

CARIBBEAN EXAMINATIONS COUNCIL

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

MAY/JUNE 2007

TYPEWRITING

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TYPEWRITING
GENERAL PROFICIENCY EXAMINATION
JUNE 2007

GENERAL COMMENTS

In June 2007, 683 candidates registered for the Typewriting examination, a decrease of 552 over 2006.

The examination consisted of the following papers:

- Paper 01 – School-Based Assessment (SBA)
- Paper 02 – Production Test

Approximately 41 per cent of the candidates achieved Grades I to III, a decrease of 28 per cent over 2006. This may have resulted because the performance on the Accuracy profile was generally unsatisfactory. The candidates demonstrated competence in the typing rules and principles but produced final documents with spelling errors.

Paper 01 – School-Based Assessment

The SBA consisted of three production assignments, the Typist's Reference Manual and a rating on the Professional Attitude of the candidate. The performance of candidates on the School-Based Assessment was excellent.

The mean mark was 139.6 out of 170. Ninety-seven per cent of the candidates scored at least 50 per cent of the available marks for this paper, while five candidates scored the maximum mark of 170.

Paper 02 – Production Test

Paper 02 consisted of six compulsory questions comprising a copy test and five other tasks to assess the production of letters, tables, reports, business forms or creative displays. The performance of candidates on this paper was unsatisfactory.

The mean mark was 63.77 out of 150. Thirty-four per cent of the candidates scored at least 50 per cent of the available marks on this paper and no candidates scored the maximum mark of 170.

DETAILED COMMENTS

General Proficiency

Paper 02

Question 1

This was the usual copy typing exercise in which only the Accuracy and Speed profile dimensions were tested. Candidates were advised to spend five minutes on this question at the beginning of the examination. It was worth 5 marks.

Performance on this question was good with approximately 57% of the candidates gaining full marks. However, a number of words in the passage were frequently misspelled. These included 'earthwake' for 'earthquake', 'similary' for 'similarly', 'infact' for 'in fact'.

Other errors included:

- (a) Overtyping
- (b) Incorrect word division – leaving two letters on the top line with the remainder on the next line; not dividing at the syllable; placing a hyphen at the beginning of a line
- (c) Failure to allow two spaces after the full stop and one space after the comma.

Question 2

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

Candidates were asked to type this memorandum on the printed form, which was provided. The question tested candidates' ability to align information to be typed with printed information; to inset text, and to type the body of the memorandum in an acceptable style. The question was worth 19 marks.

Performance on this question was good. Over 79 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 date and correct paragraphing.

Weaknesses observed were:

- (a) Inability to align information to be typed with the printed heading
- (b) Failure to type the subject heading in either closed capitals or in initial capitals and underscored
- (c) Failure to inset information as instructed
- (d) Failure to allow equal spaces between columns in the table.

Question 3

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

The question was presented in manuscript form with printers' correction signs and ballooned insertions. The question tested candidates' ability to type enumerations; shoulder headings and text; second page headings; follow instructions and proofread. It was worth 32 marks.

Performance on this question was satisfactory. Over 59 per cent of the candidates gained more than 50 per cent of the marks awarded. Several areas presented little or no difficulty for the candidates. These included the use

of letterheads to type the question, alignment of enumerations and dashes, placement of shoulder heading and line spacing.

As in previous years, the main weaknesses were the inability of candidates to type accurately and failure to proofread their work and correct errors. Other weaknesses observed were

- (a) Failure to type the month and year only as the date
- (b) Inability to use appropriate punctuation for letter style used
- (c) Inability to head second page correctly – consistent with the style used
- (d) Inability to allow just one line space between the last paragraph and the complimentary close
- (e) Inability to position the address on the envelope.

Question 4

This was a five-column tabular exercise, which was presented in manuscript form with printers' correction signs.

Candidates were instructed to type the table on a full sheet of A4 paper; to centre main headings and arrange the table in alphabetical order. The question tested candidates' ability to centre tabular information vertically and horizontally; to centre main and columnar headings; to arrange material alphabetically; to follow instructions and proofread carefully. The question was worth 32 marks.

Performance on this question was satisfactory. Over 59 per cent of the candidates gained more than 50 percent of the marks awarded.

Weaknesses observed were:

- (a) Inability to centre vertically and horizontally
- (b) Inability to centre headings over columns
- (c) Inability to allow one clear line space before and after horizontal lines typed
- (d) Inability to interpret printers' correction signs such as transposition
- (e) Inability to type footnotes.

Question 5

This question was a programme presented in manuscript style with printers' correction signs.

Candidates were instructed to type the advertisement on a full sheet of A4 paper folded in two and follow the layout indicated in the question.

The question tested candidates' ability to apply the rules to centre lines, to follow instructions regarding layout as well as to proofread and correct errors. The question was worth 24 marks.

Candidates' performance on this question was fair, with over 52 per cent of the candidates gaining more than 50 per cent of the marks awarded.

The main areas of weakness observed were:

- (a) Inadequate knowledge of printers' correction signs
- (b) Inability to insert spacing between words typed in spaced capitals
- (c) Failure to follow instructions.

Question 6

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

Candidates were asked to type the document as a left-bound manuscript in double line-spacing using blocked 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. The question was worth 37 marks.

Performance on this question was good, with 63 per cent of the candidates gaining more than 50 per cent of the marks awarded.

Weaknesses observed were:

- (a) Shoulder headings often typed as paragraph headings and vice versa
- (b) Failure to allow adequate space for the left-bound margin
- (c) Overtyping and untidy corrections
- (d) Failure to divide words correctly at the end of a line
- (e) Failure to proofread and correct typographical errors.

Recommendations

In preparation for the Typewriting examination, candidates need to review the rules and principles of Typewriting to ensure that all documents are professionally created and presented. The 20 minute period at the beginning of the examination should be used to read all instructions and to develop strategies for the completion of the examination in a timely manner. In addition, candidates are urged to proofread the final documents, since a high level of accuracy is expected from all candidates.