8952 Audio Transcription 2010

Intermediate 80 wpm

Fail
15%

First Class
28%

Pass
57%

Intermediate 100 wpm

Fail
0%
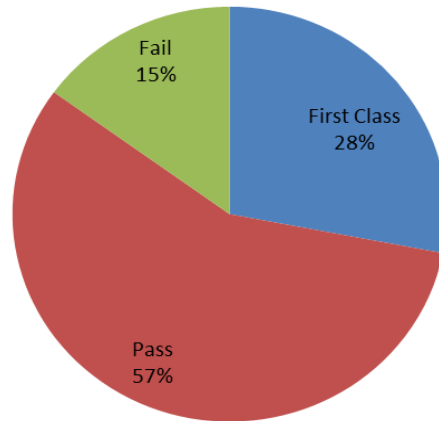
Pass
33%
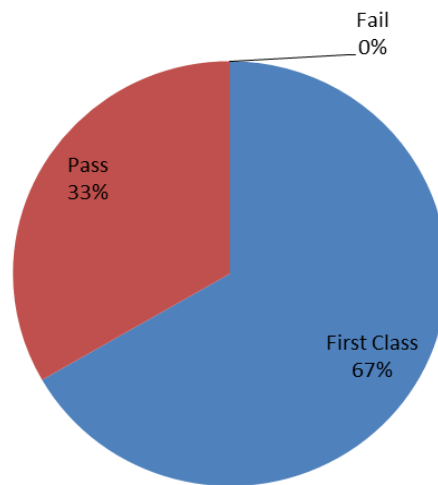
First Class
67%

General Observations

There were only 3 entries at Intermediate 100 wpm. However, all candidates passed with two achieving a First Class Pass grade.

At Intermediate 80 wpm the percentage number of candidates achieving a First Class pass has fallen by 10% since 2009. However the number of candidates failing has fallen by 10%. This would indicate that candidates have generally been better prepared for the examination than they were in previous years.

The overall standard for both speeds has improved.

Areas of good performance

At 80 wpm, the candidate papers were generally of a very high standard which was reflected in the increase in the number of candidates achieving a Pass or First Class Pass. The standard and understanding of English has improved this year and there was a noted improvement in the placing of punctuation.

At 100 wpm, the understanding of English had also improved and all candidates completed the examination within the time allowed.

Areas for development

There is a need for candidates to be proficient at English usage. Some candidates did not recognise the words being dictated or misinterpreted the original dictation. A poor knowledge of English and vocabulary continues to be one of the contributing factors for candidates failing this examination.

Candidates should proof-read their work carefully for errors before handing in their work. Some candidates omitted several words or even whole sentences. Correcting obvious errors can make a difference between Pass and First Class Pass.

Recommendations

Further audio practice would be beneficial in order that candidates improve their knowledge of the English language. Additional copy typing practice would help candidates to increase their typing speed which would allow them to spend more time on proof-reading documents. In addition to proof-reading work carefully, candidates could listen to the dictation for a second time to check for accuracy against their typed scripts.

Tips

- Aim to improve your typing speed.
- Proof-read each document.