

## **BUSINESS PRESENTATIONS Level 1**

31 October – 16 December 2011

The majority candidates produced work of a high standard. Most of the candidates completed all documents with a reasonable standard of accuracy but poor proofreading led to uncorrected typographical errors. All of the documents were very well presented.

Centres should ensure that the revised unit specifications are used in future. 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\\_l1\\_cert/documents/](http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l1_cert/documents/).

Document 1: This document was well done although a few candidates used the wrong slide for Slide 1 ie a title slide instead of a bulleted slide. On the master slide “Today’s Date” and the Slide Number were sometimes omitted. (Marking Criteria 2.3) The date was sometimes rendered in the American format. (MC 2.1) Some candidates typed ACCOMODATION for ACCOMMODATION on the heading for Slide 2. (MC 1.2)

Document 2: Occasionally the bullet was not demoted and sometimes the bullet symbol was deleted. (MC 2.3, 1.2) There was inconsistent spacing on the outline view. (MC 4I) The date was sometimes rendered in the American format. (MC 2.1)

Document 3: This document was very well done. Some candidates failed to insert the Clip Art image. (MC 2.3)

Document 4: Incorrectly keying-in text caused most errors in this document. (MC 1.1, 1.2) Some candidates did not emphasise the headings in bold as instructed. (MC 4D) The capitalisation of the headings on the Speaker’s Notes was not consistently followed by some candidates. (MC 4J)