

Legal Text Processing (Level 1) – 06970 Summer 2011

Many excellent papers were submitted for this series. Weaker papers were the result of poor proofreading. Candidates should be encouraged to follow initial capitals as shown on the draft and to copy proper names exactly as shown.

Document 1:

This letter was often produced accurately. The most common error was failure to key the initial capital for Store in Wills Store. There were many instances of Johnson instead of Johnston in the first paragraph. Careful proofreading would have picked up both these errors.

Document 2:

This document was generally produced very well. Some candidates copied the line endings as shown in paragraph (b), leading to faults for short lines (1.5). Continuous text should be allowed to word wrap. It is usual to key documents in double line spacing with no extra spacing between the paragraphs. However, there should always be a clear line space following a section in single line spacing (4B). The abbreviation Co should be keyed as shown and not expanded, as it is the registered name of the firm (2.1). A surprising number of candidates failed to key ANY in closed capitals as indicated on the draft (4J).

Document 3:

There were many keying errors in this document, such as Hillington instead of Hillingdon. It is essential that candidates proofread proper names very carefully. The addresses were accepted along one line or on separate lines.