

## **Mailmerge Level 1 – 06971 Spring 2011**

The mailmerge function was undertaken well by candidates. Penalties incurred were mainly typographical or presentation. Care should be taken when keying in the datafile (Document 3) to ensure that text in each field is not followed by a space as this causes problems when merged in Document 4, especially if positioned before punctuation in the standard document.

### **Document 1**

Although very few candidates incurred errors in this document, sometimes candidates amended the wrong record, thus incurring two penalties – one for the incorrectly amended record and one for the record that should have been amended.

### **Document 2**

The date was omitted by some candidates incurring a fault under MC2.7. The letterhead template was sometimes amended (MC4H). The word *Resources* was often keyed as *Resource* and *Manager* as *Manger*.

### **Document 3**

An initial capital was often added to the first word of the EVENT and/or PLACE fields (MC4J). *Sebrina* was rendered as *Sabrina* and *Tracey* as *Tracy*. The field title *DRINK* was sometimes rendered as *DRINKS*. The date was sometimes not rendered as copy.

### **Document 4**

This document was produced accurately by most candidates. TOURS in the heading was often keyed without the S. A small number of candidates incorrectly used the letterhead template (MC4H). The final full stop was often omitted.