET amendments using initial lower case.

Document 2:

Some candidates made changes to the template – such as font, font size or alignment – and incurred an MC4H fault. Emphasis of the specified words was undertaken well. The indication for enclosure should be presented as in the draft.

Document 3:

This document incurred the most faults. Changing words with an initial capital to lower case incurred a penalty each time. The word *broccoli* was often spelt incorrectly and sometimes commas were omitted. On the Monday record, the VEG field was accepted with the word *and* inserted after *parsnips*. In the POTS field, on the final record, a comma was accepted after *Mashed*.

Document 4:

Common errors occurring in this document included changes to the initial capitalisation of *Basic Food Hygiene*, omission of full stops or colons at the end of lines, and the word *the* being omitted from *on all the tables*. Some candidates presented the times inconsistently, incurring an MC4L fault.