Text Processing (Business Professional)

Unit Title:	**Legal Text Processing**
OCR unit number:	06970
Level:	1
Credit value:	4
Guided learning hours:	40
Unit reference number:	D/505/7082

Unit aim

This unit aims to equip candidates with the ability to produce, from handwritten and typewritten draft material, a variety of routine legal documents to a standard that meets the requirements of employment.

Learning Outcomes *The learner will:*	Assessment Criteria *The learner can:*	Knowledge, understanding and skills
1 Be able to use a word processor or typewriter	1.1 Use specified functions of a word processor or typewriter, including - setting margins - line spacing - alignment - insert numbered paragraphs - deletion of infill point symbols - ways of emphasising text - printing	• Set margins of at least 13 mm • Use and alter line spacing (single/double) • Left alignment, including main and subheadings as presented in the draft • Emphasise text by using capitals where instructed • Produce printouts or typescripts

2 Be able to key in text from handwritten and typewritten drafts	2.1 Key in text, including
	- capitalisation
	- punctuation
	2.2 Key in text to specified layouts, including
	- letter in a legal context
	- document in a legal context
	- complete a form
		• Read and transcribe variable quality manuscript
		• English spelling, punctuation and grammar
		• Legal terminology
		• **Letter**
		− Use conventional layout and style of a letter in a legal context, for example:
		  - from solicitor to client
		  - from one solicitor's firm to another
		  - from solicitor to another organisation
		− *Our ref* and *Your ref* details keyed in as draft, including capitalisation and punctuation
		− Insert subject heading as draft

Learning Outcomes *The learner will:*	Assessment Criteria *The learner can:*	Knowledge, understanding and skills

		• **Legal document**
		– Use conventional layout and style of a variety of legal documents, for example:
		  - Deed
		  - Contract
		  - Brief/Instructions to Counsel
		  - Statement
		  - Affidavit
		  - Agreement
		  - Will
		  - Guidance notes for clients
		– Insert numbered paragraphs or clauses
		– Follow layout indicated for specialist areas such as attestation clause
		• **Form**
		– Retrieve pre-stored legal form or use pre-printed legal form, for example:
		  - initial instructions
		  - probate or conveyancing instructions
		  - licence
		  - agreement
		  - extract from a longer form, e.g. a petition or transfer
		– Accurately identify items for completion from handwritten draft
		– Delete infill symbols and key in correct details from handwritten draft

3 Be able to interpret implied and explicit instructions	3.1 Complete work within set timescales
	3.2 Select stationery appropriate for document type
	3.3 Use consistent style and presentation, including
	  - clear line space before and after separate items in documents
	  - display of date, measurement, weight, time, money, figures,
		• Use appropriate stationery or templates as instructed
		• Retrieve pre-stored templates
		• **Letter**
		– Insert today's date
		– Insert a subject heading
		– Indicate enclosure(s) as presented in the draft
		• **Complete a Form**
		– Insert date if requested
		– Delete infill point symbols, e.g. *$*

Learning Outcomes *The learner will:*	Assessment Criteria *The learner can:*	Knowledge, understanding and skills
	dashes and hyphens - indented or left aligned display of numbered paragraphs or clauses	• Correct errors in words that have been circled: – typographical errors including words containing extra, omitted and transposed letters and extraneous symbols
	3.4 Comply with instructions for production of legal documents, including - inserting today's date in a letter - inserting a subject heading in a letter - inserting a date in a form 3.5 Correct specified typographical errors, errors of agreement, apostrophe and spelling errors	– errors of agreement including those of subject/verb and quantity/noun – apostrophe errors including misplaced and superfluous apostrophes – spelling errors in words given below, including their plurals and derivations (e.g. -after, -ant, -ary, -cy, -ed, -ee, -hold, -in, -ing, -ment, -or, -tion, -trix):

action	beneficial	declaration	insolvent(cy)	purchase	testament
acknowledge	charge	defence	instruction	purchaser	thereafter
administrator	client	delivered	judgment*	receipt	therein
affidavit	codicil	described	lease	respondent	transfer
aforesaid	consideration	document	legacy	schedule	vendor
agreement	contained	draft	mortgage	sincerely	whereas
amendment	contract	estate	opinion	solicitor	witness
appoint	conveyance	executor	party	statement	
assign	court	freehold	petitioner	statutory	
attorney	covenant	guarantee	proceeding	summons	
bankrupt	deceased	herein	property	tenancy	

        *   preferred spelling in legal context

	Assessment Criteria	Knowledge, understanding and skills
	3.6 Make amendments to text as shown in the draft	• Amend text as shown in draft: – deletion with replacement words – deletion without replacement words – follow correction signs:

new paragraph ⌐ or ∥

run on ⌒

insertion ⋏ with word(s) above or balloon with arrow e.g.

