

## **Document Presentation Level 3 - 03934 Summer 2009**

The majority of the candidates completed all four documents. Centres should be aware that candidates are expected to key in text exactly as shown in the draft. Initial capitals must be keyed in as presented in the draft. One fault will be incurred for each initial capital that has been keyed in as a lower case character (Marking Criterion 1.7). Use of initial capitals where initial capitals were not presented in the draft incurs a penalty under MC 4J.

### ***Document 1:***

The majority of the candidates inserted a shaded text box with the correct fill effect (diagonal lines) but some did not insert the text box in the centre of the page (MC 2.3). The full stop was occasionally omitted in the telephone number "0808 110 110." (MC 1.2).

### ***Document 2:***

Most of the candidates inserted an unshaded text box of the correct size, with the correct line border but did not use Century Gothic 12 font for the words within the text box (MC 2.3). A full stop was occasionally inserted in the word "planet" (MC 1.2). The word "weighed" was occasionally keyed in as "weighted" (MC 2.1) and the "é" in "Céline" was inserted in a different font style/size (not Century Gothic 12) (MC 2.3). There were a few instances of "Gemstones ®" instead of "Gemstones®" (MC 1.2). Some candidates did not insert decorative horizontal dividers; they simply keyed in a few symbols or a horizontal line (MC 2.3) and did not ensure a clear linespace above and below both dividers (MC 4B). Almost all candidates produced a screenprint; however, some screenprints did not include evidence of the column widths (MC 2.3). A few candidates did not insert the automatic field "Created on" in the footer area (MC 2.3).

### ***Document 3:***

This document was very well done by some candidates. The odd-pages header was occasionally keyed in as "ALL ABOUT HONEY<sup>3</sup>" or "ALL ABOUT HONEY<sub>3</sub>" and page numbers and the even-pages footer were not centred (MC 2.3). Some candidates keyed in "Australia" instead of "Australasia" in this footer (MC 2.3). A few candidates did not delete the original page number (MC 2.3), "(H<sub>2</sub>O<sub>2</sub>)" was keyed in as "(H<sub>2</sub>O<sub>2</sub>)" and the bullet points were indented from the left margin (MC 4A).

### ***Document 4:***

Many candidates produced an excellent document – accurate and well displayed. The style of page numbering was occasionally not correctly inserted in the header area (MC 2.3). Some candidates inserted the wrong symbol in the word "CHAÎNE", using "ı" instead of "Î" (MC 2.3). A large number of candidates did not align the decimal points in the sums of money in the second column (MC 4Q). The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but there were a few who did not insert this automatic field at all, or who inserted only the filename and not the filename and path, as instructed (MC 2.3).