

**Text Production (Level 2) – 06975, and
Text Production – Screen Reader (Level 2) – 00004
Spring 2009**

The standard of work submitted was much higher than the autumn examination. Nearly all candidates completed the three documents and used the correct stationery. Those who were not successful generally incurred faults for typographical errors, failure to expand abbreviations correctly and omitted words or lines of text.

Document 1:

The majority of candidates used the correct OCR-supplied letterhead, although some incurred a fault for making alterations to this, such as changing alignment, font size or removing emphasis (Marking Criterion 4H). Any style of the text 'Our ref' is acceptable, but errors in the actual reference, including failure to follow the capitalisation as shown on the draft, incurred a fault (MC 2.1). Not all candidates inserted the special mark URGENT correctly, either failing to use closed capitals as shown (MC 4J), failing to leave a clear linespace before and after the special mark (MC 4B) or failing to align at the left margin (MC 4A). The correct expansion of abbreviations continue to incur faults with some candidates failing to expand 'Ave' or 'Dr' and 'org' was occasionally expanded to 'original'. A few applied closed capitals to Norfolk instead of SHERINGHAM (MC 4J). Dates must be presented in a consistent style throughout the document; some candidates used ordinals in the post-dating, but not in the date of the letter, or vice versa, incurring a fault for inconsistent presentation (MC 4L). A small number of candidates keyed 'homes' instead of 'houses' in the stet instruction (MC 2.1) and the apostrophe in the circled word 'windows' was often not removed. Some failed to underline the text 'free of charge'; a few emboldened this instead or the underline extended under the space following the text (MC 2.3). Some candidates failed to indicate the enclosure (MC 2.3). Common typographical errors were: 'county' keyed as 'country', 'tours' as 'tows', 'wood fired' as 'wood fixed' and 'form' as 'from'.

Document 2:

Most candidates correctly used the OCR-supplied memo template. Capitalisation errors in the presentation of the actual reference 'KB/jr' incurred a fault (MC 2.1). The correction of the apostrophe error in the circled word 'day's' was accepted as 'day' or 'days'. A small number of candidates omitted the ballooned text 'Booklets and leaflets are included'. Failure to indicate the enclosure was a common fault (MC 2.3); those who indicated multiple enclosures were not penalized as the ballooned text 'are included' may have been interpreted as additional enclosures. The horizontal transposition was well-executed; the unidentified error in the spelling of 'advertisement' and the omitted initial capital at the start of the sentence 'They might also...' were corrected well.

Document 3:

This document was generally well done, although errors were incurred for omitted or additional words and typographical errors. The vertical transposition of the paragraphs caused some problems with candidates incorrectly placing the interim paragraph last (MC 3.1) and several candidates omitted the heading 'IN THE HOME' above this section. Some candidates failed to produce consistent linespacing between the paragraphs in double linespacing (MC 4). The close up correction sign was poorly executed with many candidates transposing the words to 'lay out' rather than removing the space to 'outlay'. A few candidates failed to follow the capitalisation of 'Housing Department'; hyphens were omitted or presented as dashes and commas were omitted from the caret insertion text. Other common errors included the abbreviation 'approx' not expanded, 'A or B' keyed as 'A and B', 'light' omitted in 'energy light bulbs', 'butts' as 'buckets', 'vegetable' as 'vegetables' and 'FURTHER' as 'FUTHER'. A few candidates failed to number the continuation sheet (MC 2.3).