



# higher education & training

Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA

# BSN740**(E)**(N12)H NOVEMBER EXAMINATION

# NATIONAL CERTIFICATE

# **INTRODUCTORY INFORMATION PROCESSING N4**

(6050014)

12 November 2015 (Y-Paper) 13:00–16:00

# QUESTION PAPER AND INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

HAND TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

Candidates may use the ASCI code table, a computer ruler and dictionaries.

This question paper consists of 26 pages.

# DEPARTMENT OF HIGHER EDUCATION AND TRAINING REPUBLIC OF SOUTH AFRICA

# NATIONAL CERTIFICATE INTRODUCTORY INFORMATION PROCESSING N4 TIME: 3 HOURS MARKS: 300

PAPER	TIME	MARKS
TYPING TECHNIQUE – SECTION A	2 HOURS	200
WORD PROCESSING – SECTION B	1 HOUR	100
TOTAL	3 HOURS	300

# **INSTRUCTIONS TO CANDIDATES AND INVIGILATORS**

# HAND TO CANDIDATES 30 MINUTES BEFORE COMMENCEMENT OF EXAMINATION SESSION.

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE PAPER – INVIGILATORS WILL EXPLAIN IF NECESSARY.

# TYPING TECHNIQUE (SECTION A)

- 1. Candidates who are not ready and on time for the TIMED ACCURACY TEST, will only be allowed to enter the classroom after the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1).
- Candidates are allowed to read through QUESTION 1, the TIMED ACCURACY TEST, 3 MINUTES before the commencement of the examination.
- 3. The TIMED ACCURACY TEST must be keyed in at the beginning of the examination.
- 4. After the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST, all the tests must be collected and initialled after the last typed word on each page. Retain the tests until the examination has been completed whereafter it must be put into the candidate's EXAMINATION FOLDER in the presence of the candidate.

## WORD PROCESSING (SECTION B)

- 1. QUESTION 7A has already been keyed in by the lecturer and saved on the hard drive/network/disk (floppy/stiffy) as 7AQ.
- 2. Retrieve QUESTION 7A, proofread for keying-in errors. Correct errors (if any) and save the corrections. Process according to the instructions given in QUESTION 7B.
- 3. Answer ALL the questions.
- 4. Procedure for QUESTIONS 8A and 9A:

Key in, save and print.

5. Retrieve, copy and process according to the instructions in part B of each question. Print and hand in part A as well as part B.

## PRINTING: QUESTION PAPER (SECTION A AND SECTION B)

- 1. Each answer must be printed on a SEPARATE A4 PAPER. Use only ONE side of the paper.
- 2. If a letterhead is provided and the printer(s) cannot accommodate the letterhead, you may use A4 paper. Hand in the printout on the A4 paper together with the letterhead so that the positioning of the text on the paper can be determined in accordance with the data on the letterhead.

## **GENERAL: QUESTION PAPER (SECTION A AND SECTION B)**

1. You may use a computer ruler, dictionary, ASCII codes and the template.

No notes or any nonpermissible material may be hidden in or transcribed into these articles.

- 2. Use only **Courier New 12 pt** except if otherwise indicated in the question paper.
- 3. Work fast in order to complete the QUESTION PAPER in time.
- 4. Save your work at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally. NO extra time will be allowed for loss of work.
- 5. In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.

- 6. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO questions without EXAMINATION NUMBERS will be marked.
- 7. At the end of the examination session hand in the following:
  - 7.1 EXAMINATION FOLDER with printouts to be marked in the same order as the questions in the examination paper.
  - 7.2 Disk (floppy/stiffy) properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy work to a compact disk/memory stick and then it must immediately be deleted from the hard drive/network. Students' answers must be kept for at least SIX months.
  - 7.3 All other printouts. NO PRINTOUTS may be taken out of the examination room or put into bins.
- 8. Any attempt to obtain information or to give information to another candidate is a violation of the examination rules and will be regarded in a serious light. If you are found guilty of such a violation steps will be taken against you.

