



Text Processing (Business Professional)

Unit Title:	Business Presentations
OCR unit number:	06977
Level:	2
Credit value:	5
Guided learning hours:	50
Unit reference number:	A/505/7090

Unit aim

This unit aims to equip candidates with the ability to produce, from handwritten and typewritten drafts, a range of printed presentations, to a standard that meets the requirements of employment. The candidate is able to follow a design brief to produce a master slide and to manipulate software to incorporate a range of material and present it in different ways.

Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, understanding and skills
1 Be able to produce a business presentation	1.1 Select and use functions of business presentations software, including <ul style="list-style-type: none">- produce master slides- open files- save files- create slides- delete slides- change slide order- create text styles- insert and modify organisation charts- insert graphics, e.g. ClipArt, pie charts, line graphs and bar/column charts- insert bullets and sub-bullets- modify bullet styles- demote bullets- insert slide numbers- insert dates- create notes pages- format page layout<ul style="list-style-type: none">o page orientationo full-page slideso audience handoutso notes pages- alignment of text- ways of emphasising text- printing	<ul style="list-style-type: none">• Select and format logos, using graphics such as ClipArt• Left, right and centre alignment of headings and bulleted text• Create text styles in serif/sans serif font styles and different font sizes• Format layout for landscape and portrait orientation• Emphasise text, using bold, italics• Produce printouts in a variety of formats:<ul style="list-style-type: none">- full-page slides- multiple slides (e.g. 2 per page)- audience handouts- outline view- speaker's notes

Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, understanding and skills
2 Be able to key in text from handwritten and typewritten drafts	2.1 Key in text, including <ul style="list-style-type: none"> - capitalisation - punctuation 2.2 Key in text to specified layouts, including <ul style="list-style-type: none"> - insert text in an organisation chart on three levels - carry out amendments to recalled slides - input speaker's notes 2.3 Interpret a design brief in order to create a master slide	<ul style="list-style-type: none"> • Read and transcribe variable quality manuscript • English spelling, punctuation and grammar • Select a background design • Select colours or shading • Modify bullet styles
3 Be able to interpret implied and explicit instructions	3.1 Complete work within set timescales 3.2 Apply a background design using a pre-set template and insert a logo 3.3 Use consistent style and presentation, including <ul style="list-style-type: none"> - line spacing of bulleted text within/between slides - alignment across boxes within each level of organisation charts - line spacing of items in the outline view - alignment of bulleted text where text continues to a second line - line spacing after headings and between paragraphs 3.4 Comply with instructions for production of slides, including <ul style="list-style-type: none"> - produce a master slide - produce four full-page slides using a master slide - inserting and modifying an organisation chart - inserting slides - inserting graphics - inserting bullet points - demoting bullet points - inserting company name, slide number, candidate name, centre number and today's date on all slides 3.5 Correct identified spelling errors	<ul style="list-style-type: none"> • Use appropriate stationery, i.e. A4 plain paper • Correct spelling errors in words that have been circled in the draft

Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, understanding and skills
4 Be able to check documents for accuracy	4.1 Check documents for accuracy, correcting mistakes as necessary	<ul style="list-style-type: none"> • Use of spellchecker • English spelling, punctuation and grammar • Proofreading skills • Use appropriate correction techniques to ensure work is accurate

Assessment

Assessment will consist of using a presentation package in four different tasks to produce a presentation, working from handwritten and typewritten draft material. It will take the form of a 1 hour 30 minute test set and marked by OCR.

Results will be graded Distinction, Pass or Fail. The grade achieved will be stated on the certificate.

To achieve a Distinction, candidates must produce the documents with no more than 3 faults within the time allowed (1 hour 30 minutes).

To achieve a Pass, candidates must produce the documents with no more than 8 faults within the time allowed (1 hour 30 minutes).

Administration guidance

- **Equipment:** A computer system capable of running word processing and business presentation software packages that meet the requirements of the examination must be used.
- **Stationery:** A4 plain paper will be required.
- **Printing:** Candidates **must** carry out their own printing. No changes whatsoever may be made to the documents outside the time allowed for the examination. Printing may be undertaken in a period immediately following the examination and supervised by the Invigilator.
- For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk.

