

## **Business Presentations Basic**

### **1 November – 17 December 2010**

The majority candidates produced work of a high 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 very well presented.

#### ***Document 1:***

This document was well done although a few candidates used the wrong slide for Slide 1 ie a title slide instead of a bulleted slide. On some of the slides the image and heading text overlapped. (Marking Criteria 1.6) On Slide 1, the first bullet point, initial capitals were not always followed. (MC 1.7) On Slide 2, the word “staff” in the organisation chart was sometimes presented with an initial capital. (MC 4J)

#### ***Document 2:***

Occasionally the bullets were not demoted and sometimes the bullet symbol was deleted and some candidates moved the text beyond the left hand margin. (MC 2.3) There was inconsistent spacing on the outline view printout. (MC 4I)

#### ***Document 3:***

This document was very well done. Some candidates failed to insert the Clip Art image. (MC 2.3) Capitalisation was not always followed for the words “Property Owner’s Pack”. (MC 4J)

#### ***Document 4:***

This document was generally well done. Incorrectly keying-in text caused most errors in this document. (MC 1.1, 1.2) Some candidates did not emphasise the headings in bold as instructed. (MC 4D)