

Part 1

- 1 The youths were arrested for **anti- social** behaviour on the notorious housing estate.
a) anti – social
b) anti -social
c) **anti-social**

- 2 Client Care letters are sent to all new clients explaining the costs, the staff **members** name who is responsible for their affairs, and the duty of care the company will provide.
a) members'
b) **member's**
c) members,

- 3 The **stationary** order was delivered a day early and was signed for by the receptionist.
a) Stationary
b) stationry
c) **stationery**

- 4 The Solicitor knew this time his client would go to **prison,** he was well-known to the Police and this time the Magistrate would not be so lenient.
a) **prison;**
b) prison:
c) prison.

- 5 The legal firm, where I am a client, **were** advertising for a qualified junior secretary last week. Give them a ring to see if the position is still available.
a) has
b) is
c) **was**

- 6 To become a **sucessful** and efficient legal secretary, you need a good command of legal terminology.
a) succesful
b) **successful**
c) successfull

- 7 The local **Councils** Environmental Health Officer was in Court as part of the prosecution against the local kebab shop as they had repeatedly broken Health and Safety laws.
a) **Council's**
b) Councils'
c) councils'

- 8 The Seminar on Changes in the Distribution of Legal **Aid** was to be held at a large London hotel as it was expected there would be much interest in the legal profession.
a) *aid*
b) **Aid**
c) Aide

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Level 2 Diploma in Legal Administration – Proofreading Test Answer

- 9 The Jury were provided with **acommodation** in a hotel near the Court until a verdict was reached on the murder charge.
- a) acomodation
 - b) accomodation
 - c) accommodation**
- 10 The invoices were delayed being posted by three days due to a **technikcal** fault with the printer.
- a) technicale
 - b) technicality
 - c) technical**

(10 marks)

Part 2

THIS IS THE **LAST** WILL AND TESTAMENT of me SHARON LOUISE STONEBRIDGE of 43 Kirkham Avenue Princes Risborough Buckinghamshire HP7 **4PD**

I REVOKE all **former** Wills and testamentary dispositions made by me and **declare** this to be my last Will and **testament**

- 1 I APPOINT my husband FRANK STONEBRIDGE to be **sole** Executor of this my Will and in case he **is** unable for any reason whatsoever to **accept** the office of **Executor** then I appoint the Executrices named in Clause 7 of this Will to be the Executrices and Trustees of this my Will
- 2 I GIVE my **diamond** necklace to my daughter PHEOBE ALICE TAVISTOCK of Lavender Cottage Launceston Cornwall PL15 9BC
- 3 I GIVE my heart shaped diamond **pendant** to my **granddaughter** HANNAH LOUISE TAVISTOCK and the **sum** of FOUR THOUSAND POUNDS (£4,000) for her sole use and benefit **absolutely**
- 4 I GIVE to **my** grandson CALLUM ERIC TAVISTOCK the sum of FIVE THOUSAND POUNDS **(£5,000)** for his sole use and **benefit** absolutely
- 5 IF my husband survives me for a period of 28 **days** then but not otherwise I GIVE to my husband absolutely all my real and **personal** property whatsoever and wheresoever not specifically devised or **bequeathed** by earlier provisions of this Will
- 6 IF my husband **predeceases** me or does not survive me for the period of 28 days or if for any other reason the gift to him fails then the **following** provisions of this my Will shall take **effect**

7 I **APPOINT** SYLVIA ENID McCARTHY of 67 The Pantiles Princes Risborough Buckinghamshire HP7 16MA and CATHERINE JENNINGS Solicitor of Melstock and Jennings **Solicitors** 75 Main Road **Princes** Risborough to be the Executrixes and Trustees of this my Will (**'my** Trustees')

8 I GIVE all my real and personal property whatsoever and **wheresoever** not specifically given by earlier provisions of this Will to my Trustees upon trust to see call in and convert **into ready money all such parts as do not consist of ready money with absolute power to** postpone sale and after payment of my just debts funeral and testamentary expenses and **taxes** arising out of or due at my death my **Trustees** shall stand possessed of the net **proceeds** of such sale calling in and conversion and such part of my estate which **is** unconverted ('my residuary **estate**') upon trust for my daughter's and **grandchildren's** benefit in equal shares absolutely

IN **WITNESS** of which I have set my hand to this my Will **this** day of 2015

Signed by the above named:)
SHARON LOUISE STONEBRIDGE)
in our presence and by us in her presence)

Witness
Name
Address
Occupation

Witness
Name
Address
Occupation