



**7655-223 FEBRUARY 2015**

**Level 2 Award in Proofreading in the Legal Environment**

**5528-250 FEBRUARY 2015**

**Level 2 Diploma in Legal Administration**

Proofreading test

If provided, stick your candidate barcode label here.

**Thursday 5 February 2015  
10:00 – 10.45**

Candidate name (first, last)

First

Last

Candidate enrolment number

Date of birth (DDMMYYYY)

Gender (M/F)

Assessment date (DDMMYYYY)

Centre number

Candidate signature and declaration\*

• If any additional answer sheets are used, enter the additional number of pages in this box.

• Please ensure that you **staple** additional answer sheets to the **back** of this answer booklet, clearly labelling them with your full name, enrolment number, centre number and qualification number in BLOCK CAPITALS.

• All candidates need to use a **black/blue pen**. **Do not** use a pencil or gel pen.

• If provided with source documents, these documents **will not** be returned to City & Guilds, and will be shredded. **Do not** write on the source documents.

**\*I declare that I had no prior knowledge of the questions in this assessment and that I will not divulge to any person any information about the questions.**

**You should have the following for this examination**

- a pen with black or blue ink

**General instructions**

- The duration of this paper is 45 minutes.
- Read **each** question carefully.
- The test is formed of two parts. Part 1 contains **ten** extracts and Part 2 contains **forty** 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 Part two 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 in both parts 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	
Part 1	
Part 2	
Total	



## Part 1

## Candidate instructions

- Each extract 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 circle, in **pen**, the correct answer ie a) b) or c).

- 1 The village butcher had to take the local restaurant manager to the small claims court for unpaid bills. Afterwards, there was an unfriendly atmosphere in the **comunity**.  
a) comunnity  
b) communnity  
c) community
- 2 The Fee Earner asked his secretary to update all his **clients** names and addresses on the database.  
a) client's  
b) clients'  
c) clients's
- 3 The shop sign said "Shoplifters will be **prosecuted**" and was displayed prominently throughout the store.  
a) prosecuted)  
b) prosecuted"  
c) *prosecuted*
- 4 The computer engineer calls every six months to service our computers; he has a **maintainance** contract with our office.  
a) maintainence  
b) Maintenance  
c) maintenance
- 5 Yesterday the office junior **were** asked to collect the DX post from the Document Exchange.  
a) is  
b) was  
c) has
- 6 My **friends** sister has just been employed as a Chartered Legal Executive at Scott and Browns in the High Street.  
a) friends,  
b) friends'  
c) friend's
- 7 The HR Manager was asked during an interview if it was **neccessary** to arrive at work by 9 am every morning!  
a) necessary  
b) neccessary  
c) nessessary
- 8 The age of jurors is 18-70 years of **age**, the majority of the public however, are never called to sit on a jury.  
a) age.  
b) age;  
c) age:

- 9 The Solicitors' Accountant (or I should say, the new **Accountant**) is a Chartered Accountant and qualified by the age of 28.
- a) Accountant
  - b) Accountant)
  - c) Accountant'
- 10 The Solicitor was offered a Partnership in the law firm where he had been **practicing** for 20 years.
- a) practising
  - b) practicing,
  - c) Practicing

(10 marks)

See next page

**For examiner's use only**

Spelling	Punctuation	Consistency Grammar Presentation	Total

## Part 2

### Candidate instructions

- The letter 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.

### DRAFT

Our Ref: ILE/KL/52267-0014

4 February 2015

Mrs W Cruickshank  
19 Acacia Avenue  
EAST GRINSTEAD,  
West Sussex  
EG21 4PB

Dear Mrs Cruichshank

### YOUR LOCAL AUTHORITY SEARCH RESULT

I have now received the result of your Local Authority Reserch result.

The local search is effected to ascertain whether there is anything now appearing on there records to suggest that the Council has any plans for the property or the surrounding area which could adversely effect the value or enjoyment of the poperty or could involve you in otherwise unexpected cost.

It will also reveal weather the Council has responsibility for the road on witch the property stands.

Your Local Authority Search result was produced on 29<sup>th</sup> October 2014. At that date, the search is deemed to has been accurate and a true record of the Council's files relating to your property: There can be no guarentee that the records would show the same contents if the search was carried out even one day after the result was produced/



There is no "protection period" during which the search result can not be changed or the Councils' records cannot be changed. The Local Authority Search result is therefore for information only and does not afford to you any prolonged protection as a potential purchaser.

In addition the search relates only to your property and not to any other adjoining land.

The search will not reveal whether any person is intending to lodge or has lodged planning application for any adjoining property – say, for a conservatory or an extension.

I am pleased to report that the search is satisfactory.

If you are concerned about the Council's plans for the wider area surrounding your property, or if you are particularly concerned to ensure that there is no planning applications lodged for any adjoining land, then you should make an appointment at the Council to see one of the Town Planners to discuss the Council's plans for the area.

There is available a search (Plansearch) which will reveal planning applications within a radius of 500 meters of your property. If you would like me to carry this out for your information, please let me know and I will give you details as to cost.

We are still awaiting the results of the Drainage Search and the Environmental Search which I am hoping will be received by this office within the next two weeks.

I am enclosing for your information, a Fixture and Fittings list received from the Seller's Solicitors. Could you please read this carefully to ensure this is what was verbally agreed between yourself and the Sellers.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

INGRAM LOCHEE & EXTON

Kate Lawlor

Solicitor

Encs



**For examiner's use only**

Spelling	Punctuation	Consistency Grammar Presentation	Total