

Legal Text Processing (Level 1) – 06970 Autumn 2008

Candidates who submitted scripts for the first session of this new examination produced very good work. There were many excellent papers and few candidates had difficulty with any of the documents. Faults were incurred mainly for obvious errors of keying and proofreading.

Document 1: The letter was generally well produced. A common error was to omit the comma after the alteration in the second paragraph. The comma is clearly shown and not crossed through, so should have been keyed. A few candidates failed to correct the circled apostrophe fault.

Document 2: This document did not cause many problems for candidates. The most common faults were copying errors. Some candidates omitted the heading THE SCHEDULE at the top of the second page of the paper. Candidates should note that there is no requirement for extra linespacing between sections in double linespacing. It is simpler to keep to double linespacing throughout. In some cases, a margin fault was incurred when the clauses after the numbered paragraphs were not aligned at the main left margin.

Document 3: This document was presented well by the majority of candidates. The most common error was a failure to delete the infill symbol on the date line.

Wendy Wilson
1 January 2009

Wendy Wilson
21 January 2009