# WAIT FOR THE INSTRUCTION FROM THE

# INVIGILATOR BEFORE YOU TURN THE PAGE

# **TYPING TECHNIQUE**

# **SECTION A**

# DO NOT TURN THE PAGE BEFORE THE

# INVIGILATOR INSTRUCTS YOU TO DO SO.

		TIME	MARKS
<b>QUESTION 1</b>	TIMED ACCURACY TEST	10 minutes	20 marks
<b>QUESTION 2</b>	PARAGRAPHS	34 minutes	56 marks
<b>QUESTION 3</b>	BUSINESS LETTER	30 minutes	49 marks
<b>QUESTION 4</b>	COLUMNS	24 minutes	39 marks
<b>QUESTION 5</b>	ADVERTISEMENT	10 minutes	16 marks
<b>QUESTION 6</b>	AFRICAN LANGUAGE	12 minutes	20 marks
	•	120 minutes	200 marks

DOCUMENT:	TIMED ACCURACY TEST Key in ONCE ONLY	SPEED:	25 wpm (minimum requirement)			
LETTER TYPE:	CN12	PAPER:	A4			
LINE SPACING:	1.5 or 2	MARKS:	20			
MARGINS: LEFT: RIGHT:	2.5 cm/1" 2.5 cm/1"	TIME:	10 minutes			
JUSTIFICATION:	Left					
Key in the timed accuracy test ONCE ONLY. Print and save as QUEST1. Your test must be collected and signed by the invigilator at the beginning of the EXAMINATION. ALL pages need to be signed.						

A person who gossips can be referred to as a talebearer or a blabbermouth. This indicates that the person freely talks about other people's affairs.

A person who is known to be a blabbermouth will not be trusted. You will not have the need to share anything special with him/her. You will only inform them about the negative aspects which you know they would prefer. Gossiping is a negative action, because it is usually done with the purpose to put somebody in a negative position.

Gossiping has no positive result because usually it tends to add to the story and make it worse.

In the end the person about whom is gossiped about will hear the story and will not recognise the initial story because it has

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#### **QUESTION 1 (CONTINUED)**

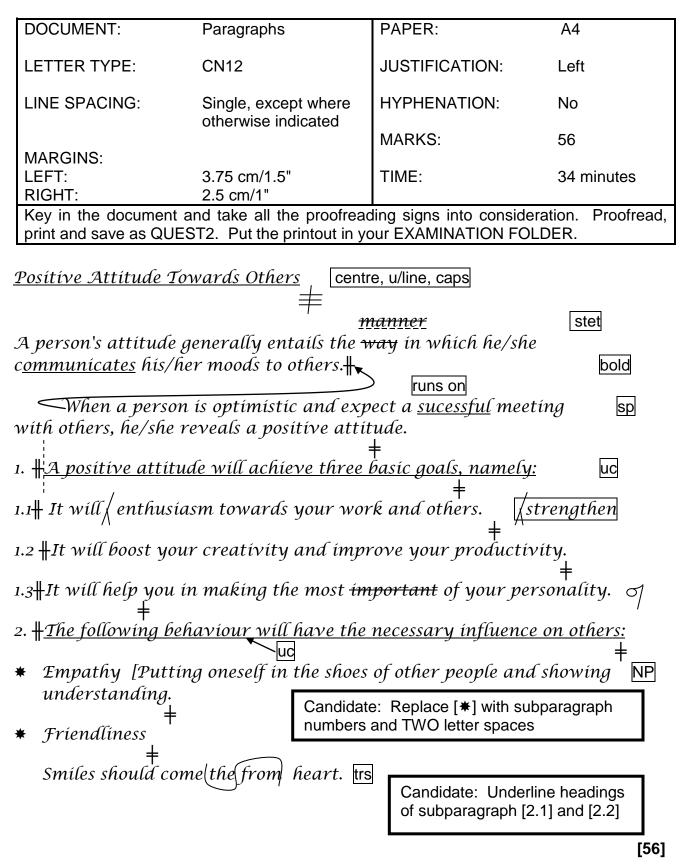
become distorted.

Unfortunately gossiping in the working environment may have farreaching consequences. It not only hurts the person about whom you are gossiping but sometimes the company and its name get involved. Stories about products, services rendered, company policy and staff might be spread and this will definitely be destructive for the company. The person who gossips might be involved in legal actions against him/her.

If you should come across a person who is a blabbermouth and who 25 wpm wants to share a juicy story with you, tell this person you find what you are being told about that specific person very strange, because that person only speaks highly of the person telling the story.