transpose horizontally ↶ or balloon with arrow e.g.

transpose vertically

close up

leave a space

stet – – – – – with ✓ in margin

      } no marginal instructions

Learning Outcomes *The learner will:*	Assessment Criteria *The learner can:*	Knowledge, understanding and skills
4 Be able to incorporate information from another source	4.1 Locate information to extract from a separate source 4.2 Key in extracted text from another source	• Key in a piece of information, e.g. a company name or part of an address, from a separate source
5 Be able to check documents for accuracy	5.1 Check documents for accuracy, correcting mistakes as necessary	• Use of spellchecker (word processor users) • English spelling, punctuation, grammar and legal terminology • Proofreading skills • Use appropriate correction techniques to ensure work is accurate

Assessment

Assessment will consist of producing three documents in a legal context totalling 400 words and will take the form of a 1 hour 15 minute test set and marked by OCR.

Results will be graded Distinction, Pass or Fail. The grade achieved will be stated on the certificate.

To achieve a Distinction, candidates must produce the documents with no more than 3 faults within the time allowed (1 hour 15 minutes).

To achieve a Pass, candidates must produce the documents with no more than 7 faults within the time allowed (1 hour 15 minutes).

Administration guidance

• Either a word processor or a typewriter may be used to complete the examination.

• Centres must ensure that the recall material for this examination is available for candidates. Recall material is supplied for each examination by OCR publications on CD-ROM or can be downloaded free of charge from Interchange, OCR's secure website.

• Centres **must not** key in the pre-stored documents or letterhead.

• Stationery: A4 plain paper will be required. Candidates must use the templates supplied by OCR for the examination. Templates may be pre-printed onto plain paper for those candidates using a typewriter.

• Printing: Candidates **must** carry out their own printing. No changes whatsoever may be made to the documents outside the time allowed for the examination. Printing may be undertaken, in a period immediately following the examination and supervised by the Invigilator.

• For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk.

Guidance on assessment and evidence requirements

For detailed guidance, please refer to the marking criteria and tutor notes in this document.

Candidates must produce three documents in a legal context to a standard acceptable in the workplace and outcomes must be within the permitted error tolerance.

A Resource Sheet will be included in the question paper, from which candidates will be required to select and abstract specific information from hard copy for integration into a document.

Penalties are given for errors and the same fault appearing more than once will incur a penalty each time. One fault only will be given to any one word* irrespective of the number of errors that may appear in that word. For example, "miscellaneous" keyed in as "miss-selanious" will be penalised 1 fault, even though several faults have been incurred in the word. Presentation (Section 4) faults may also be applied.

* A word is defined as any normally recognisable word including a hyphenated word and associated punctuation and spacing. Other items that are treated as a word are:

- postcode

- initials and courtesy titles

- simple or complex numbers including money and times

- simple or compound measurements.

Invigilators are given clear instructions to report any problems with printers, failure to do so can disadvantage candidates.

Errors will be divided into 4 categories:

Marking criteria	Tutor Notes
Section 1 Faults – keying in errors **One fault will be given for each word* which:**	
1.1 contains a character which is incorrect (including upper case character within a word), or is illegible for any reason	• A penalty will be incurred for any word that contains a character that is incorrect or that includes an upper case character within a word, e.g. *LaBel* • Candidates may use English and mother tongue dictionaries and spellcheckers where available
1.2 has omitted or additional characters or spaces (including omissions caused by faulty use of correction materials/ techniques, e.g. hole in paper)	• A space inserted between a word and its associated punctuation, e.g. *word :* or *word ?* will incur 1 fault per instance • Incorrect or omitted paired punctuation, e.g. brackets, single quotes will incur 1 fault per 'pair', e.g. (Progress Group), ' Progress Group '
1.3 contains handwritten character(s)	• No signatures should be added to any documents. One fault will be incurred for a handwritten (or keyed) signature
1.4 has no space following it	

Legal Text Processing Level 1 (06970)

Marking criteria	Tutor Notes
1.5 has more than 2 character spaces following it, except where appropriate, e.g. before postcode, after punctuation	In continuous text, 1 fault per instance will be incurred for: • more than 3 spaces appearing after a full stop, question mark, exclamation mark or colon • more than 2 spaces appearing after a comma, semi-colon, closing bracket, dash, apostrophe (at the end of a word) and closing single or double quotes • where a short line appears, this will be penalised if the first word following could have fitted at the end of the short line with at least 18 mm (¾") to spare (measuring the short line against the longest line in the document)
1.6 contains overtyping, including overtyping of pre-printed material (per entry regardless of the number of words involved) e.g. text cutting through letterhead template	• Overtyping of details on form will incur 1 fault per instance
1.7 does not contain initial capitals – as presented in the draft – the first letter of a sentence	• Candidates should key in text as presented in the draft. One fault per instance will be incurred for each initial capital drafted that has been keyed in as a lower case character NB: The only exception to this is where there is an instruction to change case • Failure to insert a capital letter following a penalty for an omitted full stop will not be penalised • Inserting a capital letter following a penalty for an incorrect full stop will not be penalised

