# Text Processing (Business Professional)

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| **Unit Title:** | **Legal Word Processing** |
| OCR unit number: | 03935 |
| Level: | 3 |
| Credit value: | 6 |
| Guided learning hours: | 60 |
| Unit reference number: | K/505/7103 |

## Unit aim

This unit aims to equip candidates with the ability to produce, from handwritten and typewritten draft material, recalled text and supplementary information, using a word processor, a variety of complex legal documents to a standard that meets the requirements of employment.

| Learning Outcomes<br>*The learner will:* | Assessment Criteria<br>*The learner can:* | Knowledge, understanding and skills |
|---|---|---|
| 1  Be able to use a word processor | 1.1  Identify, select and use appropriate functions of a word processor, including<br>  -  open files<br>  -  save files and macros<br>  -  creating macros<br>  -  setting and adjusting margins<br>  -  line spacing<br>  -  alignment, including left, right and centre alignment, justification and alignment of decimal numbers and money<br>  -  apply multi-level numbering<br>  -  using font sizes<br>  -  ways of emphasising text<br>  -  indenting text<br>  -  cut, copy and paste text<br>  -  pagination<br>  -  footers<br>  -  page numbering<br>  -  find and replace text<br>  -  underlining of text<br>  -  inserting horizontal lines of ruling, including double total lines<br>  -  create unruled tables<br>  -  printing | • Retrieve pre-stored documents or templates<br>• Set margins of at least 13 mm, except where otherwise instructed<br>• Adjust top, bottom left and right margins<br>• Change line spacing to 1½, double or triple<br>• Align text at left and right margins<br>• Centre a section of text<br>• Alignment of decimal points<br>• Change text to full justification<br>• Emphasise text by using closed capitals, e.g. in names<br>• Inset text from left and right margins<br>• Insert footers, using a smaller font size than the main text<br>• Create an unruled table of text and figures, including amounts of money<br>• Produce printouts:<br>  -  one copy of continuous document of recalled clauses, in single line spacing<br>  -  one copy of legal document comprising recalled and amended standard clauses<br>  -  one copy of backsheet<br>  -  one copy of legal financial statement |

| Learning Outcomes<br>*The learner will:* | Assessment Criteria<br>*The learner can:* | Knowledge, understanding and skills |
|---|---|---|
| 2 Be able to key in text from handwritten and typewritten drafts | 2.1 Key in text, including<br>- capitalisation<br>- punctuation<br><br>2.2 Key in text to specified layouts, including<br>- set of standard clauses or phrases<br>- legal document composed of recalled and amended standard clauses or paragraphs<br>- backsheet<br>- legal financial statement<br>2.3 Produce a continuous document of standard clauses previously keyed in and saved<br><br>2.4 Key in a backsheet<br><br>2.5 Key in a legal financial statement | • Read and transcribe variable quality manuscript<br>• Use of spellchecker<br><br>• English spelling, punctuation and grammar<br>• Legal terminology<br>• **Set of Standard Clauses**<br>- follow layout indicated to produce a set of standard clauses<br>- insert symbols at infill points as indicated on the draft<br>- apply multi-level numbering as indicated<br>- save clauses/phrases in separate files, or as macros, using specified filenames<br>- recall clauses previously input and saved so as to make a continuous document<br>- in the continuous legal document, key in the clause filename above each recalled clause before printing<br>• **Legal Document**<br>- follow layout and style of legal documents as shown, based on:<br>  ▪ Deeds<br>  ▪ Agreements<br>  ▪ Contracts<br>  ▪ Leases<br>  ▪ Affidavits<br>  ▪ Briefs/Instructions to Counsel<br>  ▪ Statements/Particulars of Claim<br>  ▪ Probate documents (e.g. Wills, Oaths for Executors/ Administrators)<br>  ▪ Commercial documents (e.g. Memorandum/ Articles of Association, Partnership Deeds)<br>  ▪ Family documents (e.g. Petitions, Statements of Arrangements for Children, Deeds of Separation) |

