

Level 2 Legal Audio-Transcription – 06980 Summer 2009

General

The vast majority of the candidates for this examination produced work of a very high standard.

Document 1

The letter was generally well produced. Some candidates omitted the courtesy title of Mr although this was dictated at the introduction to the letter. There were a few omissions of the indication for the enclosure and a few errors in the production or routing of the copies.

Document 2

This document was also well produced by most candidates. A frequent error was the misspelling of Executor, which is a very common word in the legal office. Other frequent misspellings were of devise and bequeath. It was disappointing to see many candidates key the name Gardner as Gardener, although the correct spelling was on the Information Sheet. Another common error was the use of soul instead of sole in the phrase sole use. The word 'maybe' (meaning perhaps) was used by some candidates instead of the two words 'may be'. In contrast some long legal words were keyed with spaces in them, such as where so ever instead of wheresoever.

Document 3

The most common error in this document was the misspelling of the client's surname as Neil instead of Neill. Candidates must be careful to check all names from the Information Sheet and not to assume they know the correct spelling of a familiar name.