

## **Mail Merge Level 1 – 06971 Spring 2009**

The majority of candidates produced work of a high standard, successfully producing the merged documents.

### ***Document 1:***

Very few candidates incurred any errors on this document.

### ***Document 2:***

Some candidates made changes to the template – such as font, font size or alignment – and incurred an MC4H fault. The most frequently-occurring error was to key 'Contracts' as 'Contacts'. The word 'exciting' was sometimes changed to 'exiting'. Some candidates incurred a fault for omitting the date.

### ***Document 3:***

This document incurred the most faults. Names were changed – 'Denniss' to 'Dennis', 'Baker' to 'Barker' and 'Shelley' to 'Shelly'. Some candidates did not follow copy for the times and incurred a MC4L fault. A few candidates produced the dates in figures, using the American format, which were then incorrect. Initial capitalisation caused problems for some candidates.

### ***Document 4:***

This document was produced accurately by most candidates. A common error was keying 'DIVISION' incorrectly. The list was accepted in either single or double linespacing, with the codes either as copy or aligned. A few candidates incurred faults on the merged documents due to spaces being inserted after the name in the TUTOR field of the document 3 datafile, which resulted in a space before the full stop in this document.