| Learning Outcomes<br>*The learner will:* | Assessment Criteria<br>*The learner can:* | Knowledge, understanding and skills |
|---|---|---|
| | | - retrieve pre-stored clauses and amend, completing infill points with information given<br>- delete infill point symbols and insert variable information at infill points<br>• **Backsheet**<br>- follow conventional layout and style of a backsheet for a legal document as shown in the draft<br>- insert horizontal lines as shown in the draft<br>• **Legal Financial Statement**<br>- follow layout and style of financial documents, e.g. completion statement, bill of costs)<br>- key in columns of text and figures<br>- rule lines for totals on a word processor<br>- check and amend calculations |
| 3    Be able to interpret implied and explicit instructions | 3.1  Complete work within set timescales<br><br>3.2  Select stationery appropriate for document type<br><br>3.3  Use consistent style and presentation, including<br>- clear line space before and after separate items in documents<br>- display of date, measurement, weight, time, money, figures, dashes and hyphens<br>- indented or left aligned display of numbered paragraphs or clauses<br><br>3.4  Comply with instructions for amending legal documents, including<br>- case change of a section of input text<br>- use of capitals and spaced capitals<br>- allocate horizontal and vertical spaces | • Use appropriate stationery and templates<br>• Retrieve pre-stored files or templates<br>• Change case, when keying in some text, from lower to upper case or from upper to lower case, as instructed |

| Learning Outcomes<br>*The learner will:* | Assessment Criteria<br>*The learner can:* | Knowledge, understanding and skills |
|---|---|---|
| | - number, and re-number, clauses<br>- changing figures to words<br>- inserting today's date in a legal financial statement<br>- locate and insert information within the same document | |
| | 3.5 Spell legal terms and expand their abbreviations, ensuring correct spellings | • Identify and correct spelling errors and expand abbreviations in legal words from the list below – these will not be indicated in the draft: |

| | | | | | |
|---|---|---|---|---|---|
| accdce | accordance | ct | court | mtgee | mortgagee |
| actn | action | covt | covenant | mtgor | mortgagor |
| adjn | adjourn | decd | deceased | negtn | negotiation |
| adjd | adjourned | decln | declaration | opn | opinion |
| admor | administrator | deft | defendant | pty | party |
| admix | administratrix | deld | delivered | pet | petitioner |
| afft | affidavit | descrd | described | posson | possession |
| afsd | aforesaid | doc | document | pceedg | proceeding |
| agmt | agreement | dft | draft | ppty | property |
| amndt | amendment | encumb | encumbrance | pchs(r) | purchase(r) |
| apt(d) | appoint(ed) | esmt | easement | rect | receipt |
| assn(d) | assign(ed) | est | estate | resoln | resolution |
| asst | assignment | evce | evidence | respndt | respondent |
| attestn | attestation | exor | executor | sched | schedule |
| atty | attorney | exix | executrix | solr | solicitor |
| bkcy | bankruptcy | freehd | freehold | staty | statutory |
| benefl | beneficial | gtor | guarantor | succon | succession |
| brf | brief | hrby | hereby | smns | summons |
| chge | charge | hrin | herein | tency | tenancy |
| clmt | claimant | hrto | hereto | testmt | testament |
| clt | client | inhc | inheritance | testor | testator |
| codl | codicil | insolvcy | insolvency | testrix | testatrix |
| conson | consideration | insolvt | insolvent | thrft | thereafter |
| contd | contained | instron | instruction | thrin | therein |
| contt | contract | judgt | judgment* | vdr | vendor |
| convce | conveyance | leasehd | leasehold | whrin | wherein |
| co-resp | co-respondent | legy | legacy | whrof | whereof |
| cnsl | counsel | mtge(d) | mortgage(d) | | |

* preferred spelling in a legal context

Days of the week (e.g. Thur, Fri)
Months of the year (e.g. Jan, Feb)
Words in addresses (e.g. Rd, St, Ave, Dr, Sq, Cres, Pl)

