

Word Processing Level 1 – 06974 Spring 2011

The majority of the candidates completed all four documents. The standard of performance was generally good, with the majority of candidates carrying out the word processing functions competently. There were some excellent scripts.

Many of the candidates' errors could have been detected and corrected if they had carefully checked their work against the draft. Errors such as missing, wrong or superfluous words, single/plural words, punctuation and paragraphing cannot be identified by use of spellcheckers. Reliance on spellcheckers is proving to be one of the major reasons candidates are not awarded a Distinction or a Pass.

Centres are reminded that initial capitals must be presented as shown in the draft. Some candidates did not key initial capitals as drafted and this incurred one fault per instance (Marking Criterion 1.7).

A surprisingly large number of candidates produced documents that contained errors within words displayed in all capitals. Centres are advised to check that the Autocorrect options candidates use are appropriate; for example, that the option "Ignore words in UPPERCASE" is unchecked so that the spellchecker will identify typographical errors that occur in words displayed in all capitals.

All Documents

Some candidates changed the font style and/or size of the text in one or more documents. Changes made to the font style/size in a document where there is no instruction to do so will incur 1 fault maximum per exam paper (MC 2.3).

Document 1

A large number of candidates did not use full justification **throughout the document** (Marking Criterion 4S) and some did not adjust the left margin to 3 cm (MC 4T). The majority of the candidates created the new paragraph at "Your investment ..." but some inserted extra character spacing at the beginning of this new paragraph (MC 4A) and/or did not insert a clear line space above the 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 positioned (MC 4I). Some candidates did not inset the paragraph beginning "If you are looking ..." 2 cm from the left margin and there were a few instances where the left margin of the inset paragraph had been decreased by 2 cm, resulting in the text being positioned inside the left margin (MC 4U). The words "various sectors" in paragraph 3 were not deleted and replaced with "diverse areas" (MC 2.1). A large number of candidates did not key the correct word count (267); they either did not key the figure at all or

keyed an incorrect figure, even though there were no errors within the text which might have accounted for this (MC 2.3). Centres are reminded that candidates must take care to key the actual figure accurately when they have performed the word count. 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 "INVEST". Centres are advised that the filename and path may be in lower or upper case (MC 2.3). Keying errors included "event" instead of "even", "change" instead of "charge", "trail" instead of "trial", "Crook" instead of "Cook" (MC 2.1) and the full stop omitted in the telephone number at the end of the final sentence (MC 1.2).

Document 2

Almost all candidates correctly inserted a full-page border, as instructed. Some candidates did not delete the words "and the insight" (MC 2.2). A few candidates did not underline the text "Arrange your free consultation now." (MC 2.3) and the full stop was also occasionally omitted (MC 1.2). Some candidates did not insert the words "Financial Management" (caret insertion) in the correct position (MC 3.2) and did not insert a clear line space above the underlined sentence (MC 4B).

Document 3

Some candidates did not modify the layout of the table as shown in the draft (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 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. The word "DEFINITION" (column heading) was occasionally keyed as "DEFINTION" or "DEFINITON" and "college" as "collage" (MC 2.1). Some candidates did not take care to key the words "Business Finance" with initial capitals, although these were clearly drafted (MC 1.7) and the "s" was omitted in "lists", "Costs" (two instances), "outgoings", "Sources", "finances" and "Actions" (MC 1.2).

Document 4

Some candidates incurred a penalty because all the lines of ruling had been deleted (MC 2.3). The word "SHEFFIELD" was keyed as "SHEFIELD", "SHEFFILED", "SHEFFEILD" (MC 2.1) or as "Sheffield" (MC 4J). A few candidates keyed "servers" instead of "savers" (MC 2.1) and omitted the "s" in "bonds", "options" and "savings accounts" (MC 1.2). Some candidates had difficulty with capitalisation in the final column of the boxed section, the words "html" and "pdf" having been displayed with initial capitals (MC 4J). A few candidates keyed "Yorkshire" as "yorkshire" (MC 1.7) and some keyed the postcode as "520 8TF" or "S2O 8TF" (1.2). The date was omitted by a small number of candidates (MC 2.1) and the entire *Date* box was deleted by a few candidates (MC 4H). Some candidates deleted the word "letter" instead of using strikethrough to carry out the deletion (MC 2.3). Although additional lines of ruling should not be inserted, or lines omitted, insertion of additional ruling in the boxed section is not penalised where this is carried out consistently.