

8964 Keyboarding 2011

General Observations

Areas of good performance

Candidates speed had improved across all questions in the paper. The level of accuracy had also improved from that seen in previous years.

Areas for development

As in previous years, candidates have not been well prepared for the proof-reading task as few were able to locate more than 10 of the 15 errors, in question 1.

Although the level of accuracy has improved, candidates should be made aware that this question paper requires exact copying as presented in the paper with regard to line endings, line spacing, capital letters and spacing between words and figure groups. Many errors were incurred due to lack of attention paid to spacing particularly in question 4.

Tips

- Pay attention to the spacing between words and figure groups

Recommendations

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