

Text Production (Level 2) – 06975, and Text Production - Screen Reader (Level 2) - 00005 Autumn 2010

General:

The standard of work was generally high with very few candidates being unable to complete all three documents. Initial capitals must be presented as shown on the draft; some candidates failed to key initial capitals as drafted incurring one fault per instance. Centres are reminded that the supplied OCR stationery designed for the specific paper must be used. Many of the errors mentioned in this report could have been eliminated through careful proof-reading. Spelling errors in capitalised headings may not be identified by spellchecking alone and candidates should be encouraged to check their work very carefully against the original draft to identify these errors and missing, wrong or superfluous words.

Document 1:

A few candidates failed to use the supplied letterhead - the heading details for this paper should be centred and not right aligned (Marking Criterion 4H). *Our ref* was occasionally keyed as *Our Ref* (MC 2.1) and the special mark keyed as CONFIDENTIAL instead of PRIVATE AND CONFIDENTIAL; CONFIDENTIAL often contained typographical errors (MC 2.3). A few candidates failed to key initial capitals as presented on the draft incurring a fault per instance (MC 1.7). Postdating was generally accurate although the presentation of this date was sometimes inconsistent with the letter date (MC 4L) and several omitted the comma following the postdate (MC 1.2). The underline was sometimes extended into the space following 'years' (MC 2.3). A number of candidates indicated an enclosure where no enclosure was implied (MC 2.3). Common errors included 'Cecilia' as 'Ceclia' or 'Cecila', '2012' keyed as '2010', 'losing' as 'loosing', 'Brioney' as 'Briony'. Some continue to key 'sincerely' in the complimentary close with an initial capital (MC 4J) and the abbreviation 'Sq' was occasionally retained. The correction of the circled word 'offers' was accepted as 'offer' or 'offered' as both made sense and the alternative spellings 'focused' or 'focussed' and 'Advisor' or 'Adviser' were accepted.

Document 2:

This document caused few problems with the majority of candidates producing very accurate work. The most common error was the correction of the apostrophe in *week's* with disappointingly few candidates positioning the apostrophe after the 's'. Plural words were occasionally changed such as 'savings limits' to 'saving limit' and 'instruction' was often keyed as 'instructions' in the final sentence. As a File Note this document was accepted with or without the indication of an enclosure. The horizontal transposition was well done and the ballooned text inserted in the correct position.

Document 3:

Many errors appeared in the capitalised heading INDEPENDENT FINANCIAL ADVICE with some candidates keying INDEPENDANT and ADVISE and failing to correct the error in FINANCAIL – this demonstrates the importance of proof-reading skills where spellcheckers may not check capitalised headings. The word *client's* in the first paragraph was not circled, but a number of candidates incorrectly moved or deleted the apostrophe – words containing apostrophe errors will be circled on the draft. A few candidates corrected the circled word 'like' to 'good' or 'nice', neither of which made sense. Common errors included 'does' keyed as 'dose', 'data' as 'date', 'basic' as 'basis' and the error in APPLY not corrected, again emphasising the importance of proofreading skills. A few candidates moved the paragraphs with the headings in the vertical transposition when only the headings were circled (MC 3.1). A small number of candidates omitted the paragraph at the bottom of the first page following the additional paragraphs incurring maximum faults. Some or all of the question marks in the headings were omitted, some inserted a space between the text and the question mark and several incorrectly inserted a question mark after the final heading (MC 1.2). Some candidates failed to maintain consistent spacing after the final heading (MC 4I). Consistent use of 'advisor' or 'adviser' was accepted. The expansion of the abbreviation 'emp' was better on this paper but there were a few incorrect alternatives including 'emphasis', 'empathy' and 'employer'. Several candidates failed to expand the abbreviation 'asap' and a few retained the abbreviation and presented it in capitals (MC 2.1) – this resulted in one fault for failure to expand an abbreviation. A page number on the continuation sheet was occasionally omitted (MC 2.3) and a few failed to present the paragraph beginning '*All this data...*' as a separate paragraph (MC 3.3). Other common errors included the omission of the word 'all' in 'we are all living longer...' and 'monetry' not corrected or corrected to 'money'. The caret insertion text '*At Progress, the situation is different.*' was accepted as a separate paragraph (with clear line space above and below) or before the text '*We pay our team...*' as was intended.