

Audio Transcription Basic - 06967 Summer 2010

Document 1:

This document was generally well displayed. Some candidates omitted the date. (Marking Criteria 2.1) "Mrs" was sometimes omitted in the address or rendered as "Miss". (MC 2.1) The heading was sometimes entered using initial capitals instead of block capitals. (MC 4J) The word College/college was sometimes keyed in as Collage/collage despite being given on the Candidate Information Sheet. (MC 1.1) The word "queries" was occasionally keyed-in as "quires", "resources" sometimes became "recourses" and "Principal" became "Principle". (MC 2.1) The hyphenated word "re-employ" caused problems for a many candidates with some including the word "hyphen" and others putting a dash. (MC 1.1, 1.2) The words "timetabling" and "cannot" were sometimes rendered as "time tabling" and "can not". (MC 1.2) Some candidates failed to indicate the enclosure. (MC 2.3)

Document 2:

This document was exceptionally well presented with only a few incurring keying-in errors. A few candidates presented the heading in block capitals instead of using initial capitals and underlining). (MC 4J)

Document 3:

This document was well presented with candidates only incurring a few keying-in errors. The majority of candidates coped with the change of line spacing although a few failed to notice that the article should have been keyed in with single line spacing except where indicated. The word "off" in the third paragraph was sometimes rendered as "of". (MC 1.1) The words "paperless" and "standby" were sometimes presented as two words "paper less" and "stand by".(MC 1.2)