

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

### ***General***

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

### ***Document 1***

As in the previous paper, some candidates omitted the courtesy title 'Mr' from the address, although it was part of the dictation. Other errors included 'were' instead of 'where' and 'manor' instead of 'manner'. There was misspelling of 'Anne' as 'Ann' although all names appear on the Candidate Information Sheet. Many candidates were unable to key 'stamped addressed envelope' accurately. The most common error was to key Enc instead of Encs.

### ***Document 2***

This document was produced accurately by many candidates, but it proved difficult for others. There were many instances of spaces within words such as 'hereinafter' and 'hereto'. In contrast, many candidates keyed 'In consideration' in the first numbered clause as one word instead of two. Some candidates failed to follow the initial capitals for words shown on the Candidate Information Sheet, such as Category L, and there were too many misspellings of Phillip instead of Philip, which was clearly shown on the Candidate Information Sheet. Other words which caused problems to candidates were 'unto' and 'covenants'. The term 'seised', meaning holding the freehold of a property, is a difficult legal term and did not appear on the Candidate Information Sheet. For this reason, errors in spelling this word were not penalised.

### ***Document 3***

There were few errors in this document apart from keying faults. Candidates are reminded that they must not change the template of the form in any way.