Guidance on assessment and evidence requirements

For detailed guidance, please refer to the marking criteria and tutor notes in this document.

Candidates must produce four presentation documents to a standard acceptable in the workplace and outcomes must be within the permitted error tolerance.

Penalties are given for errors and the same fault appearing more than once will incur a penalty each time. One fault only will be given to any one word* irrespective of the number of errors that may appear in that word. Keying in errors carried over from one document to another will only be penalised in one instance. For example, *miscellaneous* keyed as *miss-selanium* will be penalised 1 fault, even though several faults have been incurred in the word. Presentation (Section 4) faults may also be applied.

* A word is defined as any normally recognisable word including a hyphenated word and associated punctuation and spacing. Other items that are treated as a word are:

- postcode
- initials and courtesy titles
- simple or complex numbers including money, times and telephone numbers
- simple or compound measurements

Invigilators are given clear instructions to report any problems with printers, failure to do so can disadvantage candidates.

Errors will be divided into 4 categories:

Marking Criteria	Tutor Notes
Section 1 Faults – keying errors One fault will be given for each word which:	
1.1 contains a character which is incorrect (including an uppercase character within a word) or is illegible for any reason	<ul style="list-style-type: none"> • Candidates may use English and mother tongue dictionaries and spellcheckers where available • Text illegible due to background colour will incur a fault for each word, but apply only to full page printouts
1.2 has omitted or additional characters or spaces	<ul style="list-style-type: none"> • A space inserted between a word and its associated punctuation, e.g. <i>word :</i> or <i>word ?</i> will incur 1 fault per instance • Incorrect or omitted paired punctuation e.g. brackets, single quotes will incur 1 fault per 'pair', e.g. (Progress Group), ' Progress Group'
1.3 contains handwritten character(s)	
1.4 has no space following it	
1.5 has more than 2 character spaces following it, except where appropriate, e.g. after punctuation, between bullet and text	<p>In continuous text 1 fault per instance will be incurred for:</p> <ul style="list-style-type: none"> • more than 3 spaces appearing after a full stop, question mark, exclamation mark or colon • more than 2 spaces appearing after a comma, semi-colon, closing bracket, dash, apostrophe (at end of word) and closing single/double quotes

Marking Criteria	Tutor Notes
1.6 contains overtyping, including superimposing text/graphics	<p>A penalty will be incurred, regardless of the number of words involved, to a maximum of 5 per examination for:</p> <ul style="list-style-type: none"> • each instance of text and candidate's chosen logo superimposed • text cutting through a box in an organisation chart <p>There is no penalty for text superimposed on a background/wallpaper design</p>
1.7 does not contain initial capitals as presented in the draft, including the first letter of a sentence and a bulleted item	<ul style="list-style-type: none"> • Candidates should key in text as presented in the draft. One fault per instance will be incurred for each initial capital in the draft that has been keyed in as a lower case character • Capitalisation not followed in the organisation chart incurs 1 fault each instance to a maximum of 3 • Failure to insert a capital letter following a penalty for an omitted full stop will not be penalised. • Inserting a capital letter following a penalty for an incorrect full stop will not be penalised

