Candidates’ performance on individual parts

**Part I  Speed and Accuracy Test**

As in past years, many candidates failed to reach the minimum speed of 35 wpm. Some of those who did reach this minimum requirement made far too many mistakes and so scored no marks at all in this part. This situation is particularly serious among candidates using electronic and electric typewriters.

**Part II  Display Work**

(a) Letter

This question was generally satisfactorily attempted. Common errors included:

- the failure to read the marginal instructions, e.g. Insert at A, Caps & u/s for ‘Fancy’, indent 5 spaces, etc.;
- inconsistency in style, e.g. open-punctuation was mixed with full-punctuation, blocked style was mixed with indented style, etc.; and
- the failure to type the abbreviated words correctly, e.g. Rd, Dr, dept, sncly, etc.

(b) Purchase Order

This question was the weakest question completed. The major reasons for failure were that candidates:

- did not fill in the given information in the correct columns;
- did not observe the rule of consistency; some words in the description column were typed with initial capital letters but some were not;
- did not display the total correctly;
- did not align digits;
- left space after the dollar sign; and
- mispelt words, e.g. swivel, reserves, etc.
(c) Table

Candidates’ skill in displaying tables seemed satisfactory. However, the following errors were common:

- only the two column headings were transposed but not the whole columns;
- the space above and below the table was not the same;
- marginal instructions were not followed e.g. ‘in figure’ was typed in the passage instead of the figure ‘15’; and
- words like Bachelor, quality, Civil, etc. were mispelt.

General comments

The overall performance was generally satisfactory. Candidates are reminded to carefully proofread their work. Dictionaries are the best tools to achieve greater accuracy. Moreover, only constant practice will enable candidates to attain faster speed.