

5528-250 MAY 2015
Level 2 Diploma in Legal Administration
 Proofreading test

Thursday 7 May 2015
 10:00 – 10.45

You should have the following for this examination

- a pen with black or blue ink

Fill in these particulars

Centre number									SUB
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Candidate registration number								
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Candidate's name

Candidate's signature

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 **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 Part 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 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 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

- 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)

See next page

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total

Part 2

Candidate instructions

- The Will 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.

THIS IS THE LIST 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 are unable for any reason whatsoever to except the office of Executor, then I appoint the Executrixes named in Clause 7 of this Will to be the Executrixes 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 pendent to my grand daughter 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 benefitt absolutely
- 5 IF my husband survives me for a period of 28 day's then but not otherwise I GIVE to my husband absolutely all my real and personnal 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 folowing provisions of this my Will shall take affect

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

8) I GIVE all my real and personal property whatsoever and where so ever 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 Trustes shall stand possessed of the net proceeds of such sale calling in and conversion and such part of my estate which are unconverted ('my residuary estate") upon trust for my daughter's and grandchildrens benefit in equal shares absolutely

IN WITNES of which I have set my hand to this my Will this? day
of 2015

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

Witness
Name
Address
Occupation

Witness
Name
Address
Occupation

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total