Commonly used abbreviations must be retained, for example: etc, eg, ie, NB, PS, v, All, ER, QC, as well as plc, Ltd and & (ampersand) (in company names)

| Learning Outcomes<br>*The learner will:* | Assessment Criteria<br>*The learner can:* | Knowledge, understanding and skills |
|---|---|---|
| | 3.6 Make amendments to text as shown in a draft | • Amend text as shown in draft:<br> - deletion with replacement words<br> - change order of paragraphs as instructed<br> - follow correction signs: |

new paragraph $\lceil$ or $/\!/$

run on $\frown\!\!\!\rfloor$

insertion with word(s) above $\lambda$ or balloon with arrow e.g.

transpose horizontally $\cup\!\cap$ or balloon with arrow e.g.

transpose vertically

close up

leave a space /

stet _ _ _ _ _ _ with (✓) in margin

no marginal instructions

| 4 Be able to incorporate information from another document | 4.1 Locate information to extract from another document<br><br>4.2 Key in extracted text in correct position within another document | • Key in a piece of information (such as a client's name) that will be found in another document |
| 5 Be able to incorporate information from another source | 5.1 Locate information to extract from a separate source<br><br>5.2 Key in extracted text from another source | • Key in specific information (e.g. contact details, folder references) from a separate source |
| 6 Be able to check documents for accuracy | 6.1 Check documents for accuracy, correcting mistakes as necessary | • Use of spellchecker<br>• English spelling, punctuation, grammar and legal terminology<br>• Proofreading skills<br>• Use appropriate correction techniques to ensure work is accurate |

## Assessment

Assessment will consist of four legal documents totalling 1,450 words (560 recalled and 890 keyed) and will take the form of a 1 hour 45 minute test set and marked by OCR.

Results will be graded Distinction, Pass or Fail. The grade achieved will be stated on the certificate.

To achieve a Distinction, candidates must produce the documents with no more than 5 faults within the time allowed, 1 hour 45 minutes.

To achieve a Pass, candidates must produce the documents with no more than 14 faults within the time allowed, 1 hour 45 minutes.

## Administration guidance

- Word processing equipment must be used for this examination.

- Centres must ensure that the recall material for this examination is available for candidates. Recall material is supplied for each examination by OCR publications on CD-ROM or can be downloaded free of charge from Interchange, OCR's secure website.

- Centres **must not** key in the pre-stored documents or letterhead.

- Use appropriate stationery, i.e. plain A4 paper.

- Printing: Candidates **must** carry out their own printing. No changes whatsoever may be made to the documents outside the time allowed for the examination. Printing may be undertaken in a period immediately following the examination and supervised by the Invigilator.

- For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk.

## Guidance on assessment and evidence requirements

For detailed guidance, please refer to the marking criteria and tutor notes in this document.

Candidates must produce four legal documents to a standard acceptable in the workplace and outcomes must be within the permitted error tolerance.

A Resource Sheet will be included at the back of the question paper, from which candidates will be required to select and abstract specific information from hard copy for integration into documents.

Penalties are given for errors and the same fault appearing more than once will incur a penalty each time. One fault only will be given to any one word* irrespective of the number of errors that may appear in that word. For example, "miscellaneous" keyed in as "miss-selanious" will be penalised 1 fault, even though several faults have been incurred in the word. Presentation (Section 4) faults may also be applied.

* A word is defined as any normally recognisable word including a hyphenated word and associated punctuation and spacing. Other items that are treated as a word are:

- postcode

- initials and courtesy titles

- simple or complex numbers including money and times

- simple or compound measurements

Invigilators are given clear instructions to report any problems with printers, failure to do so can disadvantage candidates.

