

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 1 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06970**

LEGAL TEXT PROCESSING

Question Paper
Reference: **SUMMER 09**

This question paper may be taken within these dates:
1 JUNE 2009 – 21 AUGUST 2009

TIME: 1 HOUR 15 MINUTES

INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder.

You may use a typewriter or a word processor to complete this examination.

Please insert your Name, Centre Number and Document Number on every page.

Complete all documents.

Insert today's date on letters and forms unless otherwise instructed.

Correct any errors which have been circled.

Letters must be produced on OCR letterhead, either pre-printed or by use of a template.

Candidates using word processors must use the OCR supplied form template for Document 3. The dollar (\$) indicate inserting points for input of text. When inputting the required text you should ensure that the \$ is deleted. Your invigilator will advise you of the filename for recalling the template.

Candidates wishing to use a typewriter must use a hard copy of the OCR supplied form template for typewriters.

No other stationery will be provided by OCR.

Document 2 must be printed on one side of the paper only.

Carry out the printing and routing of all documents yourself.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.

INFORMATION FOR CANDIDATES

If you are using a typewriter, you may use the memory facility but this must be cleared before the commencement of the examination.

Any form of correcting material/mechanism may be used.

No amendments can be made to the text after the 1 hour 15 minutes allowed for this examination other than to insert characters not available on the keyboard or printer.

You will be required to locate additional text from a resource sheet which is provided at the back of this paper to incorporate into one of the documents.

Credit

Successful achievement of the live assessment for this unit will award you with 4 credits.

ADDITIONAL INFORMATION

Tests taken after 21 August 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

DOCUMENT 1

Our ref MG/E786

Mr Robert Evans
 24 Mavis Road
 COVENTRY
 CV1 4BK

Dear Mr Evans

SALE OF 17 A _____ COURT

The buyers' solicitors wishes to complete the purchase of the above property shortly and hope to exchange Contracts next week.

I therefore enclose the engrossment of the Deed of Trasfer which needs to be signed by you. Please sign your name where marked. Your signature should be witnessed.

Please then ^{return the document to me promptly} ~~send the deed back quickly~~ in the enclosed stamped addressed envelope.

The witness must sign his or her name where indicated, write in block capitals his or her name and insert his or her address.

I also enclose the completion statement relating to the sale, together with a copy of my firm's bill. Please confirm your approval of the completion statement.

I will let you know once Contracts are exchanged.

Yours sincerely

Mary Gupta

Encs

the estate agents'
 account and

DOCUMENT 2

Do not date
this deed

Double Linespacing
except where
indicated

THIS DEED OF GIFT is made on

[BETWEEN DAVID OWENS of 22 Cedar Avenue
Whitstable Kent (the Donor) and MAVIS WILSON
of 47 Park Drive Colchester Essex (the
Recipient)

NOW THIS DEED WITNESSES

the freehold
property known as

1 By a Sale Agreement made between the Donor and
John Robertson (the Purchaser) the Donor agreed to
sell and the Purchaser agreed to buy 16 Westfield
Terrace Whitstable (afresaid) on the terms specified in
the Sale Agreement for the price of One hundred and
thirty thousand pounds of which the sum of Thirteen
thousand six hundred and fifty pounds was paid
✓ by the Purchaser by ~~way~~ means of deposit

2 The Donor (assigns) to the Recipient by way of gift all his right and interest
under the Sale Agreement to (recieve) from the Purchaser the purchase monies
(including the (benefit) of and right to the deposit and interest thereon) (but) subject
to (paymnt) of the costs of the sale of the property

TO HOLD the same to the Recipient absolutely

IN WITNESS (whereof) the parties hereto have executed this ~~Deed of Gift as their~~
Deed the day and year first be fore written

Signed as a Deed by the said
DAVID OWENS in
the presence of

Use capitals

This section
only in single
linespacing

DOCUMENT 3

Please complete the form

Use today's date

Seller SUSAN JOAN PRICE

Buyer JASON RICHARD ANDREWS

Property 48 Fair Oak Drive Canterbury Kent

Title Number K67284

Title Guarantee Full

Completion Date Four weeks from Agreement date

Contract Rate The Law Society's interest rate

Purchase Price £175,000

Incumbrances

Any rights exceptions reservations agreements declarations covenants conditions and other matters contained or referred to in the Property and Charges Registers of the above title

RESOURCE SHEET

Our Client is Mr Robert Evans

He is selling the following property:

17 ASHFIELD COURT

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