

Level 3 Legal Word Processing – 03935 Spring 2009

General

The standard of scripts was mixed, with some entries of a very poor quality and others of a high standard. The main areas where penalties occurred were in the expansion of abbreviations and following instructions, particularly in Document 2. There were also a few instances of omitted words.

Document 1:

Several candidates did not start a new line for "B E T W E E N" on line 2 and "and" on line 4, although this was clearly indicated on the draft. Some candidates also did not follow the use of spaced capitals for B E T W E E N, although, again, this was quite clear in the draft. The abbreviation "opn" was often incorrectly expanded to "option", and "encumbrances" was often not expanded at all, or if it was it was missing its final "s".

Document 2:

This document was mostly well done. CROSSWOODS was sometimes spelled CROSSWORD, particularly the second time it appeared at the end of the document. The instruction to change figures to words was sometimes not applied to the date. Most candidates followed the instructions for linespacing and justification. The folder reference was added as instructed, but sometimes the font size was not reduced.

Document 3:

This document was done better than in previous years with most candidates using the correct top and bottom margins. Allocation of space was accurate. Some candidates misplaced the folder reference, either putting it at the top of the document or not aligning it at the left margin. CROSSWORD sometimes appeared again in this document.

Document 4:

Most candidates did this document well. There were some instances of decimal points not being aligned (4Q) and sometimes the columns were not correctly aligned (4P). The words BILL OF COSTS were sometimes omitted. Some candidates did not leave clear line spaces between the three items at the end of the document. Ruling was usually accurately done and the arithmetical error corrected.