

Requirements

Candidates were expected to type out a letter of enquiry using indicated style with shoulder headings and take out a carbon copy. Despite the lack of headed paper on which to do the test, candidates used plain paper to do the exercise.

Weaknesses

There was no consistency of style in some candidates work and poor display of enumeration. Others did not quite understand the proofreaders marks and some failed to transpose tests.

Advice to Teachers

Teach adequately the various paragraphing and heading styles and proofreader symbols.