

CARIBBEAN EXAMINATIONS COUNCIL

**REPORT ON CANDIDATES' WORK IN THE
SECONDARY EDUCATION CERTIFICATE EXAMINATION
JUNE 2006**

TYPEWRITING

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GENERAL PROFICIENCY EXAMINATION

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GENERAL COMMENTS

The Examining Committee would like to encourage candidates who are preparing for the Typewriting Examination to take careful note of the comments made in the Schools' Report that are prepared for their guidance.

Candidates should review the typing rules and principles for the layout and the presentation of documents such as letters, memos, tables, manuscripts, display, as they would any other subject, notwithstanding the fact that it is a skill subject. The ability to read, interpret and follow instructions is an essential part of the preparation for any examination and is no less so for Typewriting.

Candidates must use the extra 20 minutes allowed in the Typewriting examinations to read the questions and take note or underline all the instructions given so that they would remember to carry out these instructions in the typing of the document. They would also avoid including the instruction as part of the text of the question.

It is evident from the kinds of errors being made that many candidates have abandoned 'touch-typing' in favour of looking at the keyboard. This performance leads to the omission of large blocks of text, as the candidate has to look back and forth from the keyboard to the text and frequently resumes typing from a different line to where he or she may have left off. Candidates are urged to return to the practice of 'touch-typing', which facilitates both speed building and accuracy.

DETAILED COMMENTS

General Proficiency

Paper 02

Question 1

This was the usual copy typing exercise in which only the Accuracy and Speed profiles were tested. It was presented in the form of a printed passage. Candidates were advised to spend not more than five minutes on it at the beginning of the Examination. It was worth five marks.

Performance on this question was good with approximately 50 per cent of the candidates gaining full marks.

One of the main weaknesses was that a number of words in the passage were frequently misspelt. They included: "mortage" for "mortgage"; "owing" for "owning"; "regulary" for "regularly"; "wheather" or "weather" for "whether". Another weakness was a failure to leave a space between the word "energy" and the dash.

Question 2

This question was a memorandum, presented in manuscript form with printers' correction signs and ballooned insertions.

Candidates were required to type this memorandum on the printed form provided. The question tested candidates' ability to display a memorandum in blocked style; to inset text, and expand abbreviations. This question was worth 20 marks.

Performance on this question was good. Over 71 per cent of the candidates gained more than 50 per cent of the marks awarded.

The memorandum was generally well set out, in terms of the date and correct paragraphing. Areas of weakness observed were:

- Failure to leave 2 clear line spaces between the subject line and first paragraph.
- Failure to inset text from right margin
- Inability to interpret printers' correction signs

Question 3

This question required candidates to type a two-page letter using the letterhead provided. Candidates were also required to prepare an envelope.

The question was presented in manuscript form. It tested candidates' ability to interpret printers' correction signs; to type shoulder heading; display enumerations consistent with blocked style layout; to follow instructions, plan and proofread work. No carbon copy was required. The question was worth 32 marks.

Performance on this question was satisfactory with 58 per cent of the candidates gaining more than 50 per cent of the marks awarded.

Some weaknesses observed were:

- Failure to plan work, read carefully and follow instructions.
- Failure to head up page 2 correctly
- Failure to differentiate between shoulder and paragraph headings
- Failure to underscore heading typed in initial capitals and lower case.
- Incorrect spacing after solidus
- Misinterpretation of words in manuscript, example, "store" instead of "stove".
- Misspelling - for example, "corrida" for "corridor", "morgage" for "mortgage", "storey", for "story".

Question 4

This was a five-column table presented in manuscript form with printers' correction signs.

Candidates were asked to display the table on a full sheet of A4 paper; ruled horizontally and vertically. They were also instructed to arrange that table in alphabetical order of location.

The question tested candidates' ability to centre tabular information including the main headings and the column headings; to follow instructions and proofread carefully. It was worth 32 marks.

Candidates' performance on the question was fair with 44 per cent obtaining over 50 per cent of the marks awarded.

Weaknesses observed were:

- Failure to interpret printers' correction signs appropriately.
- Failure to use correct top, bottom and side margins.
- Failure to type main and subheadings accurately (e.g. initial capitals and underscore)
- Inability to rule neatly without short or protruding lines.
- Failure to calculate correct spacing inbetween lines.
- Inability to centre column headings.

Question 5

This question was an advertisement presented in manuscript style with printers' correction signs.

The question tested candidates' ability to interpret printers' correction signs, centre information vertically and horizontally on a page, follow instructions, draw boxes of designated measurements and to make judgement in placing text. The question was worth 25 marks.

Candidates' performance on the question was unsatisfactory only 37 per cent of the candidates obtained over 50 per cent of the marks awarded.

Candidates had difficulty drawing the boxes to the specified measurements and drawing the boxes neatly.

Question 6

This was a two-page document presented in typescript and manuscript form. It contained ballooned insertions, printers' correction signs, main and subheadings, a shoulder heading and paragraph headings.

Candidates were instructed to type the document as a left-bound manuscript in double line-spacing using indented paragraphs.

The question tested candidates' ability to interpret printers' correction signs and demonstrate knowledge of the rules for typing manuscripts with shoulder and paragraph headings. It was worth 37 marks.

Candidates' performance on the question was satisfactory with 64 per cent obtaining over 50 per cent of the marks awarded.

Weaknesses observed were:

- Failure to distinguish between types of headings
- Inability to type paragraph headings correctly
- Inability to number page for continuation sheets consistent with the style used.
- Omission of words and sentences.
- Failure to proofread and correct typographical errors.

SCHOOL-BASED ASSESSMENT

GENERAL COMMENTS

The majority of the scripts marked were satisfactory. However, accuracy continues to be a huge problem. Generally, candidates continued to demonstrate an unsatisfactory performance in the 'Accuracy' profile while maintaining satisfactory performances in the 'Speed' and 'Presentation' profiles.

There were slight variations between marks awarded by teachers and that of moderators. In fact, moderation proved difficult and almost impossible in some cases, for the following reasons:

- Teachers did not record information accurately from scripts to moderation sheet.
- Candidates' marks entered on the moderation sheet did not correspond with scripts submitted by teachers
- Failure of teachers to itemise each presentation point on the script, indicating where marks were awarded/not awarded.
- Failure to record the profile totals properly; many teachers added the marks for the assignment across the profiles and inserted these incorrectly in the profile totals.
- Some candidates' scripts appeared to be unmarked, yet marks were entered on the Moderation Sheet for the corresponding candidates.
- Insufficient assignments were submitted.