

Level 3 Legal Word Processing – 03935 Summer 2009

General

Some scripts were of a very high standard and some were very poor. On the whole this paper was reasonably straightforward for those candidates who were familiar with legal terminology and the layout conventions of legal documents. The main areas where penalties were incurred were spelling errors and incorrect expansion of abbreviations.

Document 1

This document was generally well done. Errors were incurred for incorrect expansion of "agmts" to "arrangements", "contd" to "continued" or "contracted" and "staty" to "statuary". Some candidates keyed in "principal" as "principle" and split "dwellinghouse" into two words. Although there was no punctuation throughout the document, in keeping with the practice in many legal offices, some candidates did insert apostrophes in landlords and tenants in paragraph Ten10. This was not penalised unless its use was inconsistent. However, other additional punctuation inserted did incur a penalty under 4M. In legal documents it is important to follow copy exactly when it comes to the use of punctuation.

Document 2

This document was also generally well done. Penalties were mainly incurred for not following the instructions in the top rubric regarding the use of capitals, figures and words. Per cent was frequently presented as one word. Some candidates put paragraph Ten 4 after paragraph Ten 9 instead of after paragraph Ten 3, even though they numbered them correctly. The instructions for linespacing and justification were mostly correctly followed.

Document 3

This document continues to present problems to some candidates. Many are still leaving too large a margin at the bottom and some did not align 2009 at the right margin as instructed, although the underlining did extend to the margin. Candidates who included the Fax No and e-mail address in the company details were not penalised, although these details had not been specifically asked for.

Document 4

The main causes of errors in this document were the non-alignment of decimal points in the figure columns (4Q) and incorrect alignment of the columns (4P). Spelling errors included "deducting" for "deducing" and "enquires" for "enquiries". Some candidates did not amend the calculation correctly. The document sometimes went on to a second page and this was acceptable provided the second page was numbered. Some candidates incurred penalties for changing the OCR supplied letterhead by changing the font style or size.