

## **Level 1 Legal Text Processing – 06970 Summer 2010**

### ***General***

There were many excellent papers in this series. The majority of faults on weaker papers were incurred for errors of keying and proofreading.

### ***Document 1***

This letter was often produced without error. Most candidates accurately omitted the apostrophe circled for correction, but some also chose to omit the apostrophe clearly shown in 'my firm's account'. A fairly common error was to key Enc instead of Encs.

### ***Document 2***

This document was generally produced very well and candidates found it straightforward. The most common error was failure to follow initial capitals as shown. Candidates should be familiar with the use of initial capitals for words such as Company and Employee whenever they appear throughout a document. All capitals were shown very clearly on the paper and faults are incurred whenever they are not followed. Some candidates left out the words 'of employment and for a period' in the first numbered clause and there were many instances of the word 'complete' keyed instead of 'compete'. These obvious errors could be corrected after careful proofreading. The left margin gave problems to some candidates. The lines AND and NOW IT IS ... should have been aligned at the main left margin below THIS AGREEMENT.

### ***Document 3***

There were few problems with this document apart from proofreading errors, such as Requisitions instead of Requisition and Cancel instead of Chancel.