

Legal Text Processing (Level 1) – 06970 Spring 2011

There were many excellent papers in this series. The majority of faults on weaker papers were incurred for errors of keying and proofreading. The same errors occur in every series – failure to follow initial capitals as shown, and failure to copy proper names exactly as shown.

Document 1:

This letter was often produced without error. It is essential that candidates key in names accurately as shown in the draft. There were many instances of 'Jonathon' instead of 'Jonathan' and 'Barker' instead of 'Baker'. The abbreviation 'plc' is part of the registered name of the firm and should be copied exactly as shown. Many candidates were unfamiliar with this term and incurred a fault by expanding it to 'Place'. The word 'diseased' was often keyed instead of 'deceased' in the second paragraph. This is one of the spellings listed for this Unit (2.1) with which candidates should be familiar.

Document 2:

This document was generally produced very well and candidates found it straightforward. The most common error was a failure to follow initial capitals throughout as shown, particularly for Covenants in the name of the Act. The common legal words 'hereto' and 'therefrom' were sometimes keyed as two separate words, which incurred a penalty (1.2). Candidates should follow copy as shown and follow all instructions carefully. Many candidates failed to change the signature paragraphs (or attestation clauses) into single line spacing as requested.

Document 3:

This form was often produced without error. The address was accepted along one line or on separate lines. The final full stop was sometimes omitted, which is an error occurring frequently in all series.