

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**LEVEL 2 TEXT PROCESSING  
(BUSINESS PROFESSIONAL)**

Scheme Code: **06980**

**LEGAL AUDIO-TRANSCRIPTION**

Question Paper Reference: **SUMMER 09**

This question paper may be taken within these dates:  
**1 JUNE 2009 – 21 AUGUST 2009**

**TIME: 1 HOUR 30 MINUTES**

**RECORDING SCRIPT – NOT FOR PUBLICATION**

**Oxford, Cambridge and RSA Examinations Level 2 Text Processing (Business Professional)  
Legal Audio-Transcription.**

**This is the dictation for the Summer 2009 examination in Level 2 Legal Audio-Transcription.**

DOCUMENT 1

**(Operator: this is a letter to Mr Mark Edwards. Please take two extra copies. The address is on the information sheet. Please type Our ref SV/(oblique)JC)**

**(Please mark in closed capitals) FIRST CLASS**

Dear Mr Edwards

**(Heading with initial capitals and underlined) 36 Wilton Street Reading**

We have received the draft **(initial capital) Agreement (Operator: please use initial capital for the word Agreement whenever it appears in this document)** regarding your proposed tenancy of the above property. **(full stop)** A copy is enclosed for your perusal. **(paragraph)**

Under the terms of this Agreement it is proposed that the tenancy will last for a preliminary term of one year. **(full stop)** The rent will be payable monthly in advance at the rate of one thousand pounds per calendar month. **(full stop)** There will be a rent increase **(Operator: correction) review** at the end of six months. **(full stop)** You will have the option to extend your tenancy for a further twelve months at the expiration of the term. **(paragraph)**

You will be required to keep the premises in good repair and condition throughout the tenancy. **(full stop)** You will also be responsible for payment of all gas, **(comma)** electricity and telephone charges. **(paragraph)**

Please telephone this office on receipt of this letter in order to arrange an appointment to come in and sign the document. **(paragraph)**

We look forward to hearing from you.

Yours sincerely

Susan Vaughan  
Partner

(Enc)

**(Operator: one copy is for Lettings Department - indicate routing)**

**DOCUMENT 2**

**(Operator: this is a Will. Please use double linespacing. Do not add any commas or full stops to this document.)**

**(Please use capitals for the first seven words)** THIS IS THE LAST WILL AND TESTAMENT of me Elizabeth Gardner of 8 High Cross Reading and I hereby revoke all former wills and testamentary dispositions made by me

**(Operator: numbered paragraphs follow. Please use capitals for the first two words of each numbered paragraph.)**

- 1 I APPOINT Kenneth Ross of 11 Water Street Reading to be the **(initial capital)** Executor and **(initial capital)** Trustee of this my **(initial capital)** Will **(paragraph)**
- 2 I GIVE my gold bracelet to my niece Marianne Cusack of 9 Ashley Road Reading for her own sole use and benefit absolutely **(paragraph)**
- 3 SUBJECT TO the payment of my just debts and funeral and testamentary expenses **(Please use capitals for the next five words)** I GIVE DEVISE AND BEQUEATH the rest residue and remainder of my estate whatsoever and wheresoever the same may be at the time of my death to my husband James Gardner for his own sole use and benefit absolutely **(paragraph)**
- 4 ANY TRUSTEE being a solicitor or other person engaged in any profession or business shall be entitled to charge and be paid all professional or other charges for any business done by him or his company **(Operator: correction)** firm in the administration of my estate including acts which any executor or trustee could have done personally on the same basis if he were not one of my trustees but employed to carry out the work on their behalf

**(Operator: that is the last of the numbered paragraphs)**

**(Please use capitals for the next two words)** IN WITNESS whereof I have hereunto set my hand this **(Operator: please leave at least 4cm horizontal space for a date)** day of **(Operator: please leave at least 4cm horizontal space for a month)** Two Thousand and Nine

**(Operator: please change to single linespacing for the following section)**

**(Please use capitals for the next word)** SIGNED by the Testatrix **(new line)** in our presence and attested **(new line)** by us in the presence of her and **(new line)** of each other

**DOCUMENT 3**

**(Operator: this is a form for completion. Please complete as follows:)**

**(Please use today's date.)**

**Time:** Eleven am

**File reference:** JN368

**Attending:** James Neill

**Attended by:** Stephanie Grimshaw

**Meeting:** In

**Notes:** Mr Neill is charged with driving his car at seventy five miles an hour and failing to stop when police indicated to him to pull over. **(full stop)** He denies he was driving his car at the time of the alleged incident **(Operator: correction)** offence. **(paragraph)**

I took a detailed statement from Mr Neill and asked him to supply the names and addresses of any witnesses who could support his alibi. **(paragraph)**

Mr Neill made another appointment to see me next Monday at two pm and bring details of witnesses. **(full stop)**

**Time engaged:** Seven units

**That is the end of the dictation for the Level 2 Text Processing (Business Professional) Summer 2009 examination in Legal Audio-Transcription.**