

# TEXT PROCESSING (BUSINESS PROFESSIONAL)

## Business Presentations

Level: 2  
Credits: 5  
Learning Time: 50 hours

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
1 Be able to manipulate software to incorporate a range of material and present it in different ways	1.1 Use a presentation package to prepare documents for a printed slide presentation	<ul style="list-style-type: none"> <li>• Prepare full page slides</li> <li>• Produce an outline view</li> <li>• Prepare audience notes</li> <li>• Insert an organisation chart</li> <li>• Insert pie, bar/column charts, line graphs</li> <li>• Insert graphics</li> <li>• Prepare speaker's notes</li> </ul>
2 Understand the importance of planning and working towards a deadline	2.1 Complete all documents within the specified time scale	<ul style="list-style-type: none"> <li>• Plan and organise work within deadlines</li> </ul>
3 Follow a design brief to produce a master slide	3.1 Interpret a design brief in order to create a master slide according to instructions	<ul style="list-style-type: none"> <li>• Create a master slide</li> <li>• Plan layout of work</li> <li>• Interpret written instructions</li> <li>• Align headings, bullets and text</li> <li>• Create text styles in serif/sans serif fonts and point sizes</li> <li>• Create bullet and sub-bullet styles</li> <li>• Use different methods of emphasising text</li> <li>• Insert slide number, date, centre number and candidate name</li> </ul>
	3.2 Apply a background design using pre-set template and insert a logo	<ul style="list-style-type: none"> <li>• Select a suitable background design</li> <li>• Select suitable colours or shading</li> <li>• Select and format a suitable logo</li> </ul>

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
4 Understand and select appropriate formats for printing a variety of presentation documents	4.1 Print documents in a variety of specified formats	Use appropriate stationery, ie A4 plain paper  Format page layout for <ul style="list-style-type: none"> <li>• Landscape and portrait</li> <li>• Whole page slides</li> <li>• Multiple slides (eg 2 per page)</li> <li>• Outline view</li> <li>• Audience handouts</li> <li>• Speaker's notes</li> </ul>
5 Understand how to apply filenames, save documents and recall them	5.1 Save and recall documents as instructed	<ul style="list-style-type: none"> <li>• Name and save documents for later recall</li> </ul>
6 Produce, from handwritten and typewritten drafts and from recalled material, a range of printed presentations	6.1 Produce four full page slides using a master slide	<ul style="list-style-type: none"> <li>• Read and transcribe variable quality manuscript and drafts</li> <li>• Accurately key in text from typewritten draft, following layout indicated</li> <li>• Retain capitalisation as shown</li> <li>• Use consistent style and format of presentation</li> <li>• Proofread work and correct errors</li> </ul>
	6.2 Create, link and embed an organisation chart on three levels	<ul style="list-style-type: none"> <li>• Create and format an organisation chart</li> <li>• Carry out amendments to chart</li> </ul>
	6.3 Carry out amendments to recalled slides and text and produce audience notes	Modify the structure and edit the text of <ul style="list-style-type: none"> <li>- Master slide</li> <li>- Recalled slides</li> <li>- Organisation chart</li> </ul> <ul style="list-style-type: none"> <li>• Insert sub-bullets</li> </ul>
	6.4 Create and add further slides to the presentation, containing a chart and graphics	<ul style="list-style-type: none"> <li>• Create a variety of charts (pie, bar/ column/line graph)</li> <li>• Link, embed and label chart as instructed</li> <li>• Insert and format graphics from clipart or a file</li> </ul>

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
	6.5 Create speaker's notes for relevant slides, change the order and amend text	<ul style="list-style-type: none"> <li>• Delete slide as specified</li> <li>• Add speaker's notes to relevant slides</li> <li>• Present text containing typographical and spelling errors in the correct form</li> <li>• Change the slide order of the presentation</li> <li>• Emphasise headings as instructed</li> <li>• Read and transcribe variable quality handwritten draft</li> </ul>

## Unit aim

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This unit aims to equip the candidate with the ability to produce, from handwritten and typewritten drafts and from recalled material, a range of printed presentations, to a standard that meets the requirements of employment. The candidate is able to follow a design brief to produce a master slide and to manipulate software to incorporate a range of material and present it in different ways.

## Assessment

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Assessment will consist of using a presentation package in four different tasks to produce a presentation, working from handwritten and typewritten draft material. It will take the form of a 1 hour 30 minute test set and marked by OCR.

Results will be graded Distinction, Pass or Fail.

