

## **Level 3 Legal Word Processing – 03935 Spring 2011**

### **General**

The standard of scripts was mixed, with very few candidates achieving distinction. The main areas of weakness were the expansion of abbreviations and lack of knowledge of legal terminology. There were several instances of omitted words where text was repeated within a paragraph. As this repetition of words is characteristic of legal documents this serves to underline the necessity for candidates to proofread their work.

### **Document 1**

Many candidates did not use spaced capitals for DATE and PARTIES in spite of this being drafted clearly. The abbreviations "contt" and "deld" were often incorrectly expanded to "content" and "deleted" or "delayed". "Tortious" was often changed to "tortuous", indicating a lack of knowledge of specialist legal terminology and the dangers of relying on the spellcheck function when keying legal documents. The words "body of" after the deletion with replacement in paragraph Ag11 were often omitted and in paragraph Ag18 several candidates omitted the 6 words between the two occurrences of "encourage away". As this type of error can only be spotted through careful proofreading it emphasises the importance of proofreading, particularly in the case of legal documents which by their nature contain repeated words.

### **Document 2**

This document was mostly well done. The majority of candidates followed the instructions in the rubric to use capitals for company names and to change figures to words. Candidates who changed "Deltoman" in the recalled text to capitals would not have been penalised, as the instruction could have been considered ambiguous. The justification and change of line spacing was usually accurate. Some candidates who had changed "tortious" to "tortuous" in Document 1 changed this in the recalled text as well. It must be emphasised that no changes should be made to the recalled text. Some candidates failed to use a smaller font for the footer in this document.

### **Document 3**

This document was mostly well done. The main error made by many candidates was leaving more than 3 cm at the bottom. This margin should be measured from the last line of text, not from the footer. Other instructions were mostly accurately followed.

#### **Document 4**

This document was well done by the majority of candidates. Main errors were non-alignment of the decimal points in the columns. There were also some errors with the ruling, mainly the omission of some of the lines. The arithmetical error in the final total was a subtraction error, and this was actually stated in the paper, but some candidates assumed that it was an error of addition.