Section 2 Faults – omissions and additions	
One fault will be given for:	
2.1 each word which is the wrong word and a word that has been omitted or added or not removed as instructed (e.g. a word which is crossed out in the draft)	<ul style="list-style-type: none"> • Slide omitted and not listed in outline view • Slide in doc 1 containing amendments for doc 2 • Amendments not shown in doc 2 and there is no evidence of them being keyed in doc 4 • Full stops inserted after bulleted items – to a maximum of 1 • Link lines omitted from the organisation chart – to a maximum of 3 • Whole chart omitted from doc 3 – 1 fault per word not keyed • Any style of date is acceptable, with the exception of the American numerical format, e.g. 12/25/2011 as Christmas Day
2.2 each instance of failure to: <ul style="list-style-type: none"> - delete text and recalled slides as instructed - produce a specified type of chart - produce document printouts in specified format i.e. landscape, individual slides, multiple slides, outline view, audience notes, speaker's notes 	<ul style="list-style-type: none"> • Failure to delete chart prompts <i>Type Title Here</i> – 1 fault for each level • Wrong slide(s) printed in doc 2, but evidence of them being keyed in doc 4 • Amendments not shown in doc 2, but evidence of them being keyed in doc 4 • More than the required number of bars/columns/sectors shown in a chart, but accept additional space at the end of an axis • Wrong type of chart produced e.g. pie instead of bar/column – any style of these is acceptable • No differentiation of shading/colour of sectors/bars/columns in printouts • Slides not printed on separate sheets as instructed • Slides omitted but listed in outline view • Outline view not containing the correct slides <p>NB: Only the heading for the organisation chart will appear in this view</p>

Marking Criteria	Tutor Notes
	<ul style="list-style-type: none"> • Outline view containing amendments for doc 2 • Audience notes not produced with 3 slides to a page, but they may be with/without printed lines for notes
<p>2.3 each instance of implied or explicit instructions (regardless of the number of words involved) for failure to:</p> <ul style="list-style-type: none"> - create a master slide as instructed - insert master slide text as instructed - number slides as instructed - create and use styles as instructed - carry out aspects of modification as instructed - insert graphics as instructed - insert bullet points as instructed - label charts as instructed 	<ul style="list-style-type: none"> • Any background/wallpaper template may be used, consistently. A plain white background is also acceptable. • Where the company name, date, candidate name/centre number are omitted, 1 fault is incurred for each different item to a maximum of 3 <p>The above items are acceptable in any position or size and consistent font style. A file name and document number may also be included</p> <ul style="list-style-type: none"> • Accept pages of speaker's notes unnumbered, as slides are numbered • Where fonts for headings/bullets/sub-bullets are not as specified (including use of bold/italics) or are inconsistent in size/style, 1 fault is incurred for each different item to a maximum of 3 <p>Software may automatically alter font sizes to fit text onto a page – however, candidates must ensure consistency across all slides</p> <ul style="list-style-type: none"> • Bullet symbols not altered as instructed • Different bullet symbols shown in outline view to those on single page slides • Amendments added in different font sizes (squeezing) • Slide order not changed as instructed • Any graphic, from ClipArt or a file, may be used as a logo • ClipArt may be inserted in any position in the relevant slide in doc 3 • Headings formatted as bullet points • Sub-bullets not formatted and inset • Redundant subordinate level created in the organisation chart • Data entry table default headings, e.g. col1/1st qtr/slice 1, etc, appearing instead of/as well as legends • Legend, axes/percentage labels and values omitted - 1 fault is incurred for each different item to a maximum of 3 • Numerical data for keying substituted for percentage labels • Data headings inserted in a pie chart • Data headings in a bar/column/line chart not shown as axes labels <p>Legends may appear in the legend box, as extra axes labels/alongside percentage labels, or in both places</p>

Section 3 Faults – transpositions and misplacements One fault will be given for each instance of:	
<p>3.2 words inserted in the wrong order or misplaced within text, where there is no instruction</p>	<ul style="list-style-type: none"> • Sub-bullets inserted in the wrong position • Text not related to the correct slide in speaker's notes – 1 fault is incurred per slide to a maximum of 5

Marking Criteria	Tutor Notes
3.3 failure to indicate a paragraph as drafted	Paragraphs not as indicated in speaker's notes (e.g. each sentence on a new line) 1 fault is incurred for each instance to a maximum of 5