To achieve a Distinction, candidates must produce the documents with no more than 3 faults within the time allowed (1 hour 30 minutes)

To achieve a Pass, candidates must produce the documents with no more than 8 faults within the time allowed (1 hour 30 minutes)

The grade achieved will be stated on the certificate.

## Administration guidance

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- Equipment: A computer system capable of running word processing and business presentation software packages that meet the requirements of the examination must be used.
- Stationery: A4 plain paper will be required.
- Printing: Candidates **must** carry out all their own printing.
- For further information regarding administration for this qualification, please refer to the OCR document '*Administrative Guide for Vocational Qualifications*' (A850).

## Guidance on assessment and evidence requirements

Candidates must produce four presentation documents to a standard acceptable in the workplace and outcomes must be within the permitted error tolerance.

Penalties are given for errors and the same fault appearing more than once will incur a penalty each time. One fault only will be given to any one word\* irrespective of the number of errors that may appear in that word. Keying in errors carried over from one document to another will only be penalised in one instance. For example, *miscellaneous* keyed as *miss-selanium* will be penalised 1 fault, even though several faults have been incurred in the word.

\* A word is defined as any normally recognisable word including a hyphenated word and associated punctuation and spacing. Other items that are treated as a word are:

- postcode
- initials and courtesy titles
- simple or complex numbers including money, times and telephone numbers
- simple or compound measurements

You should refer to the 'OCR Administrative Guide to Vocational Qualifications (A850)' for Notes on Preventing Computer-Assisted Malpractice.

**Errors will be divided into 4 categories:**

Marking Criteria	Tutor Notes
<b>Section 1 Faults – keying errors</b> <b>One fault will be given for each word which:</b>	
1.1 contains a character which is incorrect (including an uppercase character within a word) or is illegible for any reason	<ul style="list-style-type: none"> <li>• Candidates may use English and mother tongue dictionaries and spellcheckers where available</li> <li>• Text illegible due to background colour will incur a fault for each word, but apply only to full page printouts</li> </ul>
1.2 has omitted or additional characters or spaces	<ul style="list-style-type: none"> <li>• A space inserted between a word and its associated punctuation, eg <i>word :</i> or <i>word ?</i> will incur 1 fault per instance</li> <li>• Incorrect or omitted paired punctuation eg brackets, single quotes will incur 1 fault per 'pair', eg ( Progress Group ), ' Progress Group'</li> </ul>
1.3 contains handwritten character(s)	
1.4 has no space following it	
1.5 has more than 2 character spaces following it, except where appropriate, eg after punctuation, between bullet and text	<p>In continuous text 1 fault per instance will be incurred for:</p> <ul style="list-style-type: none"> <li>• More than 3 spaces appearing after a full stop, question mark, exclamation mark or colon</li> <li>• More than 2 spaces appearing after a comma, semi-colon, closing bracket, dash, apostrophe (at end of word) and closing single/double quotes</li> </ul>
1.6 contains overtyping, including superimposing text/graphics	<p>A penalty will be incurred, regardless of the number of words involved, to a maximum of 5 per exam for:</p> <ul style="list-style-type: none"> <li>• Each instance of text and candidate's chosen logo superimposed</li> <li>• Text cutting through a box in an organisation chart</li> </ul> <p>There is no penalty for text superimposed on a background/wallpaper design</p>

Marking Criteria	Tutor Notes
<b>Section 1 Faults – keying errors</b> <b>One fault will be given for each word which:</b>	
1.7 does not contain initial capitals as presented in the draft, including the first letter of a sentence and a bulleted item	<ul style="list-style-type: none"> <li>• Candidates should key in text as presented in the draft. One fault per instance will be incurred for each initial capital in the draft that has been keyed in as a lower case character</li> <li>• Capitalisation not followed in the organisation chart incurs 1 fault each instance to a maximum of 3</li> </ul> <p>Failure to insert a capital letter following a penalty for an omitted full stop will not be penalised. Likewise, inserting a capital letter following a penalty for an incorrect full stop will not be penalised</p>

