

Word Processing Level 2 – 06999 Summer 10

The standard of papers was satisfactory.

Document 1:

The majority of candidates did not do this task well. The main loss of marks came from the bullet points. Several candidates had inserted the recalled bullets straight after “bring” instead of leaving a clear linespace and starting the bullet point on the next line (Marking Criterion 2.3). The font and size of the autotext phrases, including the bullet points, is Arial 11 and this must be changed to the font and size given in the instructions which was Tahoma 12 (MC2.3). The recalled phrases are in the opposite format to what is required so on this task the bullet points were recalled as ragged and had to be changed to a justified margin (MC4S). Several candidates inserted extra full stops at the end of each of the keyed in bullets (MC1.2) and started each one with a capital letter (MC4J). As usual routing caused several problems including failure to key in “cc” or an alternative and failure to produce extra copies (MC2.3). The second page was not numbered by a large number of candidates. The task is designed to go on to 2 pages and the second page must be numbered (MC2.3). Candidates may print on the back of the paper but must number the page. Several candidates had keying in errors. A common error was “Kamila”, “Council” and “Clifton Canal” in lower case and lack of initial capitals at the beginning of sentences (MC1.7), “had” omitted in the sentence “I see from your details that you have had experience” (MC2.1), keying in errors in “Jane”, “Vaughn” and “Environment Department”. Another common error was “We need volunteers who” which started at the left margin instead of carrying on after “towpaths” (MC1.5).

Document 2:

The majority of candidates had errors on this task. Several candidates did not leave 4 cm (MC4E). Some candidates are still failing to leave a clear line space before and after the headings (MC4B). A few candidates had inconsistent line spacing before/after the section headings (MC4I). Several candidates failed to follow the layout of the headings or text in the table, for example, having “NUMBER OF DAYS” on one line (MC2.3) and keying in “ADMINISTRATION AND FUNDRAISING ISSUES” so that it did not extend into the second column (MC2.3). Several candidates failed to line up so that the longest figure, which was “120.00”, started at the same point as the “F” and “£” of the heading “FEE” and/or failed to line up the decimal points (MC4Q). Several candidates sorted the figures into descending order instead of ascending (MC3.4). There were a few keying in errors especially “FUNDING” for “FUNDRAISING”, omission of “s” from “topics”, omission of the heading “COUNCIL TRAINING COURSES”. Some candidates are rekeying in the recalled text and incurring extra keying in faults.

Document 3:

This was generally completed well with the main error being failure to right align the header so that it was lined up with the right margin (MC2.3). Another common error was failure to copy the sentence. Candidates are now asked to copy a sentence, not several sentences as

on the old scheme (MC3.5). The other main error was failure to have a consistent top margin of 5.5 cm. All candidates changed the margins correctly but a large number had a top margin of more than 5.5 cm on Page 2 and/or 3. This was probably because they inserted extra line spaces to make a new page and/or failed to insert a hard page break at the first line of the new page (MC4T). Several candidates, when making the new paragraph, inserted an extra character space before “Milking demonstrations” (MC1.2). Several candidates had inconsistent line spacing usually as a result of moving the paragraph (MC4I). A common error was “new build has” instead of “had” (MC1.1) and “July and September” instead of “July or September” (MC1.2). Where a new paragraph had been made the first word was often inset by one space (MC4A). The document may be printed on both sides of the paper so long as the headers and page numbers are as requested.

Document 4:

This was generally completed well with the main problem being the word count and the positioning of the picture. All the candidates did a word count but a large number keyed in an incorrect number (MC2.3). There is no need to key in extra words such as “word count”. This is not penalised but must not be included in the word count. The picture should have been inserted so that the top of the picture was to the right of the first line of the sentence with square brackets. Only the text of this sentence and the following list should have been wrapped to the left of the picture. A few candidates keyed in “conversation” instead of “conservation” (MC1.1). Some candidates failed to delete “community groups and” (MC2.2).