## Errors will be divided into 4 categories:

| Marking Criteria | Tutor Notes |
|---|---|
| **Section 1 Faults - keying in errors**<br>**One fault will be given for each word\* which:** | |
| 1.1 contains a character which is incorrect (including upper case character within a word), or is illegible for any reason | • A penalty will be incurred for any word that contains a character that is incorrect or that includes an upper case character within a word, e.g. LaBel<br>• Candidates may use English and mother tongue dictionaries and spellcheckers where available |
| 1.2 has omitted or additional characters or spaces | • A space inserted between a word and its associated punctuation, e.g. word : or word ? will incur 1 fault per instance<br>• Incorrect or omitted paired punctuation, e.g. brackets, single quotes will incur 1 fault per 'pair', e.g. (   Progress Group   ), '   Progress Group   '<br>• Infill points not deleted correctly will incur 1 fault per instance |
| 1.3 contains handwritten character(s) | • Handwritten ruling on the backsheet and in the financial statement will incur 1 fault per line |
| 1.4 has no space following it | |
| 1.5 has more than 2 character spaces following it, except where appropriate, e.g. before postcode, after punctuation, before/after words in spaced capitals, in justified work | In continuous text, 1 fault per instance will be incurred for:<br>• more than 3 spaces appearing after a full stop, question mark, exclamation mark or colon<br>• more than 2 spaces appearing after a comma, semi-colon, closing bracket, dash, apostrophe (at the end of a word) and closing single or double quotes<br>• where a short line appears, this will be penalised if the first word following could have fitted at the end of the short line with at least 18 mm (¾") to spare (measuring the short line against the longest line in the document) |
| 1.6 contains overtyping, including overtyping of pre-printed material (per entry regardless of the number of words involved) e.g. text cutting through recalled letterhead | |
| 1.7 does not contain initial capitals as presented in the draft, including the first letter of a sentence | • Candidates should key in text as presented in the draft. One fault per instance will be incurred for each initial capital drafted that has been keyed in as a lower case character<br>NB: The only exception to this is where there is an instruction to change case |

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| Marking Criteria | Tutor Notes |
|---|---|
| | • Failure to insert a capital letter following a penalty for an omitted full stop will not be penalised. |
| | • Inserting a capital letter following a penalty for an incorrect full stop will not be penalised |

| Section 2 Faults - omissions and additions | |
|---|---|
| One fault will be given for: | |
| 2.1 each word which is the wrong word and a word that has been omitted or added or not removed as instructed (e.g. a word which is crossed out in the draft) | • No signatures should be added to documents<br>• A signature inserted in the above instance will incur 1 fault maximum<br>• The date should not be filled in where instructed to leave spacing for the date, as this would be completed on the date the document was signed<br>• A day and/or month inserted in the above instance will incur 1 fault for each element<br>• Any style of date is acceptable, with the exception of the American numerical format, e.g. 12/25/2011 as Christmas Day<br>• The date must appear below the letterhead and above the inside address of the financial statement and should have a clear line space above/below, otherwise a penalty will be incurred<br>• One fault will be incurred for each instance of a missing, incomplete or incorrect date to be inserted on correspondence as instructed on the front cover of the question paper<br>• All errors in other dates are penalised per element<br>• Where postdating is required, one fault maximum<br>• If a date appears in a document that does not require dating, this will be penalised 1 fault max unless the date appears as part of the personal details<br>• Infill symbols must be deleted once the information has been inserted<br>• A vertical line of brackets (brace), e.g. in attestation clause, counts as one word for marking purposes<br>• Abbreviations should be expanded correctly and spelling errors corrected from the list of words and their plurals given in AC3.6. Failure to do so is penalised 1 fault per abbreviation<br>• The list contains the only words that are tested in this way in this unit<br>• Omitted or additional text resulting from an attempt at vertical or horizontal transposition will be penalised 1 fault per word |
| 2.2 each instance of failure to recall text as instructed | • Each instance will incur 1 fault, regardless of the number of words |

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| Marking Criteria | Tutor Notes |
|---|---|
| 2.3 omission of implied or explicit instructions (regardless of the number of words involved) for failure to:<br>- insert a footer<br>- carry out an aspect of modification<br>- apply multi-level numbering<br>- check and amend information<br>- rule using the word processor<br>- display spaced capitals | • Instructions are given in the resource sheet for the insertion of footers<br>• Including changing a specified figure/sum of money/date to words and a rubric instruction to change all figures/sums of money/dates to words in a legal document<br>• Text should be formatted in the footers as specified in the resource sheet<br>• Unless instructed otherwise, numbered clauses may be indented or left aligned, but layout should be consistent throughout the document<br>• An incorrect total in the financial statement will be identified and must be amended<br>• If ruling is too short or too long, a penalty under 1.2 will be incurred.  (This is not treated as presentation which relates to the underlining of headings – see 4J below).<br>• Single/double ruling must be as drafted<br>• Spaced capitals should be displayed with 1 space between letters and 2-3 spaces between each word i.e. I N   W I T N E S S   W H E R E O F<br>NB:  Page numbers are not tested in this unit as they are frequently not required on legal documents. |