You could change the story by saying that you thought this person actually had such good 30 wpm

[20]



DOCUMENT:	Business Letter	PAPER:	Letterhead			
LETTER TYPE:	CN12	JUSTIFICATION:	Left			
LINE SPACING:	Single, except where otherwise indicated	HYPHENATION:	No			
	otherwise indicated	MARKS:	49			
MARGINS:						
LEFT:	2.5 cm/1"	TIME:	30 minutes			
RIGHT:	2.5 cm/1"					
Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST3. Put the printout in your EXAMINATION FOLDER.						

Candidate: 

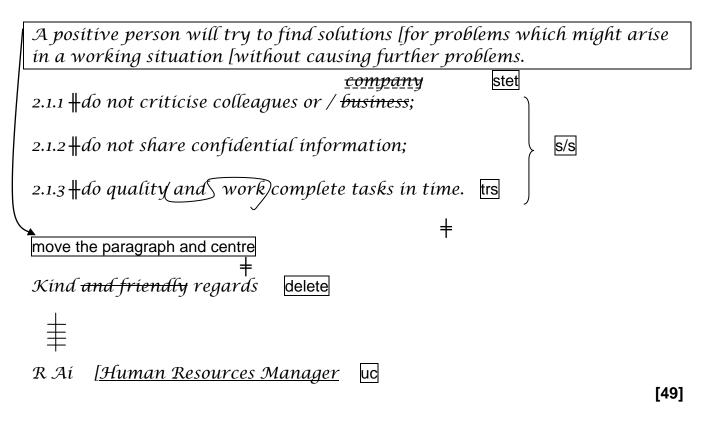
Retrieve letterhead from stiffy/hard drive and leave TWO lines after letterhead.
The letter must fit on ONE page.
Insert today's date in full.

# Date

ŧ Ms KE Atisang [995 Moduane Street [Boitumelong [Bloemhof caps] 2660 ŧ Madam ŧ **Responsibility** Of Workers caps, centre Attitude to work is part of someone's personallity. sp ╪ 1. <u>*Punctuality</u>*</u> uc Candidate: Replace bullets [-] with 1.1 <u>*Punctuality*</u> means italics, bold subsubparagraph numbers and **TWO letter spaces** being on time for work; s/s completing / in time. work ŧ 2. <u>#*Loyalty*</u> uc Loyalty means italics, bold 2.1

╪

# **QUESTION 3 (CONTINUED)**



DOCUMENT:	Columns	JUSTIFICATION:	As indicated
LETTER TYPE:	CN12	HYPHENATION:	No
LINE SPACING:	As indicated	TAB STOPS FROM THE MARGIN:	Left: 13.5 cm/5.4" Right: 18.5 cm/7.4"
MARGINS: LEFT: RIGHT:	1.25 cm/0.5" 1.25 cm/0.5"	MARKS:	39
PAPER:	A4	TIME:	24 minutes
Key in the docum	ent and take all the pro	ofreading signs into conside	
day. <del>+</del> _u/line, caps <u>Encircling the</u> attitude / your	≢ <u>10</u> indicates that yo <u>1</u> indicates that you r work.	, bold, caps nu give your utmost bes a stopped trying to esta towards ce before and TWO line spa	blísh a better
<ol> <li>I. #Every eve work I con positive on</li> <li>2. #I never all</li> </ol>	low pettiness to vy positive attitude	a + 10#9#8# insert ONE lette between figures	
	Key in the head capital letters ar	lings [High] and [Low] in nd bold	[30]

[39]

DOCUMENT:	Advertisement	PAPER:	A4				
LETTER TYPE:	CN12	JUSTIFICATION:	As indicated				
LINE SPACING:	As indicated	MARKS:	16				
MARGINS: LEFT: RIGHT:	2.5 cm/1" 2.5 cm/1"	TIME:	10 minutes				
	ent and take all the proofrea ST5. Put the printout in you						
Birthday barga	Birthday bargains!!						
Love is a gift fr	om the heart!						
Rose Garden	Rose Garden						
E-mail:							
If you order before 12:00 the roses will include a box of chocolates!! $\ddagger$							

move

[16]

DOCUMENT:	African language	PAPER:	A4		
LETTER TYPE:	CN12	JUSTIFICATION:	Left		
LINE SPACING:	2 (double)	MARKS:	20		
MARGINS: LEFT: RIGHT:	2.5 cm/1" 2.5 cm/1"	TIME:	12 minutes		
Key in the document. Proofread, print and save as QUEST6. Put the printout in your EXAMINATION FOLDER.					

