

Text Production (Level 3) – 03932 Spring 2009

General: The standard of typing for this paper was by and large disappointing and many candidates failed through a combination of failing to proofread their work for missing, wrong or superfluous words, insufficient knowledge of how to correct grammatical errors and faulty apostrophes. Another common error was the failure to display the Minutes in Document 2 following the layout shown in the draft.

Document 1: A few candidates were penalised for failure to use the letterhead provided. Some used a letterhead with a different address, and some changed the font size or style of the letterhead. The majority of candidates correctly inserted the special mark FIRST CLASS and the heading ACCOMMODATION FOR PUPPY in the correct places, although some typed ACCOMMODATION with only one “M”. “Mrs Urquhart” was frequently misspelled. A large percentage of candidates inserted the whole sentence from the resource sheet rather than just the opening details (spring of 1968), and many of these also typed “country” for “county” (of Wiltshire); OCR applied a single fault to this error rather than penalising per additional word. There were frequent occurrences of “Each kennel ... are heated” and “accommodation provided ... **are** equipped” and some of the dogs were provided with a “thermostatic” rather than “thermoplastic” bed. Most candidates correctly typed “a kennel” rather than “our establishment”. The missing apostrophe in “puppies” was in most cases correctly inserted, but the one shown correctly in “24 hours' notification” was often omitted. Some left out the hyphens in “7-day” and “first-time”, but the post-dating was generally indicated correctly. In the final paragraph “tel” was sometimes expanded to “tell” rather than “telephone” and occasionally “cat” was not expanded to “catalogue”. The faulty spellings of “cancellation” and “colleagues” were usually corrected. Nearly all candidates correctly indicated a single enclosure for this letter.

Document 2: Most candidates emphasised the heading suitably, although some inserted full stops after “Committee” and “Room 2”. “2000 hours” was sometimes typed incorrectly as “20.00 hours”. “Chair” was sometimes incorrectly expanded to “Chairman” but “Sec” was not always correctly expanded to “Secretary”. Both transpositions in this document were generally made correctly, but some candidates omitted the ballooned insertion after “accounts” completely. Note that the initials under the ACTION column should have been typed at the left of the column – not all candidates did this incurring a penalty under Marking Criterion 4P, and some allowed the text of the items to run across into the ACTION column itself. Some candidates appeared to guess the word to be inserted from the resource sheet, typing “police officer” rather than “planning officer”. A number omitted the underscore beneath “hiring”, failed to expand “cats” at all and/or failed to move the apostrophe in “next months' meeting” to the correct position.

Document 3: The first sentence was often paraphrased to read “Malibu Crew was set up” or “Malibu Crew set up business”. The abbreviation “cos” was sometimes expanded to “customers” rather than “companies”. In the section in single-line spacing “eletrical” was sometimes corrected to “electric” rather than “electrical” and “metres” was changed to “meters”. The deliberate error in “easy axcess by car” was sometimes corrected to “excess” rather than “access”. Both the footnotes in this document were generally typed as indicated, candidates correctly following copy as to capitalisation and punctuation.

The 2 headings were usually transposed as indicated, but in a few instances the paragraphs below them were also transposed. The resource sheet information for this task was generally correctly identified and no superfluous text was added, although a few candidates attempted to insert all 4 of the sentences into the document at some point. Occasionally “teams of chef and butler” was typed as “teams of chefs and butlers”. The paragraph under Summer Celebrations was mostly inset correctly, although a few candidates also inset the heading, which was not included within the square bracket. Many candidates incorrectly typed “Barbecues” as “Barbeques”.

On the final page, some candidates omitted the sentence “We will be happy to provide more details of these.” after having typed the ballooned insertion. The caret insertion “colour scheme, or” also caused a few problems with candidates either omitting the comma or the following “a”. “Hugh Aquinas or Raquel Beaufort” was successfully transposed as indicated in the majority of cases, but some candidates typed “Rachel” or “Racquel”.