| Section 3 Faults - transpositions and misplacements<br>One fault will be given for each instance of: ||
|---|---|
| 3.1 items not transposed (horizontally or vertically) in accordance with a correction sign | • Failure to transpose items horizontally or vertically will be penalised 1 fault maximum per correction sign in addition to any other errors, e.g. omitted /additional words<br>• Interim text (e.g. a paragraph or heading between the text to be transposed) which is misplaced as a direct result of the attempt to transpose will incur 1 fault maximum |
| 3.2 words that are misplaced within text, where there is no instruction (regardless of the amount of words involved) | • This also applies to each incorrect insertion of an entry against an infill point<br>• Each infill point should be completed with the information given in the third column of the draft in Document 2 |
| 3.3 failure to paragraph as per draft or as specified by a correction sign, e.g. new paragraph or run on | |

| Marking Criteria | Tutor Notes |
|---|---|
| **Section 4 Faults – presentation** <br> **No more than one fault per paper for each of the following items:** | |
| 4A left, right, top and bottom margins of less than 13 mm, ragged left margin or not set as instructed | This includes: <br> • ragged left margin, e.g. additional character spacing at the beginning of a line or paragraph <br> • margins not as specified in backsheet <br> • main and subheadings not keyed in at the left margin, as presented in draft – unless otherwise instructed (e.g. centring) |
| 4B no clear line space before and after separate items within a document | • Failure to leave a clear line space before and after separate items within a document, e.g. before/after headings, between paragraphs <br> • When keying standard clauses, no line space should be left after file names, but one clear line space should be left between clauses <br> • When using 1½/double/triple line spacing, extra spacing between paragraphs/clauses is not required in legal documents, although it will not be penalised if used consistently <br> NB: Where letterhead template is centred or right aligned there is no requirement for a clear line space below the letterhead. Where letterhead template is left aligned, a clear line space must be left. |
| 4C failure to use line spacing as instructed | • Including failure to change line spacing to 1½/ double/triple line spacing as instructed |
| 4D failure to emphasise text as instructed | This includes: <br> • Emphasis extended beyond the section of text specified <br> • Additional emphasis of text in a document where not requested (except for headings – see 4J below) <br> • Emphasis may be bold, italic, underline, change of font style/size only <br> • Including instructions in rubric to use closed capitals (e.g. names, sums of money) |
| 4E allocation of space not as instructed | • An instruction to leave a space of at least 4 cm means that anything under 4 cm incurs a penalty <br> • Horizontal space e.g. for later addition of a date, may include the space at the end of one line added to the space at the beginning of the next line |
| 4F failure to centre text or data as instructed | • Failure to centre text or data as instructed to within 13 mm over the typing line |
| 4G work which is creased, torn or dirty | • Invigilators should report any machine problems resulting in smudged work <br> • Invigilators should also report any problems with printers, so as not to disadvantage candidates |

