

Legal Audio-Transcription (Level 2) – 06980 Spring 2009

Document 1: The letter was generally produced very well. Candidates should key the courtesy title as dictated: Mr John Harris. The most common error was to key Details of Breaches with initial lower case. This phrase was shown on the Candidate Information Sheet with initial capitals and candidates should copy the style as shown. There were many instances of misspelling of the name Phillips, although this was clearly shown on the Information Sheet.

Document 2: This document was often presented very accurately. Some candidates incurred faults by failing to follow the initial capitals shown on the Instruction Sheet. Legal documents often contain many initial capitals and care should be taken to follow all instructions dictated. Failure to do so will incur faults. Care must be taken with proofreading to avoid penalties.

Document 3: This document was well presented by most candidates. The most common error was to present the sums of money such as £75,000 incorrectly, either with a fullstop or space instead of the comma.