



5528-354 MAY 2015 Level 3 Diploma in Legal Administration

Proofreading test

Thursday 7 May 2015 10:00 - 11:00 You should have the following for this examination

• a pen with black or blue ink

Fill in these particulars Centre number					SUB
_	 1	1	1	-	<u> </u>
Candidate registration number					
Candidate's name		1		1	

General instructions

- The duration of this paper is 1 hour.
- The test is formed of two parts. Part 1 contains a passage which you need to compare and identify the **15** errors and Part 2 contains a draft letter which you need to identify and correct the **35** errors.
- You can identify up to a **maximum** of **42 errors** in Part 2 of this test. However, if more than **42** 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 hour, 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

- Compare the following passages.
- You are required to circle the fifteen errors, in pen, on the second passage.

1st passage

Ingram Lochee & Exton is a reputable, reliable and forward-thinking UK law firm. In the last ten years we have opened new offices in Dartford and have expanded the range and size of our service teams.

Key facts:

Established in the UK top 40

More than 25 solicitors and legal advisers

Turnover of c£7.2m

Accredited to quality standard ISO 9001

"Gold Standard Award" for Investors in People

Member of the Institute of Customer Service

You can expect strength and depth in each core discipline, together with specialist teams of solicitors who provide cost transparency, business sense, clear reporting and accessibility.

2nd passage

Ingram Lochee & Exton are a reputable, reliable and forward -thinking UK law firm. In the last ten years' we have opened new offices in Darford and have expanded the range and size of our service teams.

Key facts;

Established in the UK top 40

More than 25 solicitors and legal advisors

Turnover of c\$7.2m

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Spelling	Punctuation	Consistency Grammar Presentation	Total

Part 2

Candidate instructions

- The draft letter contains **thirty-five** 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 **and** write the correct answers in the margin.

<u>DRAFT</u>	Write the correct answers below
Our ref: DJ/typist's initials/MOORCROFT	
6 May 2015	
Mr J Moorcroft Moorcroft's Fitted kitchens Ltd Unit 10 New Parks Industrail Estate Garretts Green BIRMINGHAM B24 7RF	
Dear Mr Moorcroft	
DEBT COLLECTION OF £9;585.90 FROM MR CARL REMINGTON	
Thank you for your instuctions to handle the above matter on your behalf. I and everyone here at Ingram Lochee & Exton will do our best to see that everything procedes as smoothly as possible. Our clients feedback state that we are an efficient friendly and reliable legel company offering high standards of customer care. We will keep you totally informed of any developments.	
RESPONSIBILTY FOR THE WORK	
I shall carry out the majority of the work in relation to this matter. However, in my absense you can also contact my secretry, Elizabeth Carrington, or my colleague, Steve Warner. They will both be familiar with your file and will be in a position to advice you and answer your query. In the event that they are unable to help you they will be happy to take a message. I will then get back to you as soon as possible. I note that your prefered method of communication is by email?	
We ask for your co-operation in communicating information to us promptly where necesary. It is our aim to offer all our clients an efficient and affective service and I am confident that we will do so in this case. However should there be any aspect of our service with which you are unhappy you may, in the first instance, raise the matter with me. If the matter is not able to be resolved between ourselfs you may draw a senior partners' attention to the matter. The partner of this firm who will have ultimate responsibility for this matter is Nishad Lochee.	

Write the correct answers below

DATA PROTECTION	
We will deal with your information in accordance with our legal obligations as set out under the Data Protection Act 1998.	
FEES	
Our firm's charges will be claimed from the Defendant. This will be done through the Courts normal proceedure. You must be adviced, however, that in the event of your losing the case or that the Defendant is unable to pay, you will be totally responsible for payment of our fees. The charges applicable is as set out below:	
£ Our charges 295.00 Disbursments 89.95 VAT 59.00 Court fees 265.50 TOTAL £709.45	
OUR TERMS OF BUSINESS	
As confirmation that you would like us to proceed on the bases explained above, I should be grateful if you would sign the enclosed extra copy of this letter and return it to me within seven day's. At that stage we will then have entered into an agreement which will mean that our firms' fees (as set out above] will be fixed. Given this agreement, therefore, your rights in law to challlenge the amount of our firm's fees will be restricted.	
Our opening hours (Birmingham office) are between 0900 and 1730 hours, Monday to Friday.	
Your sincerely, INGRAM LOCHEE & EXTON	
Dane Jackson Solictor	
Enc	

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total