

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06970**

LEGAL TEXT PROCESSING

Question Paper
Reference: **SPRING 09**

This question paper may be taken within these dates:
16 FEBRUARY 2009 - 8 MAY 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 signs (\$) indicate insertion points for input of text. When inputting the required text you should ensure that the dollar signs are deleted. Your invigilator will advise you of the filename for recalling the template.

Candidates wishing to use a typewriter must detach and use the pre-printed form provided at the back of this paper.

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 8 May 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

QCA Accreditation Number: M/501/4141

H521 SPR09

This document consists of 8 printed pages and 0 blank pages

Our ref BS/leigh

Mr D Leigh
265 M _____ Road
TWICKENHAM
Middlesex
TW11 7RP

→ YOUR WILL

→ Dear Dylan

I write further to our meeting ^{at these offices} ~~when we met on~~
last week ~~Tuesday~~. I now enclose a drauft Will for your
considerasion.

You will see that I has included some explanatory
notes with the Will. I hope you will find these
helpful.

In particular I should like to draw your attention
to the meaning of 'upon trust'. This does not mean
that at this stage you have created any form of
continuing trust. It 'entrusts' your Executers
with carrying out your wishes as expressed in
the rest of the clause.

If you are happy ^{with the Will as drawn} / please let me know and I shall
have it engrossed ^{for your signature}.

Alternatively, if there are any changes? you would
like to discuss, please do not hesitate to
contact me.

Yours sincerely

Bridget Sokhi

Encs

Double linespacing

THIS AGREEMENT is made on

Do not date this document

[BETWEEN

(1) JONATHAN NORMAN WILKINS of 37 Caledon Ro4ad Amersham Buckinghamshire

HP6 4JW (the Assignor) AND

(2) LAURA JARDINE

Cof 21 Sandy Lane Reading Berkshire RG30 7EJ (the Assignee)

WHEREAS

(A) The Assignor is the holder of an Option to purchase property located at 48 Watery lane Bicester Oxfordshire OX26 6JT which ~~expires~~ ~~ends~~ on 31 December 2010 (✓)

(B) The Assignor wishes to sell the Option to the Assignee

NOW IT IS HEREBY AGREED as follows

- 1 In consideration of the payment of £1000 receipt of which the Assignor hereby acknowledges the Assignor hereby transfers his entire interest in the Option to the Assignee
- 2 The Assignor warrants that the Option is fully assignable ~~from himself to another person or party~~
- 3 The Assignee by accepting the transfer of the Option agrees to exercise the Option if at all according to its terms

and all his rights thereunder

4 This Agreement shall be binding upon and inure to the benefit of the parties
their successors and assigns

IN WITNESS of which the parties have signed this Agreement the day and year first above
written

SIGNED by ~~or~~ on behalf of the Assignor

in the presence of

signed ^{use capitals} by or on behalf of the Assignee

in teh presence of

DOCUMENT 3

Please complete the attached form

Use today's date

The time of the call was 1430

Fee Earner is Karyn Collier and Client is Tony Parkinson of 35 Raglan Street Tamworth Staffordshire B77 8PA

His tel no is 01827 566870 and his mobile no is 07039383781

NOTES

Client telephoned for urgent appointment. He is very concerned as ex-wife wishes to take their two children to Australia for six months next year.

I outlined options and booked 0930 tomorrow for full discussion.

Time engaged was 15 minutes

RESOURCE SHEET

Mr Leigh's address is:

265 Mereway Road
TWICKENHAM
Middlesex
TW11 7RP



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Please enter your name and centre number and insert the form into your answer book at the end of the examination. If both sides of the form are used one attempt must be cancelled.

NAME:

CENTRE NUMBER:

FILE NOTE

Date

Time

Fee Earner

Client

Address

Tel No

Mobile No

NOTES

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.....

Time engaged



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