

## **Legal Audio-Transcription (Level 2) – 06980 Spring 2011**

The majority of candidates produced work of a very high standard for this paper.

### ***Document 1***

The letter was often produced without error. Candidates are reminded to take care when copying names from the Candidate Information Sheet. The name Bayley was sometimes misspelt as Bailey. There were occasional instances of 'with regards' instead of 'with regard'.

### ***Document 2***

The most common error on this document was a failure to follow the capitalisation shown on the Candidate Information Sheet for words such as Guarantor, Creditor and Customer. The dictated initial capitals were generally keyed accurately. There is no requirement for initial capitals to be used for such words as guarantee or parties unless they are dictated. However, there will be no penalty if these additional initial capitals are used consistently for every occurrence of the word. Candidates are reminded that a clear line space is always required between paragraphs in single line space (4B). There were some scripts where the verb 'may be' was keyed as 'maybe' and some where the possessive 'their' was keyed as 'there'.

### ***Document 3***

This form was often completed without error. The most common error was to key 'overtaken' as two words. Candidates are reminded that they should make no changes to the template form, apart from the deletion or strikethrough of the word 'out', as requested.