IMBONGI

Emhlabeni kusizungu,

#### Sigqunyiwe nayinkungu:

Khanya mbongi!

Amathafa abukele,

Kwanentaka zimamele:

Bonga mbongi!

Engqatsini nguw' umthunzi,

Enkundleni nguw' inkunzi:

Khonya mbongi!

Ebubini nguw' inqaba,

Ekufeni nguw'

## [20]

TOTAL SECTION A: 200

# WORD PROCESSING

# **SECTION B**

# WORK FAST AND ACCURATELY

			TIME	MARKS
<b>QUESTION 7:</b>	<b>BUSINESS LETTER</b>	Α	Already keyed in	-
		В	24 minutes	40
<b>QUESTION 8:</b>	CURRICULUM VITAE	Α	10 minutes	17
		В	12 minutes	20
QUESTION 9:	PARAGRAPHS	Α	7 minutes	12
		В	8 minutes	13
			60 minutes	100

# **QUESTION 7A**

DOCUMENT:	Business Letter	PAPER:	A4		
MARGINS:	0.5 // "	TABULAR STOPS:	As required		
LEFT: RIGHT:	2.5 cm/1" 2.5 cm/1"	HYPHENATION:	No		
LINE SPACING:	As indicated	LETTER SIZE:	CN12		
JUSTIFICATION:	Justify	MARKS:	0		
TIME FOR KEYING IN:	0 minutes				
INSTRUCTIONS TO CANDIDATES: Following is the example of QUESTION 7A which has					

INSTRUCTIONS TO CANDIDATES: Following is the example of QUESTION 7A which has already been keyed in. Use the information to proofread the question on the screen. Make sure that you work on the already keyed-in QUESTION 7A.

When asking people for the why reason they are working most would answer: I have to because I need the money. It is clear that people exchange their time and talents for money. - 16 -

#### **QUESTION 7A (CONTINUED)**

Most of your waking time is spent at work. Therefore it is important that you should be happy at work. The way in which you experience your work is greatly influenced by your attitude towards your work.

Your attitude consists of your expectations together with what you are willing to do in order to achieve those prospects.

Your attitude to work is part of your personality. Your personality consists of your overall impression on others and your attitude towards others. Your attitude to work is formed by your basic beliefs and your code of behaviour towards others.

If you believe that no stranger can be trusted, you will meet new people with a frown on your face. People who enjoy life will meet newcomers in a friendly way and make them feel welcome. Therefore it is important that you should feel good about yourself before you will be able to share it with others.

More careers have been wrecked by a negative attitude to work than by insufficient knowledge to do the job. MANY PEOPLE DO NOT KNOW THAT KNOWLEDGE ON ITS OWN IS NOT THE KEY TO SUCCESS.

Positive attitudes are not that found. In order to keep a job it is important that you learn to be positive. It does not imply that you should like everything, but you could also be positive about a task that you dislike. If you are expected to do something against your code of behaviour you can explain it to the person without becoming involved in an argument and without being rude.

An emotion which determines your code of behaviour is known as a belief. Others will respect it if you state your beliefs clearly with a positive attitude.

NO MARKS ARE ALLOCATED FOR THIS QUESTION.

MARKS: 40

# **QUESTION 7B – PROCESSING**

TIME FOR PROCESSING: 24 minutes

- 1. Retrieve the document saved as 7AQ and immediately change the document name to 7BQ. Process according to the instructions.
- 3. Do all processing as indicated in the text.
- 4. Proofread, print and save the document as 7BQ.
- 4. Put the printouts in your EXAMINATION FOLDER.

Candidate: → Margins: Left-hand margin: 3.75 cm/1.5" Right-hand margin: 2.5 cm/1"

- → Hyphenation: Yes
- ➔ Justification: Left
- → Number pages top, CENTRE

~	move		
	ŧrs		
	When asking people for the why	feason they are working most woul	d
/	answer: [I have to because I no	eed the money. NP	
	[It is clear that people exchan	ge their time and talents	
	for money.	italics, centre	
X	<u>Posítíve attítudes to work</u>	centre, bold	

delete page break

- 18 -

#### QUESTION 7B (CONTINUED)

Most of your waking time is spent at work. Therefore it is <u>important</u> that you should be happy at work. The <u>u/line</u> way in which you experience your work is greatly influenced by your attitude towards your work.# Your attitude consists of your expectations together with what you are willing to do in order to achieve those <u>expectations</u> prospects. insert page break

. <u>Attítude towards work</u>

sp caps, centre

1.#Your attitude to work is part of your personality. [1.1#Your personality consists of [1.1.1#your overall impression on others and [1.1.2#your attitude towards others. [2.#Your attitude to work is formed by your basic beliefs and your code of behaviour towards others.



