

Part 1

Candidate instructions

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

1st passage

Penalties for using mobile phones when driving

It is illegal to drive (or to ride a motorcycle) while using a mobile phone; this includes texting. Some people do not realise that the rules still apply if you are stationary at traffic lights or in a queue of traffic.

The penalties for using a mobile phone while driving are:

- 3 penalty points on your driving licence and a fine of £60.
- If your case goes to court you could be disqualified from driving and given a maximum fine of £1,000 (or £2,500 for drivers of buses or goods vehicles).

2nd passage

Penalties for using Mobile phones when driving

It is **illegal** to drive (or to ride a motorcycle) while using a mobile phone; this includes texting. Some people do not realise that the rules still apply if you are **stationery** at traffic lights or in a **cue** of **traffic**

(Too much vertical space)

The penalties for using a mobile phone while driving **is**:

(Bullet point should be indented)

- 3 penalty points on your driving **license** and a fine of **£60**;
- **if** your case goes to court you could be disqualified from driving and given a **maxmum** fine of **£1.000** (or £2,500 for drivers of buses or goods **vehicles!**).

(15 marks)

Part 2

Candidate instructions

- The article 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.

Write the correct answers below

WORKING IN THE LEGAL ENVIRONMENT

You must **possess** certain skills and attributes in order to become a respected employee in the legal environment. Your days will be varied and will contain a great assortment of tasks. You will need to be hardworking and **conscientious?** One of the most important requisites of a legal worker **are** that of **confidentiality**. On a daily basis you will be trusted with confidential information which you will not be expected to share with anyone. You will be in constant contact with **cleints**, both on the telephone and in person. A **clients'** business is definitely not for discussion outside the office.

As well as a thorough understanding of legal **terminology** and the ability to set out legal documents accurately there is the requirement to prioritise each **days'** tasks. You will be working in an extremely busy environment and will most probably be working for several fee earners.

The range of duties you may be expected to carry out could include the **following;**

- **typing legal documents from audio dictation,**
- **liaising** with clients (in person and on the **telephone**),
- case **managment** of several **client's** files,
- visiting court to deliver a fee **earnars'** documents.

When first starting work in a legal office, you will be given training in the company's working **practises**. Each company will have its **prefered** way of doing things. Once trained you should be able to command a good salary. You may be given the opportunity of specialising in one particular area of law such as **probate family**, criminal, conveyancing or civil **litagation**. It is usually the larger legal companies who deal with **corprate** law.

You will find that many of your skills **is 'transferable'**, which means they can be transported to other jobs within the same or different environments. It is quite common practice for legal **secretarys** or administrators to become **paralegal** workers. This type of position will attract a higher salary, although there will be a lot more **responsability** and you will have greater contact with your clients.

ENVIRONMENT

possess

conscientious.

is

confidentiality

clients

client's

terminology

day's

following:

Inconsistent font

liaising / telephone)

management / clients'

earner's

Justified left margin

practices

preferred

probate, family

litigation

corporate

are

"transferable"

secretaries

paralegal

responsibility

Write the correct answers below

When you work in a legal environment your appearance is most important. You must appear **professional** at all times as you will be representing your company. Your clothes should be smart and clean and your hair should be neat and tidy. If you are the first person that a new client sees, then you will give that client their first impression of your company. Never underestimate the importance of this.

professional

It goes without saying that your **communication** skills must be of a high standard at all times. This is **especially** important when greeting the company's visitors although it is equally important when working in reception, answering the telephone or speaking to your fee **earner's**. You must speak clearly and be **friendly** and polite. Always maintain a positive attitude and smile. Your knowledge of English **grammar** should be good and it is essential that you can spell words **correctly**.

communication
especially

earners
friendly
grammar
correctly.

The legal environment is **invigorating** and exciting. A great deal of opportunity awaits you.

invigorating