

Text Processing (Business Professional)

Audio Transcription (Level 2) – 06976 Spring 2009

Many candidates produced work of a good standard. Most of the candidates completed all documents with a reasonable standard of accuracy but poor proofreading led to many uncorrected typographical errors. All of the documents were well presented.

Some candidates failed to follow the capitalisation as shown on the Candidate Information Sheet.

Document 1:

This document was usually well displayed although a few candidates failed to use the correct OCR template (Marking Criterion 4H). A few candidates failed to leave a clear linespace after the address on the template (MC 4B). Some candidates did not follow the capitalisation given on the Candidate Information Sheet (MC 1.7). "en suite" was sometimes keyed-in as "on suite" which was not acceptable although ensuite, en suite or en-suite were allowed (MC 1.1). Despite Beachview being given on the Candidate Information Sheet there were several instances of "Beach View" or "Beech View" (MC 1.7). This document was well done with only a few candidates omitting the date (MC 2.1). Some candidates put Encs instead of Enc. (MC 2.3). Some candidates only printed one extra copy instead of the two copies required (MC 2.2). This may be because they did not put the word "file" on the destination details, which is acceptable, but could be the reason for the omitted copy.

Document 2:

This document was very well presented. Some candidates did not leave a clear linespace between the numbered paragraphs (MC 4B). Some candidates keyed in INDEPENDENT as INDEPENDANT and manual as manuel (MC 1.1). The word "showrooms" was sometimes keyed-in as two words (MC 1.2).

Document 3:

Reasonably well presented but some candidates did not produce the table in double linespacing (MC 4C). The vertical space of at least 75 mm caused problems for many candidates (4E). Many candidates failed to number the second page (MC 2.3). Some candidates decided to display the price figures with decimal points and failed to align these correctly (MC 4Q). The word "begun" was sometimes rendered as "began" (MC 1.1).