

Initial Text Production (Entry Level 3) – 06964 and Initial Text Production – Screen Reader (Entry Level 3) – 00003

Spring 2009

General:

The work submitted by candidates was of a good standard and well presented by most candidates.

Changing the order of the lines on Document 2 will incur faults, and adding pictures and using specific fonts may incur faults.

Some candidates are not aware that on Document 3 the circled word is the word that is incorrect and should be corrected; the word before or after the circled word should not be altered.

It was evident that some candidates did not know of the changes to the new scheme which includes a new amendment sign.

With some of the scripts submitted there was an obvious lack of proofreading and typographical errors were not corrected.

The common errors presented by candidates involved the lack of knowledge of the correct expansion of the abbreviations and typographical errors.

There were no ambiguities with the question paper.

The most common errors incurred by candidates were:

Document 1:

- Postal towns not displayed in all capitals
- Date omitted
- **Sirs** displayed as Sir
- **next month** often typed as this month or the month
- A few candidates typed a colon at the end of the first sentence in the penultimate paragraph after the word **chalet**

Document 2:

- Many candidates omitted the E in **RETIREMENT**
- The word **of** was often added to the first line **Choice of retirement villas**
- **health** displayed as heath
- A few candidates omitted a line

Document 3:

- Typographical errors in the heading
- Many candidates did not interpret the new paragraph sign correctly
- The majority of candidates incurred a 4I fault for inconsistent linespacing
- The underscore on the word **country** was often omitted or extended
- The circled word **regions** incorrectly amended to religion
- The circled word **Accomodation** incorrectly amended to Accommodations
- situated often displayed as suited, suitable, situation