

Legal Audio-Transcription (Level 2) – 06980 Summer 2011

The majority of candidates produced work of a high standard for this paper.

Document 1:

The letter was generally produced very well. Candidates are reminded that they should use Enc (or similar) for a single enclosure and Encs (or similar) for multiple enclosures (2.3).

Document 2:

The Will did not cause many problems for candidates. The instruction "Do not add any commas or full stops" means that there should not even be commas in the addresses.

Document 3:

This form was often completed without error. Candidates are reminded that they should make no changes to the template form, apart from the deletion or strikethrough of the word "Leasehold", as requested. This means that the instruction at the bottom of the form (* Delete if appropriate) should not be removed.

Summer 2011 Paper A

There were many excellent scripts submitted for this examination.

Document 1:

The letter was generally produced very well. There were some instances of the word straightforward being keyed as two separate words. Some candidates were unfamiliar with the word Oath, offering some strange alternatives. A few candidates misspelled the common legal term Executor. Because of the late substitution of this paper, there was no penalty if candidates used the letterhead template intended for the original paper.

Document 2:

Candidates should listen carefully to instructions at the start of dictation. In this document there were instructions to use words for all dates and closed capitals for all names. Many candidates failed to follow these requests and consequently gained penalties. There were also errors in spacing in the attestation clauses. Single line spacing was requested, and there should always be a clear line between paragraphs (4B). Some candidates failed to leave a clear line after 'in the presence of' and between name, address and occupation. The instruction 'paragraph' was dictated, so a 4B penalty was incurred.

Document 3:

It is recommended that candidates simply align columns to the left when there is no total. Many candidates attempted to align the money columns in different ways and incurred a 4P penalty. Candidates should be familiar with the spelling of common legal words such as 'disbursements'.