

Part 1

- 1 The **aggrivated** burglarly case came to Court this morning but the hearing was adjourned as the witness for the prosecution was ill and not able to appear.  
a) agrevated  
**b) aggravated**  
c) agrrevated
- 2 Property **dealers'** buy flats, houses and commercial properties but still require the help of a solicitor to complete the conveyancing transactions.  
a) Dealers'  
b) Dealer's  
**c) dealers**
- 3 An **advertisement** was put up in the window of a local solicitor informing the public that they were looking for a Junior Legal Secretary.  
a) Advertisement  
b) advirtisement  
**c) advertisement**
- 4 In legal documents the concluding words usually contain a date. The day and month are not typed at the time of preparing the document but the year is included.  
Eg **Two Thousand and Fourteen**.  
a) 2014  
**b) Two thousand and fourteen**  
c) Two Thousand and fourteen
- 5 Students at my local college are studying the CILEx qualification and have completed legal word processing, legal **audio** two units from business administration and are about to sit the Proofreading in the Legal Environment examination.  
a) audio.  
**b) audio,**  
c) audio;
- 6 **Discriminnation** is not allowed in any company and care needs to be taken when writing or implementing new policies.  
**a) Discrimination**  
b) Discrimmination  
c) Disscrimination
- 7 The witness said "I saw the Defendant jumping over the fence of my next door neighbour whilst I was cleaning my upstairs **windows.**"  
a) windows".  
**b) windows."**  
c) windows'.
- 8 The circuit judge appearing at my local Court **have** been on the Bench many times before.  
a) had  
**b) has**  
c) ha've

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Level 2 Diploma in Legal Administration – Proofreading Test Answer

- 9 Most companies have **miscelaneous** files to store papers that do not fit into obvious files.
- a) **miscellaneous**
  - b) misellaneous
  - c) missellaneous
- 10 The Stationery **suppliers** invoice was included in the consignment of stationery delivered to the office and was sent to accounts for payment.
- a) Suppliers'
  - b) **Supplier's**
  - c) Suppliers

(10 marks)

## Part 2

### THE LAW AND YOUNG PEOPLE

#### The age of criminal responsibility

The age of criminal **responsibility** in England and Wales **is** 10 years old. This means that children under **10** cannot be arrested or charged with a crime. Children between 10 and 17 can be arrested if they **commit** a crime and appear in court. **However,** they are dealt with differently from adults and appear in youth courts, given **different** sentences from adults and sent to special secure **centres** for young people and not adult **prisons.**

#### Children under 10

##### **Indented first line**

Children under 10 years of age who break the law **cannot** be charged with committing a criminal offence but can be subject to a 'Local Child Curfew'. This means the police can stop children from being in a public **place** between 9 pm and **6 am** unless **accompanied** by an adult. This **curfew** can be up to 90 **days'** duration. If a child **breaks** their curfew then they will be **given** a Child Safety Order. With this Order they will be placed under the supervision of a member of the youth offending team. The Child Safety Order can last **between** 3 to 12 months.

##### **Other punishments for children under 10 – sub-heading underlined**

If your child gets **into** trouble with the police repeatedly and you do not take responsibility for them to control their **behaviour**, you can be held **accountable**. You can voluntarily **choose** one of the following support programmes to help keep your child out of trouble.

You could be:

- asked to attend a parenting **programme**
- asked to sign a Parenting Contract
- given a Parenting Order by a court

## **Parenting programmes**

Parenting programmes **are** run by the local youth offending team and other youth justice organisations, **eg** charities. This **programme** would be **tailor** made to your circumstances and that of your child.

## **Parenting **Contract****

A Parenting Contract is a **voluntary** agreement signed by you, your child and someone from the local youth **offending** team where you all agree to help keep your child away from crime. If you refuse to sign it, then the matter would be **referred** to court for a more **formal** agreement and a Parenting Order would be issued.

## **Parenting Orders**

The Parenting Order sets out points you and your child must or mustn't do. They can last up to 12 months and you can be taken **to** court if you **don't** obey the order.

## **Anti-Social Behaviour Orders (ASBO's)**

You can **sometimes** be fined if your child breaks the **ASBO's** rules. You and your child should **make** sure you understand these rules, and what the **consequences** will be if they are **broken.**