Section 2 Faults – omissions and additions One fault will be given for:	
2.1 each word which is the wrong word and a word that has been omitted or added or not removed as instructed (e.g. a word which is crossed out in the draft)	**Letters** • *Our ref* and *Your ref* details must be keyed in as shown in the draft, including capitalisation and punctuation (do not expand *ref*). Errors in references incur one fault maximum per document. Candidates will incur one fault if they set up their own reference, or omit the reference or add their own initials to the reference • The reference, date and name and address may be presented in any order but must appear above the salutation and must be keyed in as draft, including capitalisation and punctuation • The subject heading must appear somewhere between the letterhead details and the first paragraph of the letter and must be keyed in as draft, including capitalisation • Any style of date is acceptable, with the exception of the American numerical format, e.g. *12/25/2011* as Christmas Day • The date must appear below the letterhead and above the salutation of the letter and should have a clear line space above/below • Dates will not be acceptable in the header/footer details alone • One fault will be incurred for each instance of a missing, incomplete or incorrect date

Legal Text Processing Level 1 (06970)

Marking criteria	Tutor Notes
	• One fault will be incurred for each instance of a missing, incomplete or incorrect date to be inserted on correspondence as instructed on the front cover of the question paper • All errors in other dates are penalised per element • Where postdating is required, one fault maximum will be incurred for any errors or omissions • If a date appears in a document that does not require dating, this will be penalised 1 fault max unless the date appears as part of the personal details or above the first line of the document or below the last line of the document
	Spellings • All spelling errors will be circled in the text • Spelling errors should be corrected in the following words, together with their plurals and derivations (for example: -after, -ant, -ary, -cy, -ed, -ee, -hold, -in, -ing, -ment, -or, -tion, -trix):

action	guarantee
acknowledge	herein
administrator	insolvent(cy)
affidavit	instruction
aforesaid	judgment*
agreement	lease
amendment	legacy
appoint	mortgage
assign	opinion
attorney	party
bankrupt	petitioner
beneficial	proceeding
charge	property
client	purchase
codicil	purchaser
consideration	receipt
contained	respondent
contract	schedule
conveyance	sincerely
court	solicitor
covenant	statement
deceased	statutory
declaration	summons
defence	tenancy
delivered	testament
described	thereafter
document	therein
draft	transfer
estate	vendor
executor	whereas
freehold	witness

* preferred spelling in legal context

NB: commonly used abbreviations must be retained, for example, plc, Ltd, Co and & (ampersand) in company names, and etc, eg, ie, NB, PS

Legal Text Processing Level 1 (06970)

Marking criteria	Tutor Notes
2.2 omission of implied or explicit instructions (regardless of the number of words involved) for failure to: - insert a subject heading - indicate an enclosure - delete infill points	• Errors or omissions in a subject heading will incur 1 fault max • Where enclosures are shown, any method of indicating them may be used, e.g. *Enc, Att, Encs, Atts*. Indications must differentiate between single and multiple enclosures • The indication of an enclosure must appear between the signatory details and the footer **Legal documents** • The date should not be added to a legal document, unless otherwise instructed. The date would normally be completed on the day the document was signed. A day and month inserted in this instance will incur 1 fault maximum **Forms** • Infill points should be deleted when the information is inserted. One fault max will be incurred for failing to delete symbols NB: Page numbers are not tested in this unit as they are frequently not required on legal documents

Section 3 Faults – transpositions and misplacements	
One fault will be given for each instance of:	
3.1 items not transposed (horizontally or vertically) in accordance with a correction sign	• Failure to transpose items horizontally or vertically will be penalised 1 fault maximum per correction sign in addition to any other errors, e.g. omitted /additional words • Interim text (e.g. a paragraph or heading between the text to be transposed) which is misplaced as a direct result of the attempt to transpose will incur 1 fault maximum
3.2 words that are misplaced within text, where there is no instruction	• This also applies to each incorrect insertion of an entry against an infill point on the form
3.3 failure to paragraph as per draft or as specified by a correction sign, e.g. new paragraph or run on	