Section 4 Faults – presentation	
No more than one fault per paper will be given for each of the following items:	
4A ragged left margin or irregular alignment of bullet or sub-bullet points	<ul style="list-style-type: none"> Including the starting point of bullets inconsistent between slides
4B no clear line space before and after separate items within a document	<ul style="list-style-type: none"> No line space or inconsistent line spacing between headings and bulleted text is accepted as it may be caused when using text boxes
4C not applicable to this unit	
4D failure to emphasise text as instructed	<ul style="list-style-type: none"> Emphasis extended beyond the section of text specified Additional emphasis of text in a document where not requested (except for headings – see 4J below) Emphasis may be bold, italic, underline, change of font style/size only
4E not applicable to this unit	
4F failure to centre or align text or data as instructed	<ul style="list-style-type: none"> Where the chosen background design and logo affect such formatting, no penalty will be incurred
4G work which is creased, torn or dirty	<ul style="list-style-type: none"> Invigilators should notify OCR of any machine faults resulting in marks on the paper Invigilators should also report any problems with printers, so as not to disadvantage candidates
4H not applicable to this unit	
4I inconsistent spacing between and within similar items/styles	<ul style="list-style-type: none"> Inconsistent line spacing of bulleted items within/between slides Text not aligned across boxes within each level of the organisation chart Items in the outline view inconsistently spaced Inconsistent alignment of bulleted text caused by text running to a 2nd line Inconsistent line spacing after headings/between paragraphs, but accept less than a full line space consistently (caused by the default spacing)
4J <ul style="list-style-type: none"> - use of initial capitals where not presented in draft, or - closed capitals used where not presented in draft - failure to use closed capitals as presented in draft - failure to key in headings with initial capitals and underlined as presented in draft 	<ul style="list-style-type: none"> Closed capitals are only acceptable where drafted, e.g. in headings Capitalisation must be as drafted for text in pie/bar/column/line graph charts

Marking Criteria	Tutor Notes
4K inconsistent use of alternative spellings within and between documents	<ul style="list-style-type: none"> Alternative spellings found in an English dictionary are acceptable, but will incur a fault if used inconsistently, e.g. <i>organize</i> but <i>organisation</i>
4L inconsistent display of dates, measurements, weights, times, money, figures, dashes/hyphens or bullet points	<ul style="list-style-type: none"> Dates must be of consistent style throughout a document. For example, if full style is used such as <i>12 January 2011</i>, this style should be used for all subsequent dates within the same document. (Please also refer to Section 2.1 Notes above) Measurements and weights must be used consistently. For example, <i>5 cm</i> or <i>5cm</i>; <i>16 kg</i> or <i>16kg</i> Times should be keyed in as shown in the draft. Candidates should not change times from 12-hour clock to 24-hour clock or vice versa, unless instructed to do so Money: there must be no character space between £ and the amount, e.g. £60. In columns and tables, consistent spacing between £ and amount would not be penalised The display of figures should be an “acceptable system”, e.g. <ul style="list-style-type: none"> all figures including “1” all words (but use of words such as <i>twenty-five</i> or <i>twenty five</i> must be consistent) <i>one</i> as a word, all others as figures <i>one</i> to <i>nine</i> or <i>ten</i> as words and then <i>10</i> or <i>11</i> upwards as figures <i>one</i> to <i>twenty</i> as words and then <i>21</i> upwards as figures Where dashes or hyphens are used to represent the word “to” (e.g. <i>15-22</i> or <i>15 – 22</i>) these must be used consistently throughout a document Telephone numbers must be presented as draft. For example <i>024 7647 0033</i> keyed as <i>02476470033</i> would incur a penalty. (Please note: an inaccurate telephone number (e.g. <i>02576470033</i>) would also be penalised under 1.1/1.2.)
4M inconsistent use of open or full punctuation within a document	<ul style="list-style-type: none"> Full stop appearing in any abbreviation such as <i>Enc</i>, <i>CC</i>, <i>eg</i>, <i>am</i>, when open punctuation has been used Missing full stop in any abbreviation such as <i>Enc.</i>, <i>C.C.</i>, <i>e.g.</i>, <i>a.m.</i>, where full punctuation has been used
4N insertion of an additional comma which alters the meaning of a sentence	<ul style="list-style-type: none"> Punctuation should be keyed as presented in the draft. However, the insertion of an additional comma will only be penalised if this alters the sense of the sentence