

CARIBBEAN EXAMINATIONS COUNCIL

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

MAY/JUNE 2008

TYPEWRITING

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TYPEWRITING
GENERAL PROFICIENCY EXAMINATION
JUNE 2008

GENERAL COMMENTS

In June 2008, approximately 400 candidates registered for the Typewriting examination.

The examination consisted of the following papers:

Paper 01 – School-Based Assessment (SBA)

Paper 02 – Production Test

Approximately 32 per cent of the candidates achieved Grades I to III, a decrease of 10 per cent over 2007. 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 very good.

The mean mark was 139 out of 170. Ninety-six 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 58 out of 150. Twenty-one per cent of the candidates scored at least 50 per cent of the available marks on this paper and no candidate scored the maximum mark of 150.

DETAILED COMMENTS

General Proficiency

Paper 02

Question 1

This was the usual copy typing exercise in which only the Accuracy and Speed profile dimensions are 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. However a number of words in the passage were frequently misspelled. They included 'approching' for 'approaching', 'feild' for 'field', 'cateres' for 'caterers', 'plesure' for 'pleasure', 'contemporary' for 'contemporary', 'wheather' for 'whether' and 'sucess' for 'success'.

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 a 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 inserts.

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 satisfactory. Twenty per cent of the candidates gained more than 50 per cent of the marks awarded.

Performance on the layout of the memorandum was generally well done in terms of the typing of the data and correct paragraphing.

Weaknesses observed were:

- (a) Inability to align information to be typed with the printed side heading
- (b) Failure to type the subject heading in either closed capitals or in initial capitals and underscored
- (c) Inability to type hyphenated names correctly
- (d) Failure to inset information as instructed

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 with printers' correction signs and ballooned insertions. It tested candidates' ability to type; paragraph headings and text; second page headings; following instructions and proofread. It was worth 32 marks.

Performance on this question was very good. Approximately 60 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 dashes, placement of paragraph headings and line spacing.

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

- (a) Failure to type the salutation correctly
- (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 four-column tabular exercise with multiple headings. It was presented in typescript and manuscript form with printers' correction signs.

Candidates were instructed to type the table on a full sheet of A4 paper following the layout and ruling indicated. The question tested candidates' ability to centre tabular information vertically and horizontally; to centre main and columnar headings; to align figures in columns; to follow instructions and proofread carefully. The question was worth 32 marks.

Performance on this question was very good. Over 64 per cent of the candidates gained more than 50 per cent of the marks awarded.

Weaknesses observed were:

- (a) Inability to centre vertically and horizontally
- (b) Inability to block/centre headings over columns
- (c) Inability to allow one clear line space before and after horizontal lines typed
- (d) 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 programme on a full sheet of A4 paper folded in two and follow the layout indicated in the question.

The assignment tested candidates' ability to apply the rules to centre lines and to follow instructions regarding layout as well as to proofread and correct errors. The assignment was worth 25 marks.

Candidates' performance on this question was excellent, with over 80 per cent of the candidates gaining more than 50 per cent of the marks awarded.

The main areas of weakness observed were:

- (a) Inability to centre all lines on the cover page
- (b) Inability to block and centre text on inside left page
- (c) Failure to follow instructions

Question 6

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

Candidates were asked 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 headings. The question was worth 37 marks.

Performance on this question was satisfactory, with 57 per cent of the candidates gaining more than 50 per cent of the marks awarded.

Weaknesses observed were:

- (a) Inability to differentiate between hyphens and dashes to type them correctly
- (b) Failure to allow adequate space for the left-bound margin. Margin should be 1½ ” on left and 1” on right
- (c) Failure to divide words correctly at the end of a line
- (d) Overtyping; untidy corrections
- (e) Failure to proofread and correct typographical errors

Recommendations

Candidates need to review the instructions given for each question carefully before commencing the tasks. In addition, while language skills are not tested in the examinations, the performance of some candidates is affected by their inability to determine that what they have typed is not logical. Candidates should also remember that dictionaries are allowed in the examination room and they should be used as necessary.