

## **Legal Audio-Transcription (Level 2) – 06980 Autumn 2010**

Most candidates produced work of a high standard for this paper.

### ***Document 1***

The most common error was to key Enc instead of Encs as required by the wording of the letter (2.2).

### ***Document 2***

Some candidates failed to follow the instruction to use an initial capital for Agreement whenever it was dictated. The instruction to leave at least 4 cm horizontal space means that 4 cm is the minimum required otherwise a fault will be incurred (4E). The instruction to use words for all dates includes the year and keying 2010 as a figure incurred a fault.

### ***Document 3***

There were few errors in this document apart from keying faults and failure to follow instructions for initial capitals.