Candidate: Change the left- and right-hand margin of paragraph [If ... others.] to 6 cm/2.4" and justify.

If you believe that no stranger can be trusted, you will meet new people with a frown on your face. People who enjoy life will meet newcomers in a friendly way and make them feel welcome. **bold** Therefore it is important that you should feel good about yourself before you will be able to share it with others.

insert page break

#### - 19 -

# **QUESTION 7B (CONTINUED)**

insert a horizontal line ONE line space before and TWO line spaces after line

<u>/A# Negatíve attítudes to work</u> uc, align right, change [A] to a Roman figure in uc More careers have been wrecked by a negative attitude to work than by insufficient knowledge to do the job. MANY PEOPLE DO NOT KNOW THAT KNOWLEDGE ON ITS OWN IS NOT THE KEY TO SUCCESS. l/c (B # Positive attitudes to work uc, align left, change [B] to a Roman figure in uc ╪ Positive attitudes are not that / found. In order to l ∕ easilv keep a job it is important that you learn to be positive. It does not imply that you should like everything, but you could also be u/line positive about a task that you dislike. If you are expected to do something against your code of behaviour you can explain it to the person without becoming involved in an argument and without being rude. ╪ *C #Belief* uc, centre, change [C] to a Roman figure in uc An emotion which determines your code of behaviour is known as a

belief. Others will respect it if you state your beliefs clearly with a positive attitude.

insert a horizontal line with ONE line space before and TWO line spaces after the line

insert today's date in full

Candidate:

- → Change the word [code of behaviour] to underline and font size 14 throughout
- → Centre page 2 vertically

[40]

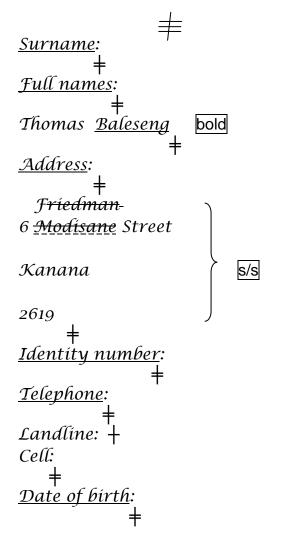
# **QUESTION 8A**

DOCUMENT:	Curriculum Vitae	PAPER:	A4		
MARGINS:		TABULAR STOPS:	As required		
LEFT: RIGHT:	1.25 cm/0.5" 1.25 cm/0.5"	HYPHENATION:	No		
LINE SPACING:	As indicated	LETTER SIZE:	CN12		
JUSTIFICATION: Left		MARKS:	17		
TIME FOR KEYING IN:	10 minutes				
Key in the document and take all the proofreading signs into consideration. Proofread, print and save the document as 8AQ. Put the printout in your EXAMINATION FOLDER.					

stet

Candidate: All underlined words must be in upper case.

<u>Currículum vítae</u>



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# **QUESTION 8A (CONTINUED)**

Qualifications: + 2011-2014 Viglia College Business Administration Certificate + I hereby declare that the information above is true in every trs respect. (17)

