

Document Presentation Level 2 – 06978 Spring 2011

General:

Many scripts were well presented at this series, although omitted, superfluous or wrong words not picked up by proof-reading continue to be the cause of most lost marks.

Document 1:

This document was generally well presented. Not all candidates used a different font in the text box and a few failed to shade this box. A number of candidates failed to centre all of the required text, leaving the line **We clean windows in** at the left margin (4F). A few typed **further** for **further** or **infomation** for **information** when amending the WordArt.

Document 2:

Some candidates caused the style of letterhead to change, by allowing the email address to become a hyper-link (4H). (This is accepted when an email address is typed in by the candidate, but not where a pre-stored letterhead is changed.) Most candidates correctly emboldened the required text, although the style of date used at the head was not always consistent with the style of the 2 dates in the body of the letter (4L). Some also omitted the word **a** before **£250 voucher**, or typed **with the item details** instead of **with item details**. Many candidates are still leaving more than 10 mm before the scissors symbol or at the end of the tear-off line of dashes. More candidates are correctly aligning the dotted lines at the right margin, although not all leave a space between the line of dots and the text and many are still leaving more than 4 cm between the last line and the bottom edge of the paper.

Document 3:

This document was very well done by most candidates with very few errors being incurred. The top and left margins were generally amended to the required size as was the indented paragraph. The footer was mostly inserted correctly, but page numbering was sometimes omitted. A number of candidates typed **trail** instead of **trial** at the end of the first paragraph and a few typed **Date** instead of **Data** in the organisation chart. Some also changed **bottlenecks** to **gridlocks** instead of **gridlock** as requested.

Document 4:

Part 1 of this document was generally well done, most candidates correctly reflecting the widths of the columns shown in the draft. Some candidates inserted a vertical line after DETAILS which was not shown in the draft and a number typed ROOMS REQUIRED instead of ROOMS REQUESTED.

In Part 2, most candidates removed the gridlines as instructed. Some candidates used initial capitals for **21st birthday party**, although these were not shown in the draft and the word **party** was occasionally omitted. The line spacing under ITEMS and COMMENTS was not always consistently presented (4I). A dash and/or spaces was frequently typed instead of a hyphen without spaces in **3-course**. Some candidates used a different date style at the foot to the one in the DATE OF EVENT column.