

Text Production Entry Level 3 – 06964, and Text Production – Screen Reader Entry Level 3 – 00003 Autumn 2010

General:

The work submitted by the majority of candidates was of a good standard, showing evidence of careful proof-reading and attention to detail. Most candidates completed the paper within the time allocation.

However, a number of candidates were unfamiliar with some abbreviations (particularly Crescent) and failed to expand the words correctly. They were also unfamiliar with the paragraph symbol ¶ and often reproduced it in the document.

A major error continues to be the centring of lines in Document 2. Candidates should follow the alignment shown on the draft (see *Knowledge, understanding and skills* for Learning Outcome 1 and Marking Criterion 4A). Candidates should also be discouraged from including ClipArt for examination purposes.

Document 1:

This document was often displayed well and many candidates incurred no penalties.

Common errors included:

- Omission of date
- Failure to use initial capitals for Progress Hotel
- Inconsistent line spacing between paragraphs
- Failure to expand Cres (Crescent) and necy (necessary)

Document 2:

The main error within this document was the failure to align text with the left margin. This incurred a fault under Marking Criterion 4A.

Other errors included:

- Inconsistent line spacing between items
- Occasional words/lines omitted
- Incorrect spelling of desserts

Document 3:

This document was generally well presented.

Common errors included:

- Inconsistent line spacing between paragraphs
- Omitted full stops at the end of paragraphs
- Faulty (omitted/extended) underscore
- Failure to follow instruction for paragraph [
- Incorrect spelling of brakes, practise, riding
- Difficulty in correcting final circled error (roads is to roads are)