

Text Production (Level 2) – 06975, and Text Production - Screen Reader (Level 2) - 00005 Summer 2011

General:

The majority of candidates completed all three documents and the standard of work was good. Errors in the expansion of abbreviations, omitted words and failure to key punctuation and follow capitalisation as shown on the draft continue to be the main reasons why faults are incurred. Careful proof-reading against the draft would help reduce these errors and improve the work of many candidates.

Document 1:

A few candidates failed to use the supplied letterhead template (Marking Criterion 4H¹). The display of *Our ref* was not always keyed as shown on the draft (MC 2.1) but the actual reference was accepted as cm/371129 or CM/371129. In the address details the abbreviation *Sq* was occasionally retained and quite often the county *Norfolk* was presented in closed capitals in addition to the town (MC 4J). Where the abbreviation *a/c* was expanded this was frequently rendered as *accounts* and *tel* was often retained. The apostrophe was correctly removed from *funds* and the stet amendment was generally well done. Post-dating was usually correct but the date style was sometimes inconsistent with the display of the letter date (MC 4L). The underline beneath the text *no further action* was occasionally omitted or extended to include other text (MC 2.3); some candidates emboldened this text and omitted the underline. The alternative spelling of *adviser* as *advisor* was accepted and *Maltby* as *Malkby* was also accepted. Candidates who emboldened the final word *letterhead* were not penalised. Several candidates failed to identify that there was more than one enclosure (MC 2.3). Common errors included *Philip* keyed as *Phillip*, *Cresswell* as *Creswell*, *We should...* as *We would...*, *queries* as *quiries*, *Services* as *Service* and *Manager* as *Manger*.

Document 2:

A few candidates failed to use the supplied memo template with the recalled headings in a different order to the supplied template (MC 4H). The most common error was the correction of the apostrophe in the circled word *Groups* with most candidates removing the apostrophe

¹ Please see the unit specification for the Marking Criterion. All units can be found on the text processing (Business Professional) pages of the OCR website.

rather than positioning it before the 's'. Some candidates failed to follow the capitalisation as displayed, keying initial capitals for *staff development programme* (MC 4J) or failing to key *Training Unit* with initial capitals (MC 1.7 per word). Abbreviations continue to be a weakness with *asap* often retained or keyed in capitals and *opp* expanded to *option* instead of *opportunity* (MC 2.1). Other errors included *technique* keyed as *techniques* and *form* as *from*.

Document 3:

Errors were often found in the headings and as these were displayed in capitals it is unlikely that the spellchecker alone would identify them which reinforces the need for careful proof-reading. The vertical transposition of paragraph headings caused some problems with the paragraphs being incorrectly moved with the headings (MC 3.1). A few candidates keyed the document in double line spacing changing the one section to single rather than single for the document with one section in double (MC 4C). Some candidates emphasised the complete paragraph instead of the sentence (MC 4D). The use of a dash to represent the word *to* in *14 to 19 year olds* and *2 to 4 years* was accepted but had to be used consistently (MC 4L). The text *year olds* was often keyed as *years olds*. The close-up correction sign was occasionally not carried out and a small number incorrectly transposed the words to *place work* instead of removing the space to *workplace*. There were many errors in the expansion of the abbreviations *misc* and *emp*, *emp* was often expanded to *employees* or *empathy*. Many candidates omitted the two words *varied working* at the end of the line following the caret insertion. Other errors included *posts* keyed as *pasts*, *manufacturer* as *manufacture*, *colleges* as *collages*, *This diploma...* as *The diploma...*, *economics* as *economies*, *careers* as *career*, *choose* as *chose* and *exciting* as *exiting*. The use of consistent line spacing after headings and between paragraphs caused few problems on this paper. A few candidates did not number the continuation page (MC 2.3). Candidates were not penalised if the text *Its* in the first paragraph and a *worthwhile career in this exciting business sector* in last paragraph were emboldened.