<b>Section 2 Faults – omissions and additions</b> <b>One fault will be given for:</b>	
2.1 each word which is the wrong word and a word that has been omitted or added or not removed as instructed (eg a word which is crossed out in the draft)	<ul style="list-style-type: none"> <li>• Slide omitted and not listed in outline view</li> <li>• Slide in doc 1 containing amendments for doc 2</li> <li>• Amendments not shown in doc 2 and there is no evidence of them being keyed in doc 4</li> <li>• Full stops inserted after bulleted items – to a maximum of 1</li> <li>• Link lines omitted from the organisation chart – to a maximum of 3</li> <li>• Whole chart omitted from doc 3 – 1 fault per word not keyed</li> <li>• Any style of date is acceptable, with the exception of the American numerical format, eg 12/25/2008 as Christmas Day</li> </ul>
2.2 each instance of failure to: <ul style="list-style-type: none"> <li>- delete text and recalled slides as instructed</li> <li>- produce a specified type of chart</li> <li>- produce document printouts in specified format ie landscape, individual slides, multiple slides, outline view, audience notes, speaker's notes</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to delete chart prompts <i>Type Title Here</i> – 1 fault for each level</li> <li>• Wrong slide(s) printed in doc 2, but evidence of them being keyed in doc 4</li> <li>• Amendments not shown in doc 2, but evidence of them being keyed in doc 4</li> <li>• More than the required number of bars/columns/sectors shown in a chart, but accept additional space at the end of an axis</li> <li>• Wrong type of chart produced eg pie instead of bar/column – any style of these is acceptable</li> <li>• No differentiation of shading/colour of sectors/bars/columns in printouts</li> <li>• Slides not printed on separate sheets as instructed</li> <li>• Slides omitted but listed in outline view</li> <li>• Outline view not containing the correct slides</li> </ul> <p>Only the heading for the organisation chart will appear in this view</p> <ul style="list-style-type: none"> <li>• Outline view containing amendments for doc 2</li> <li>• Audience notes not produced with 3 slides to a page, but they may be with/without printed lines for notes</li> </ul>

**Section 2 Faults – omissions and additions****One fault will be given for:**

2.3 each instance of implied or explicit instructions (regardless of the number of words involved) for failure to:

- create a master slide as instructed
- insert master slide text as instructed
- number slides as instructed
- create and use styles as instructed
- carry out aspects of modification as instructed
- insert graphics as instructed
- insert bullet points as instructed
- label charts as instructed

- Any background/wallpaper template may be used, consistently. A plain white background is also acceptable.
- Where the company name, date, candidate name/centre number are omitted, 1 fault is incurred for each different item to a maximum of 3

The above items are acceptable in any position or size and consistent font style. A file name and document number may also be included

- Accept pages of speaker's notes unnumbered, as slides are numbered
- Where fonts for headings/bullets/sub-bullets are not as specified (including use of bold/italics) or are inconsistent in size/style, 1 fault is incurred for each different item to a maximum of 3

Software may automatically alter font sizes to fit text onto a page – outline view shows up any such change and candidates must ensure consistency across all slides

- Bullet symbols not altered as instructed
- Different bullet symbols shown in outline view to those on single page slides
- Amendments added in different font sizes (squeezing)
- Slide order not changed as instructed
- Any graphic, from clipart or a file, may be used as a logo
- Clipart may be inserted in any position in the relevant slide in doc 3
- Headings formatted as bullet points
- Sub-bullets not formatted and inset
- Redundant subordinate level created in the organisation chart
- Data entry table default headings, eg col1/1<sup>st</sup> qtr/slice 1, etc, appearing instead of/as well as legends
- Legend, axes/percentage labels and values omitted - 1 fault is incurred for each different item to a maximum of 3
- Numerical data for keying substituted for percentage labels
- Data headings inserted in a pie chart
- Data headings in a bar/column chart not shown as axes labels

Legends may appear in the legend box, as extra axes labels/alongside percentage labels, or in both places

**Section 3 Faults – transpositions and misplacements****One fault will be given for each instance of:**

3.2 words inserted in the wrong order or

- Sub-bullets inserted in the wrong position

misplaced within text, where there is no instruction	<ul style="list-style-type: none"> <li>Text not related to the correct slide in speaker's notes – 1 fault is incurred per slide to a maximum of 5</li> </ul>
3.3 failure to indicate a paragraph as drafted	<ul style="list-style-type: none"> <li>Paragraphs not as indicated in speaker's notes (eg each sentence on a new line) 1 fault is incurred for each instance to a maximum of 5</li> </ul>