Section 4 Faults – presentation	
No more than one fault per paper for each of the following items:	
4A left and/or top margins of less than 13 mm, or ragged left margin	This includes: • ragged left margin, e.g. additional character spacing at the beginning of a line or paragraph • main and subheadings not keyed in at the left margin, as presented in draft – unless otherwise instructed
4B no clear line space before and after separate items within a document	• Failure to leave a clear line space before and after separate items within a document, e.g. before/after headings, between paragraphs NB: Where letterhead template is centred or right aligned there is no requirement for a clear line space below the letterhead. Where letterhead template is left aligned, a clear line space must be left
4C failure to use line spacing as instructed	This includes: • failure to change line spacing as instructed

Legal Text Processing Level 1 (06970)

Marking criteria	Tutor Notes
4D failure to emphasise text as instructed	This includes: • Emphasis extended beyond the section of text specified • Additional emphasis of text in a document where not requested (except for headings – see 4J below) • Emphasis may be bold, italic, underline, change of font style/size only
4E not applicable to this unit	
4F not applicable to this unit	
4G work which is creased, torn or dirty (including conspicuous corrections)	• Invigilators should report any machine problems resulting in marks on paper • Invigilators should also report any problems with printers, so as not to disadvantage the candidates
4H incorrect stationery used (e.g. letterhead, A4 plain paper, portrait/landscape)	• Failure to use the OCR supplied templates and letterhead (centres may print these for use with typewriters) • Failure to produce continuation sheets on plain paper • Complimentary close and/or routing details carried on to continuation page without at least two lines of body text will incur 1 fault maximum • Templates, including company information and margins, must not be altered in any way
4I inconsistent spacing between and within similar items within a document	• Inconsistent indenting of numbered clauses • Inconsistent spacing (including line spacing) between and within similar items is only penalised if a comparison with a similar item can be made within the same document • When using double line spacing, there is no requirement for extra line spacing between paragraphs or numbered clauses

4J use of initial capitals where not presented in draft, or:
 	
  – closed capitals used where not presented in draft
 	
  – failure to use closed capitals as presented in draft
 	
  – failure to key in headings with initial capitals and underlined as presented in draft
	This includes:
	• use of initial capitals where initial capitals were not presented in draft, e.g. *Sincerely* in complimentary close, or
	• closed capitals used where not presented in draft, e.g. *WHITE* instead of *White*, or
	• failure to use closed capitals as presented in draft, e.g. *WHEREAS* keyed in as *Whereas*, or
	• failure to underline headings, including subheadings, as presented in the draft, e.g. "<u>Miscellaneous Household Items</u>" keyed in as "Miscellaneous Household Items", or
	• capitalisation faults in postcodes
	• headings with initial capitals are acceptable as both 'Codicil to your Will' and 'Codicil To Your Will'
	Candidates should key in data exactly as shown in the draft (except for circled words with typographical errors, errors of agreement, punctuation and spelling errors) but additional emboldening, italicising or underlining of headings will not be penalised

4K inconsistent use of alternative spellings within a document	• Alternative spellings that may be found in an English dictionary will be accepted but a penalty will be incurred if that alternative spelling is used inconsistently, e.g. *organize* but *organisation* within the same document

Legal Text Processing Level 1 (06970)

Marking criteria	Tutor Notes
4L inconsistent display of dates, measurements, weights, times, money, figures, dashes/hyphens, lines of ruling within a document	• Dates must be of consistent style throughout a document. For example, if full style is used such as *12 January 2011*, this style should be used for all subsequent dates within the same document (Please also refer to Section 2.1 Notes above) • Dates in legal documents may be displayed all in words or figures consistently unless otherwise instructed • Measurements and weights must be used consistently. For example, *5 cm* or *5cm*; *16 kg* or *16kg* • Times must be keyed in consistently within a document e.g. *10.30am* and *2.30 pm* within the same document would incur a penalty. Candidates must not change times from 12-hour clock to 24-hour clock or vice versa unless instructed to do so. • Money: there must be no character space between £ and the amount, e.g. *£60* • The display of figures should be as indicated on draft • Telephone numbers must be presented as draft. For example *024 7647 0033* keyed as *02476470033* would incur a penalty. (Please note: an inaccurate telephone number (e.g. *02576470033*) would also be penalised under 1.1/1.2.)
4M inconsistent use of open or full punctuation within a document	This includes: • a full stop appearing in any abbreviation such as enc, eg, am, QC, when open punctuation has been used • a missing full stop in any abbreviation such as enc., e.g., a.m., Q.C., where full punctuation has been used NB: Not all legal documents contain punctuation. Candidates should follow the style indicated in the draft.
4N insertion of an additional comma which alters the meaning of a sentence	• Candidates should key in punctuation as presented in the draft. However, the insertion of an additional comma will only be penalised if this alters the meaning of the sentence • In a legal document, no additional punctuation should be keyed