

Legal Text Processing (Level 1) – 06970 Autumn 2010

The majority of papers in this series were of a high standard.

Document 1

The letter was often produced without error. The most common error was a failure to leave a clear line space below the salutation. A clear line space is required between separate items in any document (4B). Some candidates made keying errors by confusing the words 'date' and 'data'.

Document 2

This document proved straightforward for most candidates. There were some instances of the square bracket being typed before 'SUPPLEMENTAL' instead of being followed as a new paragraph sign. In some fonts the word 'dated' fell at the far right margin of the first paragraph. It was acceptable but not required to leave an extra clear line space to leave room for the date to be added later.

Document 3

There were few problems with this document apart from proofreading errors. The most common error was the omission of the final full stop at the end of the Notes. This is a frequent error on many different papers and candidates are reminded that punctuation should be keyed exactly as shown. A few candidates retrieved the wrong form and used the form with dotted lines provided for typewriter use.