

Document Presentation (Level 3) – 03934 Spring 2009

The majority of the candidates completed all four documents. The standard of performance was generally good. Candidates should key in text exactly as shown in the draft. Initial capitals must be keyed in as presented in the draft. One fault will be incurred for each initial capital that has been keyed in as a lower case character (Marking Criterion 1.7). Use of initial capitals where initial capitals were not presented in the draft incurs a penalty under MC 4J.

Document 1: The majority of the candidates inserted a shaded text box with the correct fill effect (diagonal lines), but did not use a different font style **and** size within the text box (MC 2.3). The shading was occasionally so dark that it was difficult to read the text, particularly the full stop (MC 2.3). Some candidates omitted the paragraph “Contact any of these people for further information.” and some incorrectly deleted the words “Monday to” with the deletion with replacement words (MC 2.1). The full stop was occasionally omitted in the telephone number “07963 442266.”

Document 2: Most of the candidates inserted an unshaded text box of the correct size, with the correct line border, but did not use Tahoma 11 font within the text box (MC 2.3). A few candidates omitted the paragraph beginning “The Imperial has always ...” (MC 2.1), while others keyed in this paragraph as part of the two-column section (MC 2.3). Some candidates keyed in “Imperial” with a lower case “i”, incurring 1 fault per instance (MC 1.7) and did not insert decorative horizontal dividers; they simply keyed in a few symbols or a horizontal line (MC 2.3). Almost all candidates produced a screenprint evidencing the width of the columns. A few candidates did not insert the automatic field “Created on” in the footer area (MC 2.3).

Document 3: This document was well done by most of the candidates. In the odd-pages header the word “ENVIRONMENTALLY” was occasionally keyed in as “ENVIROMENTALLY” and in the heading, “ENVIRONMENT” was keyed in as “ENVIROMENT” (MC 2.3 and 2.1). Sometimes the odd-pages footer was not centred and the even-pages footer was not aligned at the right margin (MC 2.3). Some candidates did not delete the original page number (MC 2.3). A few candidates omitted the paragraph beginning “Newspapers, cans and bottles ...” (MC 2.1). “60°C” was keyed in as “60°c” or 60°C (MC 1.2). The bullet points were indented from the left margin (MC 4A). Some candidates did not change the section beginning “Climate change ... (CH₄).” to treble linespacing; they used single linespacing instead, and a few candidates did not change the final paragraph back to double linespacing (MC 4C).

Document 4: The third column was not inserted by a few candidates (MC 2.3). Some candidates incorrectly changed all the side headings, eg “Advanced Behaviour” to upper case instead of the subheadings only, as instructed (MC 2.3). A few candidates omitted the “Managing Stress” section (MC 2.1). The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but there were a few who did not insert

this automatic field at all, or who inserted only the filename and not the filename and path, as instructed (MC 2.3). Others inserted the file name and path but did so in the header area (MC 2.3). Some candidates did not use the correct page number style “Page 1 of 2” and/or did not insert it in the header area, as instructed (MC 2.3).