

## **TYPEWRITING**

### **SUBJECT 7105**

**NOVEMBER 2013**

#### **PAPER 02**

#### **GENERAL COMMENTS**

The overall standard of scripts submitted for this examination remains reasonably high. A good number of candidates achieved quality passes. It is clear that they were well prepared to be able to complete the work with the speed required and produce the tasks with a good standard of accuracy and presentation. This examination is also attractive to candidates, many of whom also achieved a First Class Pass.

#### **AREAS OF GOOD PERFORMANCE**

Keying-in text and accurately carrying out the word processing functions were done well by a good number of candidates who showed a good grasp of the skills that were being tested in the examination.

#### **AREAS FOR DEVELOPMENT**

The major areas for development of the weaker candidates are in:

- Centring of tabular tasks in columnar form.
- Spacing before and after lines, both verbally and horizontally.
- Use of the tab to align figures in columns.
- Leaving a space for the letterhead in business letters.
- Knowledge of the correction signs.
- Spacing after the last paragraph of the letter and the complimentary clause and also after the complimentary clause before the designation.
- Typing main headings and the sub-headings where they are provided.
- Using asterisks and not bullets when these are used.
- Proof-reading and the use of the spell-checker.
- Differences between a hyphen and a dash.

#### **TIPS**

- What is a dash and what is a hyphen?
- Always proof-read your work and not rely on the spell-checker alone.
- Move a paragraph to the correct place as indicated.
- Keep spacing between paragraphs consistent.
- Save both Part 1 and Part 2 of the question.
- Submit copies of both tasks.

## **COMMENTS ON INDIVIDUAL QUESTIONS**

### **QUESTION 1**

- (a) The question required candidates to display in the blocked style and in descending order of population figures by country. Most candidates did not carry out the tasks of arranging population figures in descending order. The asterisk meant to refer German as a Federal Republic in the footnote was confused by most candidates to mean Federal Republic of German which they typed.
- (b) The question was well done by most candidates because the question itself was already in alphabetic order which the candidates were asked to do. However, the double line spacing was badly done as most candidates used the treble line-spacing.

### **QUESTION 2**

The space for the letterhead was not left by many candidates who also ignored the date and reference of the letter. A good number of candidates typed the address in double line spacing.

Candidates should make use of the tab key to align work in columns. The space left before the complimentary close should be one clear line while that before the signature and designation should be five clear lines.

### **QUESTION 3**

Centering on page was badly done by most candidates. The main heading of the document was ignored by many candidates. Candidates should practice leaving equal space before and after the asterisks where these are used in between paragraphs.

### **QUESTION 4**

The main heading (Memorandum) was ignored by a good number of candidates. The memo heading was wrongly displayed. The majority of candidates typed To: From: and Date, leaving out references: Your Ref ... and Our Ref ... Where candidates were asked to type their initials they simply typed the initials of the composer. The correction sign instructing candidates to stet was wrongly interpreted.