

Part 1

- 1 The village butcher had to take the local restaurant manager to the small claims court for unpaid bills. Afterwards, there was an unfriendly atmosphere in the **community**.
a) comunnity
b) communnity
c) **community**
- 2 The Fee Earner asked his secretary to update all his **clients** names and addresses on the database.
a) client's
b) **clients'**
c) clients's
- 3 The shop sign said "Shoplifters will be **prosecuted**" and was displayed prominently throughout the store.
a) prosecuted)
b) **prosecuted"**
c) *prosecuted*
- 4 The computer engineer calls every six months to service our computers; he has a **maintainance** contract with our office.
a) maintainence
b) Maintenance
c) **maintenance**
- 5 Yesterday the office junior **were** asked to collect the DX post from the Document Exchange.
a) is
b) **was**
c) has
- 6 My **friends** sister has just been employed as a Chartered Legal Executive at Scott and Browns in the High Street.
a) friends,
b) friends'
c) **friend's**
- 7 The HR Manager was asked during an interview if it was **necessary** to arrive at work by 9 am every morning!
a) **necessary**
b) neccessary
c) nessery
- 8 The age of jurors is 18-70 years of **age,** the majority of the public however, are never called to sit on a jury.
a) age.
b) age;
c) **age:**

5528-250 FEBRUARY 2015

Level 2 Diploma in Legal Administration – Proofreading Test Answer

- 9 The Solicitors' Accountant (or I should say, the new **Accountant**) is a Chartered Accountant and qualified by the age of 28.
- a) Accountant
b) **Accountant**
c) Accountant'
- 10 The Solicitor was offered a Partnership in the law firm where he had been **practicing** for 20 years.
- a) **practising**
b) practicing,
c) Practicing

(10 marks)

Part 2

DRAFT

Our Ref: ILE/KL/52267-0014

4 February 2015

Mrs W Cruickshank

19 Acacia Avenue

EAST **GRINSTEAD**

West Sussex

EG21 4PB

Dear Mrs **Cruickshank**

YOUR LOCAL AUTHORITY SEARCH RESULT

I have now received the result of your Local Authority **Research** result.

The local search is effected to ascertain whether there is anything now appearing on **their** records to suggest that the Council has any plans for the property or the surrounding area which could adversely **affect** the value or enjoyment of the **property** or could involve you in otherwise unexpected cost.

It will also reveal **whether** the Council has responsibility for the road on **which** the property stands.

Your Local Authority Search result was produced on **29** October 2014. At that date, the search is deemed to **have** been accurate and a true record of the Council's files relating to your **property**. There can be no **guarantee** that the records would show the same contents if the search was carried out even one day after the result was **produced**.

There is no "protection **period**" during which the search result **cannot** be changed or the **Council's** records cannot be changed. The Local Authority Search result is therefore for **information** only and does not afford to you any prolonged protection as **a** potential

purchaser.

In **addition**, the search relates only to your property and not to any other adjoining land.

The search will not **reveal** whether any person is intending to lodge or has lodged **planning** application for any adjoining property – say, for a conservatory or an **extension**.

I am pleased to report that the search is satisfactory.

Indented first line

If you are concerned about the Council's plans for the wider area surrounding your property, or if you are particularly concerned to **ensure** that there **are** no planning applications lodged for any **adjoining** land, then you should make an appointment at the Council to see one of the Town Planners to discuss the Council's plans for the area.

There is **available** a search (Plansearch) which will reveal planning applications within a radius of 500 **metres** of your property. If you would like me to carry this out for your information, please let me **know** and I will give you details as to **cost**.

We are still awaiting the results of the Drainage Search and the **Environmental** Search which I am hoping will be **received** by this office within the next two weeks.

I am enclosing for your information, a Fixture and **Fittings** list received from the **Sellers'** Solicitors. Could you please read this carefully to ensure this is what was verbally agreed between yourself and the **Sellers?**

If you have any **queries**, please do not hesitate to **contact** me.

Yours **sincerely**

INGRAM LOCHEE & EXTON

Kate Lawlor

Solicitor

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Words: 453