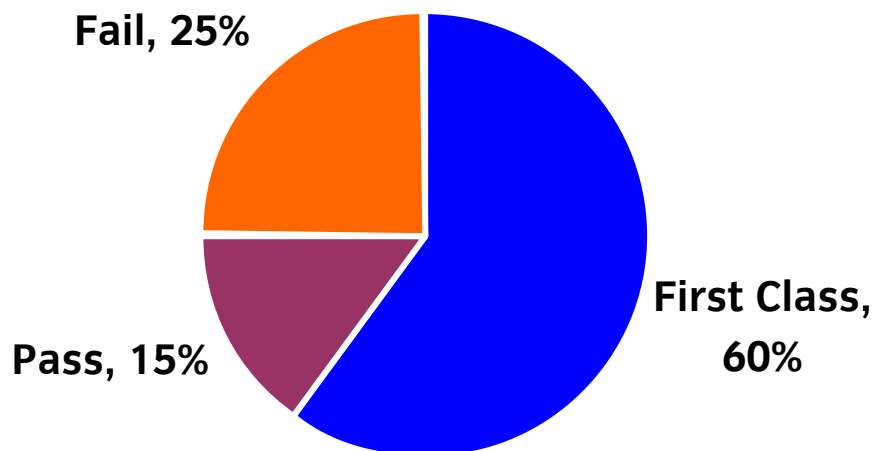# 8975 – 22 Word Processing Techniques Essential

General Observations
The range of results is similar to 2008. There has been a slight increase in the number of candidates being awarded a First Class pass (2%) and a slight fall in the number of candidates failing (2%).

Areas of good performance
The majority of candidates entered at this level are well-prepared and are able to complete the four tasks in the time allowed. Candidates' work is generally well presented and good proof reading skills are evidenced by the number of First Class pass grades achieved. Candidates also showed the ability to follow instructions correctly.

Areas for development
The areas for development continue to be the same as in previous years. Where candidates have failed at this level is due mainly to not following the instructions correctly e.g. correction signs, text alignment and changing the font size and/or style. Candidates continue to be unfamiliar with the difference between serif and sans serif fonts.
 Candidates should be aware that the text presented in the question paper as handwritten text should be entered in the same font style and size as the existing text. Some candidates enter this text in bold or in a handwriting font. Candidates should also be aware that when completing the form they must delete the enter points. No other text in the document should be amended or deleted.

Recommendations
Tutors should ensure that candidates have completed a number of practise papers to an acceptable standard before taking the examination. Candidates must read instructions carefully and learn the meaning of the different correction signs used in the papers. It is important that Tutors make candidates aware of the difference between Serif and Sans Serif fonts and the importance of proof reading.

Tips
- Make sure you proof-read your work thoroughly
- Follow instructions carefully
- Know the difference between a **Serif** and **Sans-Serif** font
- Know the difference between a ragged right and justified margin

Additional comments
<Content here>