

Word Processing Level 2 – 06999 Autumn 2010

The standard of papers was satisfactory.

Document 1

This was generally completed well with the main error being failure to justify the text especially the line before the website address on Page 3 (Marking Criterion 4S). All candidates changed the margins correctly but several had a top margin of more than 4 cm on Page 2 and/or 3. This was probably because they inserted extra line spaces to make a new page and/or failed to insert a hard page break at the first line of the new page (MC4T). Several candidates had inconsistent line spacing usually as a result of moving the paragraph or copying the sentence (MC4I). A common error was deleting the comma after deleting “for this service” (MC2.2).

Document 2

This was generally completed well with the main problem being the word count and the positioning of the picture. All the candidates did a word count but several keyed in an incorrect number (MC2.3). The picture should have been inserted so that it was aligned against the paragraph with square brackets round it which had also to be changed to a larger font size. Several candidates had positioned the picture so it was against either part of the previous paragraph or against part of the next paragraph (MC2.3). Some candidates failed to delete “a number of” (MC2.2).

Document 3

The majority of candidates had errors on this task. Some candidates are still failing to leave a clear line space before and after the headings (MC4B). Several candidates failed to follow the layout of the headings or text in the table, for example, having “TOUR CODE” on two lines (MC2.3) and keying in “LONGER CRUISES IN FRANCE AND PORTUGAL” so that it did not extend into the second column (MC2.3). Several candidates failed to line up so that the longest figure, which was “1284.50”, started at the same point as the “P” of the heading “PRICE” and/or failed to line up the decimal points (MC4Q). Several candidates failed to follow the capitalisation in the cruise titles (MC1.7).

Document 4

The majority of candidates had errors in this task. The main loss of marks came from the bullet points. Candidates did not change the recalled autotext phrase bullets which were justified to a ragged margin (MC4S). The recalled phrases are always in a different font and format, which in this case was Arial 11 and justified, to the final version which was Comic Sans MS12 and ragged. Several candidates failed to leave a clear line space before each series of bullets (MC4B). A few candidates inserted extra full stops at the end of each of the keyed in bullets or the last bullet (MC1.2) and started each one with a capital letter (MC4J). The second page was not numbered by several candidates. The task is designed to go on to 2 pages and the second page must be numbered (MC2.3). Candidates may print on the back of the paper but must number the page. There were a few keying in errors especially errors in the reference (MC2.1) and “your” for “you” in the first line (MC1.2).