

## Text Production Level 3 – 03932, and Text Production – Screen Reader Level 3 – 00007 Summer 2010

### *General:*

Not all candidates completed the paper. This was usually the result of failing to turn over the final page, thereby omitting the final four paragraphs. Poor proof-reading and inability to use apostrophes correctly continue to be the reason why many marks are lost.

### *Document 1:*

A few candidates were penalised for failure to use the letterhead provided. Although the post-dating was generally indicated correctly, the style used was not always the same as that used to date the letter (Marking Criterion 4L). Some candidates failed to recognise the abbreviation "co's" as representing "company's" and produced a variety of alternatives such as "CDs" which made little sense. The abbreviation "ops" was sometimes expanded to "opportunity" and "asap" not expanded at all. Grammatical errors, despite being fairly obvious, still cause problems, many candidates typing "the directors **has** agreed" and "Our ... changing rooms **is** going to be available", although "makes our decision in the penultimate paragraph was usually corrected to "make our decision". (Candidates should note that grammatical errors will only be included in this document and they should not attempt to change the wording of Documents 2 and 3.) The faulty apostrophe included in "period of six month's" was frequently not removed. Candidates were expected to extract the words "temporary passes" from the resource sheet at the end of the second paragraph, but a number included the whole item. The majority of candidates correctly identified that there was a single enclosure with the letter.

### *Document 2:*

A disappointing number of candidates failed to leave a clear line space under the headings in the table (4B). Most correctly rearranged the order of "Marketing Manager" and "Advertising Assistant" and identified "Moela" as the missing name required from the resource sheet, although a few changed "Assistant" to "Manager" or reordered the names as well, although this text was not included in the vertical transposition. Punctuation was sometimes inserted after "event", although none was shown in the draft. The numbered paragraphs were mostly correctly rearranged. Some candidates inserted an apostrophe into "DVDs". Candidates should note that they are not required to include a distribution list when typing minutes, unless this has been specifically drafted for them. Some candidates changed the tense of several sentences, as in "The team **has** produced ..." and "**hopes** that his marketing strategy **will** result ...". The emphasis under VACANT POST was generally well executed, but a number failed to correct "discus" to "discuss" or remove the superfluous apostrophe in "candidates". The underlining under "exact" was often extended under the following space.

**Document 3:**

Both footnotes were generally typed in the correct place and with the correct capitalisation and punctuation. Both the items from the resource sheet on this page and the next were in the main correctly identified and inserted, although "Pilates" was sometimes changed to "Pilate's" or "pilates". Candidates who selected "posture" were not penalised as it was felt that this was a reasonable interpretation. The superfluous apostrophe in "it's opening times" was usually removed, but a number of candidates changed "after their class" to "after their classes".

The amendments on the second page were generally dealt with correctly, although some candidates transposed the associated paragraphs as well as the headings indicated for transposition and a number left the final word out of the heading "HEALTH AND SAFETY ISSUES". The inset paragraph was mostly correct at 6 cm, but the final "S" was sometimes omitted from "DANCE STUDIOS" and "pleasures of dance" was sometimes changed to "pleasure of dance". In the paragraph under Changing Rooms, the word "to" was often omitted from "near to the main foyer".

On the final page "refuse you entry" was sometimes changed to "refuse your entry" and a number of candidates typed "internet" instead of "intranet".