

**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.