

Audio Transcription (Intermediate) - 06976 Summer 2010

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

Some candidates failed to follow the capitalisation as shown on the Candidate Information Sheet.

Document 1:

This document was usually well displayed. Some candidates did not follow the capitalisation given on the Candidate Information Sheet in particular Sea Reach, Water View and Ocean Approach. (Marking Criteria 1.7). Only a few candidates omitted the date. (MC 2.1) A few candidates input "Miss" for "Mrs". (MC 2.1) The heading was occasionally entered in closed capitals instead of initials capitals and underlined. (MC 4J) The word "council" was sometimes keyed-in as "counsel" and "residents" as "residence". (MC2.1) The hyphenated word "tow-away" cause problems for many candidates who keyed it in as "toe-away" and some entered the word hyphen instead of the symbol. (MC 1.1) Some candidates keyed-in tourism department with initial capitals and although they were not on the Candidate Information Sheet they were accepted. However, it should be noted that the information on the Candidate Information Sheet displays those words where it is expected that capitals should be used. Some candidates put Encs instead of Enc. (MC 2.3) Some candidates only printed one extra copy instead of the two copies required (MC 2.2) This may be because they did not put the word "file" on the destination details which is acceptable but could be the reason for the omitted copy.

Document 2:

This document was well presented. The numbered items posed some problems as they were not sentences and therefore did not require punctuation or initial capitals. The majority keyed-in the items as sentence case using an initial capital for the first word and some candidates put full stops at the end of each line. (MC 4J)

Document 3:

This document was reasonably well presented. The vertical space of at least 25 mm was generally well done with only a few candidates failing to carry out the instruction. (MC 4E) Some candidates did not produce the table in double linespacing. (MC 4C) When candidates chose to use decimal points some failed to align the decimal points. (MC 4Q) The word “terraced” caused some problems being rendered as “tourist”, “terrorist” and “terrace”. (MC 2.1, 1.2) The homophone “their” caused a problem for some candidates who keyed it in as “there”. (MC 2.1) When the document went onto two pages some candidates failed to number the second page. (MC 2.3)