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| Marking Criteria | Tutor Notes |
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| **4H** incorrect stationery used (e.g. letterhead, A4 plain paper, portrait/landscape) | • OCR letterhead provided in recall text must be used for the financial statement<br>• Failure to use OCR templates supplied for the examination<br>• Templates, including company information and margins, must not be altered in any way |
| **4I** inconsistent spacing between and within similar items within a document | • Including inconsistent indenting of clauses<br>• Inconsistent spacing (including line spacing) between and within similar items is only penalised if a comparison with a similar item can be made within the same document<br>NB: Inconsistent line spacing above and below an item, for example an inset portion, will not be penalised as there is no further instance of insetting within the same document for comparison. |
| **4J** Use of initial capitals where not presented in draft, or<br>  -  closed capitals used where not presented in draft<br>  -  failure to use closed capitals as presented in draft<br>  -  failure to key in headings with initial capitals and underlined as presented in draft | This includes:<br>• use of initial capitals where initial capitals were not presented in draft, or<br>• closed capitals used where not presented in draft, e.g. *WHITE* instead of *White*, or<br>• failure to use closed capitals as presented in draft, e.g. *WHEREAS* keyed in as *Whereas*, or<br>• failure to underline headings, including subheadings, as presented in the draft, e.g. "<u>Miscellaneous Household Items</u>" keyed in as "Miscellaneous Household Items"<br>• headings with initial capitals are acceptable as both 'Codicil to your Will' and 'Codicil To Your Will'<br>Candidates should key in data exactly as shown in the draft (except spelling errors) but additional emboldening, italicising or underlining of headings will not be penalised. |
| **4K** inconsistent use of alternative spellings within a document | • Alternative spellings that may be found in an English dictionary will be accepted but a penalty will be incurred if that alternative spelling is used inconsistently, e.g. *organize* but *organisation* within the same document |
| **4L** inconsistent display of dates, measurements, weights, times, money, figures, dashes/hyphens | • Dates must be of consistent style throughout a document. For example, if full style is used such as *12 January 2011*, this style should be used for all subsequent dates within the same document. (Please also refer to Section 2.1 Notes above)<br>• Dates in legal documents may be displayed all in words or figures consistently unless otherwise instructed<br>• Measurements and weights must be used consistently. For example, *5 cm* or *5cm*; *16 kg* or *16kg*<br>• Times must be keyed in consistently within a document e.g. 10.*30am* and *2.30 pm* within the same document would incur a penalty. Candidates must not change times from 12-hour clock to 24-hour clock or vice versa unless instructed to do so |

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| Marking Criteria | | Tutor Notes |
|---|---|---|
| | | • Money: there must be no character space between £ and the amount, e.g. *£60* |
| | | • The display of figures should be as instructed |
| | | • Where dashes or hyphens are used to represent the word "to" (e.g. *15-22* or *15 – 22*) these must be used consistently throughout a document |
| | | • Telephone numbers must be presented as draft. For example *024 7647 0033* keyed as *02476470033* would incur a penalty. (Please note: an inaccurate telephone number (e.g. *02576470033*) would also be penalised under 1.1/1.2.) |
| 4M | inconsistent use of open or full punctuation within a document | This includes:<br>• a full stop appearing in any abbreviation (such as etc, eg, am, v, QC) where open punctuation has been used<br>• a missing full stop in any abbreviation (such as etc., e.g., a.m., v., Q.C.) where full punctuation has been used<br>• in a legal document, no additional punctuation should be keyed<br>NB:  Not all legal documents contain punctuation. Candidates should follow the style indicated in the draft |
| 4N | insertion of an additional comma which alters the meaning of a sentence | • Candidates should key in punctuation as presented in the draft.  However, the insertion of an additional comma will only be penalised if this alters the meaning of the sentence |
| 4P | failure to align text or braces to the left, right or centre consistently<br>- failure to align text in columns to the left consistently<br>- failure to align figures in columns to the left, right or centre consistently<br>- failure to align data in columns consistently with column headings | • Where sums of money require the alignment of decimal points in columns, the first figure(s) in each column should be left-aligned with its column heading |
| 4Q | failure to align decimal points within a document | |
| 4S | failure to justify text or data as instructed | • Where right justification is used, but the left margin is ragged, a penalty is incurred<br>• Where right justification is used, but justification on the last line of a page is lost, a penalty is incurred |
| 4U | failure to inset from left margin as instructed | • The inset measurement must be exact.  If extra text has been incorrectly included within the insetting, a penalty will be incurred<br>• Insetting the wrong section of text incurs 1 fault maximum |
| 4V | failure to inset from right margin as instructed | • The inset measurement must be exact.  If extra text has been incorrectly included within the insetting, a penalty will be incurred<br>• Insetting the wrong section of text incurs 1 fault maximum |

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