

Level 1 Legal Text Processing – 06970 Autumn 2009

General

Most papers submitted for this series were of an excellent standard.

Document 1

This letter was often produced without error. A few candidates used an initial capital for Ref instead of the lower case shown on the draft. References should always be copied exactly. There were instances of the heading keyed as FURNISHINGS instead of FURNISHERS. It is important that candidates check very carefully after typing proper names and words in capitals.

Document 2

This document was generally produced very well. The most common errors were failure to follow initial capitals as shown and the omission of small words.

Document 3

The most common errors on this document were the same as were made on the previous paper in the summer. A space was sometimes left within the sum of money (4L). Some candidates omitted the final full stop and should be reminded to follow punctuation exactly as shown.