

## Document Presentation (Level 2) – 06978 Spring 2009

**General:** The general standard of papers seen was good, a definite improvement on work submitted for the previous series.

**Document 1:** There were some pleasing attempts at this document. Some attractive and bold fancy borders were used, although in a minority of cases, the pattern chosen was hardly discernible from a plain border. Most candidates placed the picture correctly at the right margin, but some did not leave a clear linespace beneath the main heading or failed to centre the heading because the picture was placed alongside it. The first 2 paragraphs were accepted either below the picture, or alongside it. Some candidates typed dashes instead of hyphens in "one-to-one" and "hands-on". The text in the WordArt was changed as required, although some candidates spelled "necessary" incorrectly. The WordArt was usually moved to the correct vertical position, but a few candidates were penalised for placing it within the left margin. A few candidates produced a shaded text box instead of an unshaded one and in some cases the font chosen was not different to the rest of the document, but merely larger or italicised and was therefore penalised.

**Document 2:** Some candidates typed dashes instead of hyphens in "after-school" and "tear-off". A few candidates did not spell "Mariam Zaman" correctly. Most of the errors in this document related to the tear-off slip. In many cases the dashes indicating the tear-off portion did not extend edge to edge of the paper (to within 5 mm), but stopped at the margins; a few candidates had the scissors symbol overtyping the line. Some candidates failed to leave a clear linespace between items. A space was not always left between each heading and its associated line of dots, and the dotted lines were frequently not aligned at the right margin. The bottom margin of this document was also frequently greater than the 4 cm permitted.

**Document 3:** By and large, this document was extremely well-typed. The justification, linespacing and amendments were all well done. Common errors included failure to:

- type "Gordon Matthews" above "Finance" in the organisation chart as indicated by the arrow, or typing "Gordan"
- delete the words "in full colour" from the fifth paragraph
- leave the space shown in the footer "SAFETY<sup>1</sup> ©"; ensure that the top margin of all pages was 3 cm as requested (ie it is not acceptable to start the page with the blank line between two paragraphs)
- change "mobile" to "portable" on all 3 occasions
- type page numbers on the second and subsequent pages.

**Document 4:** Part 1 of this document was usually well-presented and accurately typed. The most common error was not to take account of the relative widths of the columns as shown in the draft. Candidates who produced forms with equal-width columns were penalised under Marking Criterion 2.3. Common errors in Part 2 were: omission of "Miss" before "Pam Xenitellis"; misspelling of "Newton Abbot" with "Newtown" or "Abbott"; and typing "shirt"

instead of "skirt". Some candidates incurred a penalty under Marking Criterion 4B for not leaving a clear linespace between separate items on the form, particularly between the address and telephone number, and others left inconsistent linespacing between the items in the 3-column section, incurring a penalty Marking Criterion 4I.