OCR
RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 TEXT PROCESSING (BUSINESS PROFESSIONAL)

Scheme Code: **06970**

LEGAL TEXT PROCESSING

Question Paper Reference: **SAMPLE PAPER**

This question paper may be taken within these dates:
SAMPLE PAPER

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 supplied letterheads either pre-printed or by use of a template. Apart from the pre-printed tear-off form which is provided at the back of this paper, no other stationery will be provided by OCR. Candidates using word processors must use the OCR supplied template for Document 3. Your Invigilator will advise you of the filename for recalling the template.

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 to incorporate into one of the documents.

ADDITIONAL INFORMATION

This is a sample paper and must not be used for live assessment.

Credit

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

QCA Accreditation Number: M/501/4141

This document consists of 8 printed pages and 0 blank pages

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DOCUMENT 1

Our ref NJD/FT

Mr D Wilson
25 Riverside Close
KINGSTON
K_____

Dear Mr Wilson

25 RIVERSIDE CLOSE

I have received the ammended Land Certificate from HM Land Registry. I now enclose a copy of the first page. You will note that a restriction has been placed on the Proprietorship Register.

Thank you for forwarding to me the rest of the docments relating to your house. They arrived safely last week.

You and your son now own the propperty as tenants in common. You previously held it as joint tenants. This means that each of you will be able to bequeath your interest in the house as you wish.

I confirm that I has now placed all the deeds' in my firm's strongroom on your behalf for safekeeping.

Finally, I enclose a note of my firm's professional charges ~~our Bill of Costs which covers our work~~ for your kind attention in due course.

Yours sincerely

NJ Dogra
Partner

Encs

SAMPLE

DOCUMENT 2

Double linespacing

Do not date this Agreement

THIS AGREEMENT is made on

BETWEEN

(1) MALCOLM WALKLEY of 43 Hithercroft Road High Wycombe HP13 5LT (the Buyer)

AND

(2) JONATHAN MURRAY of 23 Timberlake Drive High Wycombe HP13 6XP (the Seller)

NOW IT IS HEREBY AGREED as follows

1 In considration of the sum of £5,450 reciept of which the Seller hereby acknowledges the Seller hereby sells and transfers to the Buyer and his successors and assigns absolutely the following goods (the Goods) ~~which are currently at the address of the Seller~~

Timber framed greenhouse with gas heating unit and shelving

2 The Seller warrants and represents tht he has good title to teh Goods full authority to sell and that the Goods are sold free and clear of all liens encumbrances liabilities and adverse claims of every ~~nature~~ style and description

3 The Seller further warrants that he shall fully defend protect indemnify and hold harmless the Buyer and his lawful successors and assigns and transfer the Goods

SAMPLE

from any and all adverse claims that may be made by any party for possession of the Goods

use capitals

in witness of which the partys have executed this Agreement on the day and year above written

SIGNED b7y the Buyer

SIGNED by the Selller

in the presencepf

Name

Address

Occupation

SAMPLE

DOCUMENT 3

Please complete the attached form

The Donor is Joseph Frederick Denton of 35 London Road Lichfield Staffordshire WS14 9EX

Date of birth 17 November 1928

The First Attorney is Ann Louise Syal of 15 Seaview Terrace Paignton Devon TQ3 2PA

The Second Attorney is Christopher Alastair Denton of 65 Ladbroke Road Notting Hill London W11 5PS

NOTES

Mr Denton is currently in Lichfield hospital, but he expects to return to his home by the end of next month.

Do not date

SAMPLE

RESOURCE SHEET

DOCUMENT 1

Our client's details are:

Mr D Wilson
25 Riverside Close
KINGSTON
KT1 2JG

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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:**

LASTING POWER OF ATTORNEY – Property and Affairs

INSTRUCTIONS

DONOR (person appointing attorney)

Full Names .....

Address .....

Date of Birth .....

FIRST ATTORNEY .....

Full Names .....

Address .....

SECOND ATTORNEY

Full Names .....

Address .....

NOTES

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