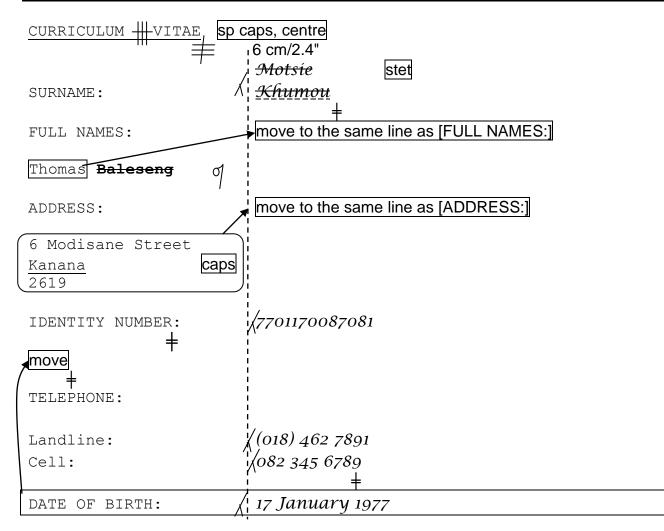
MARKS: 20

#### **QUESTION 8B: PROCESSING**

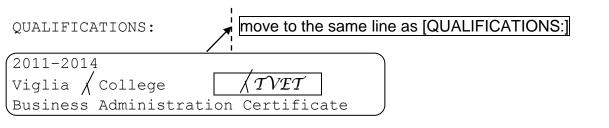
TIME FOR PROCESSING: 12 minutes

- 1. Retrieve the document saved as 8AQ and immediately change the document name to 8BQ. Process according to the instructions.
- 5. Do all processing as indicated in the text.
- 6. Proofread, print and save the document as 8BQ.
- 4. Put the printout in your EXAMINATION FOLDER.

Candidate: Change left- and right-hand margin to 2.5 cm/1" Insert a left tab stop on 6 cm/2.4" from the margin

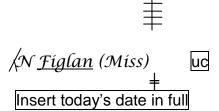


# QUESTION 8B (CONTINUED)



insert a horizontal line with ONE line space before and TWO line spaces after the line

					uc, b	old			
I hereby c	declare	that	the	above	information	is	true	in	every
respect.									
	1								



(20) **[37]** 

# **QUESTION 9A**

DOCUMENT:	Paragraphs	PAPER:	A4			
MARGINS:	//	TABULAR STOPS:	As required			
LEFT: RIGHT:	3.75 cm/1.5" 2.5 cm/1"	HYPHENATION:	No			
LINE SPACING:	As indicated	LETTER SIZE:	CN12			
JUSTIFICATION:	Left	MARKS:	12			
TIME FOR KEYING IN:	7 minutes					
Key in the document and take all the proofreading signs into consideration. Proofread,						
print and save the document as 9AQ. Put the printout in your EXAMINATION FOLDER.						
Qwaha le Kwena uc, bold						
Qwaha le Kwena e ne e le metswalle e meholo.						
Kwena e ne e dula mahaheng a Noka ya Ruaha.						
UDube noNgwenya kwakungabangani abakhulu.						
UNgwenya wayehlala emigedeni yoMfula iRuaha. 🌙						
		<u>+</u>				
UDube noNgwenya	uc, u/line					
		-	(12)			

MARKS: 13

#### **QUESTION 9B: PROCESSING**

TIME FOR PROCESSING: 8 minutes

- 1. Retrieve the document saved as 9AQ and immediately change the document name to 9BQ. Process according to the instructions below.
- 2. Do all processing as indicated in the text.
- 3. Proofread, print and save the document as 9BQ.
- 4. Put the printouts in your EXAMINATION FOLDER.

Candidate:

Number pages top, left Change the left-hand margin to 2.5 cm/1"

QWAHA	LE	KWENA		remove bold		
		1 <u></u> ∔	≡			
Qwaha	le	Kwena e	e ne e le	e METSWALLE e	meholo.	
Kwena	e r	ne e dul	La mahahe	eng a Noka ya	Ruaha.	
UDube noNgwenya kwakungabangani abakhulu.						
UNgwer	nya	wayehla	ala emige	deni yoMfula	iRuaha.	
UDUBE	NON	NGWENYA		remove u/line		
Candidate:						
Insert a page break Copy page one to page two						

## **QUESTION 9B (CONTINUED)**

## PAGE 2

Centre page vertically

QWAHA LE KWENA

Qwaha le Kwena e ne e le metswalle e meholo.

Change [QWAHA ... meholo.] to justify. Change left- and right-hand margin to 7.5 cm/3".

Kwena e ne e dula mahaheng a Noka ya Ruaha.

UDube noNgwenya kwakungabangani abakhulu.

Change [Kwena ... abakhulu.] to right-align. Change left- and right-hand margin to 4 cm/1.6".

UNgwenya wayehlala emigedeni yoMfula iRuaha.

Change [UNgwenya ... iRuaha.] to centre. Change left- and right-hand margin to 8 cm/3.2".

UDUBE NONGWENYA

Change [UDUBE NONGWENYA] to left-align. Change left- and right-hand margin to 2.5 cm/1".

(13) **[25]** 

TOTAL SECTION B: 100 GRAND TOTAL: 300