

Audio Transcription (Level 1) – 06967 Summer 2011

General:

The work produced by candidates was of a good standard and the majority of the candidates completed all documents but poor proofreading led to many uncorrected typographical errors. All documents were well presented.

A number of candidates decided to insert initial capitals that were not on the Candidate Information Sheet. The change from double line spacing to single line spacing and the emphasis of the paragraph were generally well done.

Document 1:

This document was generally well displayed. Some candidates omitted the date. (Marking Criteria 2.1) The word "Miss" was occasionally omitted in the address. (MC 2.1) The heading was sometimes entered using initial capitals instead of closed capitals (MC 4J). The word "post" was sometimes keyed-in as "host" both in the heading and the body text (MC 2.1). The "accounts section" and "human resources section" were sometimes entered with initial capitals but these needed to be consistent otherwise a presentation fault was incurred (MC 4J). However, it should be noted that the information on the Candidate Information Sheet displays those words where it is expected that capitals should be used. A few candidates used an initial capital for "sincerely" (MC 4J). Some candidates failed to indicate the enclosure (MC 2.3).

Document 2:

This document was exceptionally well presented with only a few incurring keying-in errors. The words "feedback" and "handout" were sometimes typed as 2 words (MC 1.2). Spelling of "incidents" and "ensure" frequently became "incidences" and "insure" (MC 2.1). The spelling of "their" often became "there" (MC 2.1).

Document 3:

This document was well presented with candidates only incurring a few keying-in errors. The majority of candidates coped with the change of line spacing although a few failed to notice that the article should have been keyed-in with double line spacing except where indicated. The majority of candidate emphasised the sentence as instructed but a few continued the emphasis to the end of the paragraph (MC 4D). Common spelling errors were "manor" for "manner", "Filling" for "Filing" and "roll" for "role" (MC 2.1).