

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06980**

LEGAL AUDIO-TRANSCRIPTION

Question Paper
Reference: **AUTUMN 09**

This question paper may only be taken within these dates:
19 OCTOBER 2009 – 11 DECEMBER 2009

TIME: 1 HOUR 30 MINUTES

RECORDING SCRIPT – NOT FOR PUBLICATION

Oxford, Cambridge and RSA Examinations Level 2 Text Processing (Business Professional).

This is the dictation for the Autumn examination for Level 2 Legal Audio-Transcription.

DOCUMENT 1

(Operator: this is a letter to Mrs Pamela Lansberry. Please take two extra copies. The address is on the information sheet. Please type: Our ref RB/(oblique)203)

Dear Pamela

(Heading in closed capitals) PURCHASE OF 12 BYFIELD ROAD

I write further to my recent letter and our subsequent telephone conversation. **(paragraph)**

I am pleased to confirm that I now have the results of the local authority search. **(full stop)**
A copy is enclosed for your information. **(paragraph)**

The search has confirmed that Byfield Road is an adopted road, **(comma)** which means that it is maintained at public expense. **(full stop)** The search also confirmed that the path at the rear of the house **(Operator: correction)** garden is a public footpath as shown on the definitive map. **(paragraph)**

I also raised an additional enquiry about planning decisions regarding any common boundaries with this house and adjacent land. **(full stop)** You will note that there is an application pending from 14 Byfield Road for a single storey rear extension. **(full stop)** There is also an application for a rear dormer window and loft conversion. **(paragraph)**

I now wait to hear from the **(initial capital)** Seller' **(apostrophe)**s solicitors about the outstanding enquiries. **(full stop)** I will report to you once these are to hand.

Yours sincerely

Richard Buckfast
Solicitor

(Enc)

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

DOCUMENT 2

(Operator: This is an Annuity Policy Deed. Please use double linespacing. Do not add any commas or full stops to this document.)

(Please use closed capitals for the first word) WHEREAS a proposal has been made by the Proposer to Safehaven Life Assurance Society whose **(initial capitals)** Registered Office is at Pioneer House 19 Wayside Street London EC4 5PQ **(open bracket)** (hereinafter called the **(initial capital)** Society) **(close bracket)** **(Operator: please use initial capital for the word Society whenever it appears in this document)** to purchase from the Society an Annuity according to the provisions herein contained **(paragraph)**

(Please use closed capitals for the next two words) AND WHEREAS there has been delivered to the Society a **(initial capital)** Proposal and **(initial capital)** Declaration by the Proposer **(paragraph)**

(Please use closed capitals for the next two words) AND WHEREAS the consideration money mentioned in the **(initial capitals)** Policy Schedule has been paid to the Society **(paragraph)**

(Please use closed capitals for the next four words) NOW THIS POLICY WITNESSES that the Society will pay at its **(initial capitals)** Registered Office the Annuity to the Grantee on proof to the Society that the Annuitant be living and of the title to receive the payment **(paragraph)**

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

(Please use closed capitals for the next four words) PROVIDED ALWAYS THAT THE Society shall not be liable on the death of the Annuitant to pay the Annuity unless stated in the **(initial capitals)** Schedule of Special Provisions **(paragraph)**

(Operator: that is the end of the section in single linespacing)

(Please use closed capitals for the next five words) AND THIS POLICY FURTHER WITNESSES as follows **(Operator: Two numbered paragraphs follow)**

- 1 The Society shall be liable under this **(initial capital)** Policy to the extent only of its assets and property as existing and available for satisfying claims hereunder and that no **(initial capital)** Member or other person interested in any **(initial capital)** Policy shall be liable to any call or contribution in liquidation or otherwise for satisfying the requests **(Operator: correction)** demands of the Grantee **(paragraph)**
- 2 This **(initial capital)** Policy shall confer no right of membership of the Society nor to any participation in the profits of the Society

(Operator: That is the last of the numbered paragraphs)

(Please use closed capitals for the next three words) IN WITNESS WHEREOF we have hereunto subscribed our names on the **(Operator: please leave at least 4 cm horizontal space here for a date)** day of **(Operator: please leave at least 4 cm horizontal space here for a month)** two thousand and nine

DOCUMENT 3

(Operator: this is a Notice for display. Please use double linespacing.)

(Please use figures throughout this document)

(Please use closed capitals and underline for the heading) THE INSOLVENCY ACT
nineteen hundred and eighty six **(new line)**

(Please emphasise this heading) AMERSHAM COUNTY COURT **(new line)**

Number two hundred and seventy six of two thousand and nine **(new line)**

(Use closed capitals for this line) PHILIP JOHN RUTHERS **(new line)**

and **(new line)**

(Use closed capitals for this line) MARIAN LAURA RUTHERS **(new line)**

(Open bracket) (initial capitals) In Bankruptcy **(close bracket) (new line)**

In accordance with **(initial capital)** Rule six point one two four of the **(initial capitals)** Insolvency Rules nineteen hundred and eighty six we Stephen Marcus Holly and Madeline Drury of Holly Singh Desai and Company **(initial capital)** Solicitors of 7 Waterside Amersham HP7 3WR hereby give notice that they **(Operator: correction)** we were appointed as **(initial capitals)** Joint Trustees in the above **(initial capital)** Bankruptcy on twenty one August two thousand and nine **(paragraph)**

(Please centre this line) Stephen Marcus Holly: **(colon) (initial capital)** Trustee

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