

## **Level 2 Legal Audio-Transcription – 06980 Spring 2010**

### ***General***

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

### ***Document 1***

Some candidates omitted the courtesy title 'Mr' from the address, although it was part of the dictation. Other errors were 'conformation' instead of 'confirmation' and spaces within the words 'meantime' and 'lifetime'.

### ***Document 2***

This document was often produced accurately. Errors included 'in the presents' instead of 'presence' in the attestation clause and a space within 'hereto'. Some candidates failed to follow the initial capitals for Paper and Paint from the Candidate Information Sheet.

### ***Document 3***

The most common error was to misspell the name of the firm as Wilsons instead of Willsons. This was clearly shown on the Candidate Information Sheet and candidates should be very careful to check the spelling of proper names. Some candidates keyed a space within 'whiplash'. Candidates are reminded that a clear line space is required between the final paragraphs (attestation clauses) in single line spacing.