

**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
---------------	--	--	--	--	--	--	--	-----

Candidate registration number								
-------------------------------	--	--	--	--	--	--	--	--

**Candidate's name**

---

**Candidate's signature**

---

**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.

<b>For examiner's use only</b>	
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.

#### *1<sup>st</sup> 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.

#### *2<sup>nd</sup> 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

Acredited to quality standard ISO9001

"Gold Standard Award" for Investor's in People

Member of the Institute of Customer Service

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

(15 marks)

**For examiner's use only**

Spelling	Punctuation	Consistency Grammar Presentation	Total





**For examiner's use only**

Spelling	Punctuation	Consistency Grammar Presentation	Total