



5528-354 NOVEMBER 2015
Level 3 Diploma in Legal Administration
 Proofreading in the legal environment

If provided, stick your candidate barcode label here.

Thursday 5 November 2015
10:00 – 11:00

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 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 an article which you need to identify and correct the **35** errors.
- You can identify up to a **maximum** of **42 errors** in Part 2. 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***Litigation**

The legal services provided in most civil matters include pre-action protocols, negotiation, mediation and contentious litigation. Most solicitors act for claimants and defendants in a variety of matters. These include claims surrounding:

- boundary and neighbour disputes
- breach of contracts
- business disputes
- conflicts relating to property rights
- consumer rights
- landlord and tenant issues
- recovery of money/debt recovery

Lawyers aim to resolve civil disputes and to avoid costly litigation. However, where a court action is necessary, the client's best interests are represented in an efficient, robust and cost-effective manner.

*2nd passage***Litigation**

The legal services provided in most civil matters includes pre-action protocols, negotiation, mediation and contentious litigation. Most solicitors' act for claimants and defendants in a variety of matters. These include claims surrounding:

- boundary and neighbour disputes
- breach of Contracts
- business disputes
- conflicts relating to property rights
- consumer rights
- landlord and tennant issues
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Laywers aim to resolve civil disputes and to avoid costly litigation. However where a court action is necessary, the clients best interests are represented in an effficient, robust and cost- effective manner.

(15 marks)

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Spelling	Punctuation	Consistency Grammar Presentation	Total

