



# 5528-250 SAMPLE PAPER Proofreading in the Legal Environment

Proofreading test

10:00 – 10:45	following for this examination  a pen with black or blue ink							
Fill in these particulars								
Centre number						SUB		
Candidate enrolment number								
Candidate's name								
Candidate's signature								

Vou should have the

## **General instructions**

- The duration of this paper is 45 minutes.
- Read each question carefully.
- The test is formed of two tasks. Task 1 contains **ten** sentences and Task 2 contains **40** errors overall which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You can identify up to a **maximum** of **50 errors** in Task 2 of this test. However, if more than 50 errors are identified, your examination result will become void.
- You are required to achieve a minimum number of marks across both tasks in order to pass.
- You will be **allowed** to use English, legal or mother tongue dictionaries to assist you in this test.
- The invigilator will tell you when you can start the test.
- At the end of the 45 minutes, the invigilator will tell you to 'stop writing' and to put your pens down. The invigilator will then collect the papers and return them to City & Guilds to be marked.

For Examiner's use only			
Spelling			
Punctuation			
Grammar			
Consistency			
Presentation			
Total			
Pass/Fail			

## Task 1

# **Candidate instructions**

- Each sentence below contains **one** error which has been identified and will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You are required to write the correct answer in the space provided.

		Write the correct answers below
1)	The <b>candidates</b> ' registration number was missing from the exam script.	
2)	The young man said he saw the burglar at approximately 10 pm jump over the fence into the next door neighbour's garden. The accused said at 9.30 he was fast asleep in bed so it could not have been him seen jumping a fence at 10 pm!	
3)	The Barister (also known as Counsel) is the person who represents his client in Court and can cross-question the Defendant.	
4)	The shop assistant inadvertantly gave the customer the wrong change which was soon rectified once it was pointed out by the customer.	
5)	An Attendance Note includes details of the time spent, the type of work involved, who the work was for and the <b>fee earners</b> name.	
6)	The envelope was incorrectly addressed to the addresse.	
7)	The house of Lords advises the Government on the laws passed to them by the House of Commons before they eventually become statutory laws in Great Britain.	
8)	If you know you are not good at spelling, always carry a dictionary with you It would not be long before you saw an improvement in your ability.	
9)	Three people form 'The Bench' at the local Magistrates' Court. The Clerke of the Court is a former solicitor and directs 'The Bench' on all points of law.	
10)	The Prosecution and defending Barristers was waiting with their clients for the Court case to commence.	

(10 marks)

#### Task 2

## Candidate instructions

- The article contains **forty** errors which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You are required to circle, in pen, all the errors that you can find.

#### **HOUSE ARREST**

#### What is House Arrest!

'House Arrest' confines someone to their normal place of residence for most of the time but not 24/7. However in Britain we do not us the terminology 'House Arrest' as it is referred to as 'Home Detention'. It is not often used in this country but has been used to detain terorist suspects. This form of 'Home Detention" without trial, has been made possible by the Prevention of Terrorism Act 2005. House Arrest is a form of punishment practiced in other countries mostly with petty criminals'.

## Who does it apply to?

- Someone who has not committed a serious crime
- Someone who has not been violent
- · A youth or juvennile
- Someone who does not have a long history of criminal offences;
- Someone who have a history of steady employment

## How does it work?

It is designed so that the offender is kept out of areas where he/she may commit a crime or at times of the day when he/she would have opportunitys to re-offend. Apart form times agreed, the offender is confined to staying in their home. This means no popping out for a pizza or a beer just because you feel like it. Shopping at times other then those agreed are also definately out, even if you just want to go to the super market to buy some milk! It is less disruptive to the lives of offenders families.

This is particularly important where the offender has children, so there lives can carry on as normal and mummy or daddy are not absent for long periods of time. This is an important aspect of House Arrest as children are not exposed to prison visits.

#### How is it monitered?

The offender wares a tamper-free bracelet or ankel bracelet and needs to carry a tracking devise which monitors the offenders' whereabouts using GpS. Using this method shows where the offender is at any giving time. It means, if the offender are not where he/she should be, then the Probation Officer can be allerted almost immediately and a record of their movements can be produced.

It would be an irresponsable action to disobey the rules imposed for House Arrest. Although your movements are restricted and you dont have total freedom: it is infinitely better than being locked up in a prison where you may associate with the wrong type of crimnal and end up re-offending when you have served your prison sentence.

Perhaps 'House Arest' should be used for pretty criminals in Britain which would alleviate over~crowding in gails.

# For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total	