

Speed Keying (Level 2) – 06998 Autumn 2011

Centres should ensure that the revised unit specifications are used. This document can be found in the *Units* section of the Text Processing pages on the OCR website:
http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l2_cert/documents/.

Only a very small number of candidates failed to complete the core unit; many candidates completed this and both the additional paragraphs.

The main penalties incurred were for omissions particularly in phrases consisting of several short words, such as:

- “*It is of a very ...*” (omitted *of* or *a*) – paragraph 7
- “*but it is not a ...*” (omitted *it* or *a*) – paragraph 8

Other omissions were “*pleasure in enclosing*” (paragraph 6); “*has also been*” (paragraph 7) and “*other personal belongings*” (paragraph 9).

There were also a few instances of incorrectly added words - “*details of all of our*” (paragraph 7) and “*to a reduced cost*” (paragraph 8).

Other accuracy errors were for:

- *interest* instead of *interests* in paragraph 1
- *reduced/reduce* instead of *reduces* in paragraph 2
- *income* instead of *incomes* in paragraph 3