<b>Section 4 Faults – presentation</b>	
<b>No more than one fault per paper will be given for each of the following items:</b>	
4A ragged left margin or irregular alignment of bullet or sub-bullet points	<ul style="list-style-type: none"> <li>Including the starting point of bullets inconsistent between slides</li> </ul>
4B no clear linespace before and after separate items within a document	<ul style="list-style-type: none"> <li>No linespace or inconsistent linespacing between headings and bulleted text is accepted as it may be caused when using textboxes</li> </ul>
4C not applicable to this unit	
4D failure to emphasise text as instructed	Including additional emphasis of text used where not requested
4E not applicable to this unit	
4F failure to centre or align text or data as instructed	<ul style="list-style-type: none"> <li>Where the chosen background design and logo affect such formatting, no penalty will be incurred</li> </ul>
4G work which is creased, torn or dirty	<ul style="list-style-type: none"> <li>Invigilators should notify OCR of any machine faults resulting in marks on the paper</li> <li>Invigilators should also report any problems with printers, so as not to disadvantage candidates</li> </ul>
4H not applicable to this unit	
4I inconsistent spacing between and within similar items/styles	<ul style="list-style-type: none"> <li>inconsistent linespacing of bulleted items within/between slides</li> <li>text not aligned across boxes within each level of the organisation chart</li> <li>items in the outline view inconsistently spaced</li> <li>inconsistent alignment of bulleted text caused by text running to a 2<sup>nd</sup> line</li> <li>inconsistent linespacing after headings/between paragraphs, but accept less than a full linespace consistently (caused by the default spacing)</li> </ul>

Section 4 Faults – presentation	
No more than one fault per paper will be given for each of the following items:	
<p>4J</p> <ul style="list-style-type: none"> <li>- use of initial capitals where not presented in draft, or</li> <li>- block capitals used where not presented in draft</li> <li>- failure to use block capitals as presented in draft</li> <li>- failure to key in headings with initial capitals and underlined as presented in draft</li> </ul>	<ul style="list-style-type: none"> <li>• Block capitals are only acceptable where drafted, eg in headings</li> <li>• Capitalisation must be as drafted for text in pie/bar/column/line graph charts</li> </ul>
<p>4K inconsistent use of alternative spellings within and between documents</p>	<ul style="list-style-type: none"> <li>• Alternative spellings found in an English dictionary are acceptable, but will incur a fault if used inconsistently, eg <i>organize</i> but <i>organisation</i></li> </ul>
<p>4L inconsistent display of dates, measurements, weights, times, money, figures, dashes/hyphens or bullet points</p>	<ul style="list-style-type: none"> <li>• Dates must be of consistent style throughout a document. For example, if full style is used such as <i>12 January 2009</i>, this style should be used for all subsequent dates within the same document. (Please also refer to Section 2.1 Notes above)</li> <li>• Measurements and weights must be used consistently. For example, <i>5 cm</i> or <i>5cm</i>; <i>16 kg</i> or <i>16kg</i></li> <li>• Times should be keyed in as shown in the draft, for example, <i>9.30 am</i> or <i>9.30am</i>. Candidates should not change times from 12-hour clock to 24-hour clock or vice versa, unless instructed to do so</li> <li>• Money: there must be no character space between £ and the amount, eg <i>£60</i>. In columns and tables accept spacing between £ and amount</li> <li>• The display of figures should be an “acceptable system”, eg <ul style="list-style-type: none"> <li>- all figures including “1”</li> <li>- all words (but use of words such as <i>twenty-five</i> or <i>twenty five</i> must be consistent)</li> <li>- <i>one</i> as a word, all others as figures</li> <li>- <i>one</i> to <i>nine</i> or <i>ten</i> as words and then <i>10</i> or <i>11</i> upwards as figures</li> <li>- <i>one</i> to <i>twenty</i> as words and then <i>21</i> upwards as figures</li> </ul> </li> <li>• Where dashes or hyphens are used to represent the word “to” (eg <i>15-22</i> or <i>15 – 22</i>) these must be used consistently throughout a document</li> <li>• Lines of ruling in a table – a candidate opting to use gridlines in a table will incur a penalty only if these result in empty cells</li> <li>• Where lines of ruling have been inserted, a penalty under 4B will not be incurred for failure to leave a clear linespace below the column headings</li> </ul>

**Section 4 Faults – presentation**

**No more than one fault per paper will be given for each of the following items:**

4M inconsistent use of open or full punctuation within a document	<ul style="list-style-type: none"><li>• Full stop appearing in any abbreviation such as <i>Enc</i>, <i>CC</i>, <i>eg</i>, <i>am</i>, when open punctuation has been used</li><li>• Missing full stop in any abbreviation such as <i>Enc.</i>, <i>C.C.</i>, <i>e.g.</i>, <i>a.m.</i>, where full punctuation has been used</li></ul>
4N insertion of an additional comma which alters the meaning of a sentence	<ul style="list-style-type: none"><li>• Punctuation should be keyed as presented in the draft. However, the insertion of an additional comma will only be penalised if this alters the sense of the sentence</li></ul>