

7655-223 JULY 2014

Level 2 Award in Proofreading in the Legal Environment – Proofreading Test Answer

Part 1

- 1 The DX postal system is the legal **worlds** own postal system and most legal offices subscribe to this service. (a) worlds'
(b) **world's**
(c) Worlds
- 2 Legal documents must be proofread carefully and accurately to ensure they are error free with regard to **grammer,** punctuation, text and figures. (a) gramma,
(b) **grammar,**
(c) gramar,
- 3 He **were** asked to post the Petition back to the solicitor's office by first class post so that it reached them the next working day. (a) we're
(b) **was**
(c) is
- 4 It was the **Judges'** decision not to send him to prison on this occasion but give the Defendant a suspended sentence. (a) judges
(b) Judges
(c) **Judge's**
- 5 Mrs Alexander's appointment was at 2.30 pm but she was late due to a traffic accident and arrived at **1450.** (a) 14.50.
(b) 14.50 pm.
(c) **2.50 pm.**
- 6 I must finish my legal **course work** this evening in order to meet the deadline set by my tutor. (a) **coursework**
(b) coarsework
(c) Course work
- 7 Have you seen Mr Craig's **file!** It was on the chair waiting to be sent down to the typing pool with the audio tape. (a) file.
(b) file,
(c) **file?**
- 8 It is **necessary** for at least one member of staff to arrive early at the office to sort the mail. (a) necessary
(b) **necessary**
(c) nessessery

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- 9 Visitors are required to sign **in** and 'Out' when visiting offices as it is a legal requirement under Health and Safety regulations.
- (a) in
(b) 'in'
(c) "In"
- 10 He was arrested for being drunk and disorderly on Saturday night. He may be sent to prison this time unless he accepts an alcohol **managment** course.
- (a) Managment
(b) management
(c) managemant

(10 marks)

Part 2

The Magistrates' Court explained

Nearly all criminal cases start in the Magistrates' Court and the less serious **offences** are handled **entirely** by them. In fact 95% of all cases start and **are** dealt with in Magistrates' Courts. More serious offences are **transferred** to the Crown Court to be dealt with by a Judge and jury.

What does the Magistrates' Court **do?**

Magistrates deal with **3** kinds of **cases**:

- 1 **Summary offences** These are less serious cases, such as **motoring** offences and minor **assaults**, where the Defendant is not entitled to trial by jury.
- 2 **Either-way offences** These cases can be dealt with either by the Magistrates' Court or before a Judge and **jury** at the Crown Court. Such offences include theft and handling stolen goods. A suspect can insist on their **right** to **trial** in the Crown Court. Similarly, **Magistrates** can decide that a case is sufficiently serious that it should be dealt with in the Crown Court (**where** tougher punishments can be **given**).
- 3 **Indictable offences** The involvement of the Magistrates' Court in these offences, which include murder, **manslaughter**, rape and robbery, is very brief. These serious **criminal** offences must be heard at a Crown Court and are **referred** to the Crown **Court** by the Magistrates.

If the case is **heard** in the Magistrates' Court, the Defendant will have to enter a **plea**. If they plead guilty or if they are later found to be guilty, the Magistrate can impose a **sentence** of up to 6 months' imprisonment or a **fine** of up to **£5,000**.

If the **Defendant** is found not guilty (if they are '**acquitted**'), they are judged innocent in the eyes of the law and should be free to go – provided **there** are no other outstanding cases against them.

Civil Matters

Indented paragraph

Magistrates also **hear** and consider civil matters, particularly in relation to family work. Specially selected and trained members of the family court deal with a wide range of matters, most of which arise from the **breakdown** of marriage eg making orders for the residence of and contact with **children**. Proceedings relating to the care and control of children are also dealt with in family **proceedings** courts.

Civil matters also involve the enforcement of financial penalties and orders such as those in respect of **non-payment** of **council** tax, pub licences, betting and gaming licences, and anti-social behaviour.

Youth **Court**

This is a special type of **Magistrates'** Court for people aged between 10 and 18. Youth courts are less formal than adult courts and you are called by your first name. Members of the public are not **allowed** to sit in court unless they get **permission**.

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