

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

INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper reference on your Unit Submission Folder.

You may use either a typewriter or a word processor to complete this examination.

Please insert your Name, Centre Number and Document Number on every page.

Complete all documents.

The letter must be produced on OCR supplied letterhead, either pre-printed or recalled on a word processor.

You must not make any changes to the template headings.

Insert today's date on the letter unless otherwise instructed.

Candidates using a word processor will be given the location of the template(s) by the Invigilator.

Candidates wishing to use a typewriter must use a hard copy of the OCR supplied form template for typewriters.

Carry out the printing and routing of all documents yourself, which must be supervised by an Invigilator.

Printing may be undertaken outside the examination time.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.

INFORMATION FOR CANDIDATES

For some documents, you will be required to refer to the Candidate Information Sheets provided overleaf.

If you are using a typewriter, you may use the memory facility available but this must be cleared before the commencement of the examination.

In the absence of specific instructions on style of presentation (eg underlining, capitalisation for headings and listed items), you may use your own discretion. Ruling of tabulated material is not required.

Any form of correcting material/mechanism may be used.

No amendments may be made to the text after the 1 hour 30 minutes allowed for this examination other than to insert characters not available on the keyboard or printer, which must be supervised by the Invigilator.

ADDITIONAL INFORMATION

Tests taken outside the specified dates using this question paper will not be accepted. Candidates should sit this paper only once.

Credit

Successful achievement of the live assessment for this unit will award you with 5 credits.

CANDIDATE INFORMATION SHEET

DOCUMENT 1

Included in dictation:

Pamela Lansberry
Byfield Road

Richard Buckfast
Solicitor

Conveyancing Department

References:

RB/203

Address:

18 Sheephurst Lane
CRAWLEY
West Sussex
RH11 8WT

NB: All other instructions (eg courtesy titles, special mark, extra copies, headings etc) will be given in the dictation.

CANDIDATE INFORMATION SHEET**DOCUMENT 2****Included in dictation:**

Proposer
Safehaven Life Assurance Society
Annuity
Grantee
Annuitant

References:**Address:**

Pioneer House 19 Wayside Street London EC4 5PQ

NB: All other instructions (eg courtesy titles, special mark, extra copies, headings etc) will be given in the dictation.

[Turn over

CANDIDATE INFORMATION SHEET**DOCUMENT 3****Included in dictation:**

Amersham
Philip John Ruthers
Marian Laura Ruthers
Stephen Marcus Holly
Madeline Drury
Holly Singh Desai and Company

References:**Address:**

7 Waterside Amersham HP7 3WR

NB: All other instructions (eg courtesy titles, special mark, extra copies, headings etc) will be given in the dictation.