

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06970**

LEGAL TEXT PROCESSING

Question Paper
Reference: **AUTUMN 08**

This question paper may be taken within these dates:
3 NOVEMBER 2008 – 12 DECEMBER 2008

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.

Credit

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

ADDITIONAL INFORMATION

Tests taken after 12 December 2008 using this question paper will not be accepted. Candidates should sit this paper only once.

QCA Accreditation Number: M/501/4141

H521 AUT08

DOCUMENT 1

Our ref MC/R346

Mrs Jayne Riley
17 Bromstone Road
HONITON
Devon
EX14 1JE

Dear Mrs Riley

PURCHASE OF 27 0 _____ RISE REIGATE

Thank you for your instructions to act for you in this matter. I confirm that I have asked the seller's solicitors to prepare the draft Contract.

With regard to the alterations which ^{have been made to the property} ~~the Vendor has carried out~~, I will need to ensure that the correct consents has been obtained. However I will advise you if they have not, on how this can be put right.

Once the Contract has been approved and I am satisfied that everything is in order, I will arrange for you to sign it. We will then proceed to exchange of Contracts.

This applies mainly to extensions and ^{the removal of internal} walls. It could also affect the conversion of rooms to uses for which they were not originally meant.

Yours sincerely

Mark Cheshire

DOCUMENT 2

Double LineSpacing

Do not date this Deed

THIS DEED OF ASSIGNMENT is made on

[BETWEEN CHRISTOPHER JAMES CHAPMAN of
27 Rochester Way Maidstone Kent (the Assignor)
and]

HELEN ANNE CHAPMAN of 14 Richmond Close
Brighton Sussex (the Assignee)

NOW THIS DEED WITNESSES

- 1 The Assignor and the Assignee are ^{solely} ~~beneficially~~ entitled to the policy on their lives discribed in the Schedule hereto
 - 2 The Assignor ~~in relation to his interest in the policy~~ releases and assigns to the Assignee his right title and interest in the said policy and all monies assured by or to become payable under it to hold to the Assignee absolutely
 - 3 The Assignor covenants with the Assignee that he will not do omit to do or knowingly suffer anything to be done which would make the said policy void or voidable or whereby the Assignee may be prevented from receiving the monies thereby assured and all of the benefits and the advantages thereof

or anyone claiming title through her

use capitals
 - 4 This Assignment is made with Full Title Guarantee
- IN WITNESS whereof the parties hereto have executed this Deed the day and year first be3fore written

THE SCHEDULE

Life assurance policy number D5687 with
Lifeguard Assurance Company on the lives
of the Assignor and of the Assignee with
guaranteed death benefit

Please complete the attached form

Do not date

The Landlord is MICHAEL DAVID CHAN whose address is The Beeches, Eastcliffe Road, Brighton, Sussex BN6 4FG

The Tenant is GERAINT OWEN JENKINS whose address is 28 Crawford Street, Cardiff, South Glamorgan CF13 8KL

Premises 46 Westfield Industrial Estate,
Newport, Gwent NP1 6SR

Term 15 years

Yearly Rent £20,000

Rent Review Every fourth anniversary of the beginning of the term

Further Review On the last quarter day of the term

Approved Use Vehicle repair workshop

RESOURCE SHEET

Our Client is Mrs Jayne Riley

She is purchasing the following property:

27 OAKLEIGH RISE REIGATE



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NAME:

CENTRE NUMBER:

LEASE PARTICULARS

DATE

LANDLORD

Landlord's Address

TENANT

Tenant's Address

PREMISES

TERM

YEARLY RENT

RENT REVIEW

FURTHER REVIEW

APPROVED USE



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