

Word Processing Level 1 – 06974 Summer 2010

The majority of the candidates completed all four documents. The standard of performance was generally good; there were some excellent scripts.

Document 1

Some candidates did not delete the words “in plant propagation” (Marking Criterion 2.2) and omitted the “s” in “cuttings” and “areas” (MC 1.2). The text “Expert training is given” was often not underlined exactly as shown; some candidates extended the underlining into the space to the right of the word “given” (MC 2.3). The words “instruction” and “handling” were keyed in as “instructions” and “handing” (MC 2.1). The penultimate paragraph “Weekly topics will vary according to the weather.” and the final words “to these sessions.” were omitted by some candidates (MC 2.1). Almost all candidates inserted a full-page border, as instructed. Centres are advised that the border must be full-page size, not just around the text; the bottom line of the border must be at the foot of the page, not simply below the text (MC 2.3).

Document 2

A surprisingly large number of candidates did not key in the comma after “Alternatively,” and some keyed in “college” as “collage” (MC 1.2/2.1). Some candidates keyed in the headings with initial capitals instead of closed capitals (MC 4J) and did not modify the layout of the table as shown (MC 2.3). Those candidates who opted to use gridlines to rule the table but left a row of empty cells below the column headings were penalised under 4L (MC 4L). Some candidates who chose not to rule the table were penalised under MC 4B because they did not leave a clear line space below the column headings. Many candidates struggled with the “dashes” in “Harvest – protect ...” and “surgery – early harvests”. These were often keyed in with no space either side of the dash or with no space before the dash and a space after (MC 1.2). The “s” in the words “displays”, “features” and “harvests” was often omitted (MC 1.2/2.1).

Document 3

Some candidates did not adjust the left margin to 5 cm (MC 4T) and did not use full justification throughout the document (MC 4S). The majority of the candidates created the new paragraph at “If you provide ...” but some candidates inserted extra character spacing at the beginning of this new paragraph (MC 4A) and did not insert a clear line space above this new paragraph (MC 4B). There were a number of instances of inconsistent line spacing between paragraphs, but particularly at the point where the ‘move’ paragraph was originally situated (MC 4I). Some candidates did not inset the paragraph beginning “We hope you are ...” 2 cm from the left margin as instructed (MC 4U). The words “Progress Garden” were often keyed in as “progress Garden” (MC 1.7) or “Progress Gardens” (MC 2.1) and “advise”

as “advice” (MC 1.2/2.1). Most of the candidates keyed in the correct word count, but some did not key this in at all and others keyed in an incorrect figure, even though there were no errors within the text which might account for this (MC 2.3). A few candidates did not insert the automatic filename and path in the footer area as instructed and others did not change the filename but simply left this as the original filename “PLANT”. Centres are advised that the filename and path may be in lower or upper case (MC 2.3).

Document 4

The form was accurately completed by the majority of the candidates. The words “Ms”, “SHEFFIELD” and “Greengage” were keyed in as “Miss” or “Mrs”, “SHEFFIELD” or “SHEFFEILD” or “Sheffield”, and “Greenage” (MC 1.2/2.1/1.7). The date was omitted (MC 2.1) and the entire *Date* box was deleted by some candidates (MC 4H). A penalty was occasionally incurred because candidates deleted all the lines of ruling (MC 2.3). A few candidates deleted the words “do not” instead of using strikethrough to carry out the deletion (MC 2.3). The word “Saints” was often keyed in lower case (MC 1.7) and the telephone numbers “0114 245 3679” and “07974 347537” were not keyed in exactly as shown in the draft (MC 1.2). Centres are advised that candidates must key in telephone numbers with spacing exactly as shown. Although additional lines of ruling should not be inserted, or lines omitted, insertion of additional ruling in the box section is not penalised where this is carried out consistently.