

8964 Keyboarding 2010

General Observations

Areas of good performance

Candidates have been better prepared for the examination this year with regard to typing speed as the amount of text typed in question 2 (copy typing) and question 4 (mainly numbers) had increased from entries received in previous years. Candidates also performed well in the accuracy of the numbers typed in question 4.

Areas for development

In question 1, candidates are required to proof-read a passage and identify errors. Very few candidates were able to locate all the errors, with only approximately half locating more than 10 of the 15 errors.

In question 3, lack of speed resulted in candidates not completing the passage in the given time.

Question 4 resulted in a high number of errors mainly due to lack of attention to spacing between figures rather than errors in the figures.

As has been reported in previous years, candidates should be made aware that this subject requires exact replication of the question paper. Work should be typed in single line spacing with no capital letters at the beginning of each line as presented in the paper.

Tips

- Practice to help to increase speeds.
- Practice identifying deliberate errors
- Pay attention to the spacing between words/figure groups

Recommendations

Candidates should be given more practice at identifying different types of errors within typed material.