

## QUESTION 1A

### Curriculum Vitae

Surname: Chauke

First Name: Chris

Date of birth: 12 January 1984     $\frac{1}{4}$

ID Number: 8601125035089

Gender: Male

Contact number: 072 0581790

Nationality: SA

Status Marital: Married             $\frac{1}{2}$

Health: Good

Matriculated: 1998 at Giyani High School

Home language: Tsonga

Other languages: English & Zulu

Drivers licence: Code 08             $\frac{3}{4}$

Dependent: three

Employer: ABSA

Occupation: Credit Manager

$\frac{1}{4}$

A	D	T	
2	1	3	14

$\frac{1}{2}$

A	D	T	
6	2	8	14

$\frac{3}{4}$

A	M	T	
10	2	12	14

ERROR NO	DISPLAY ERRORS
1	Margins 1.5" Line spacing – Single
2	A4 Paper portrait
3	Font CN12
4	Uc/lc Letter spaces

A	M	T
11	4	15

## QUESTION 1B

1 margin 2,54cm, l/s, just. 2 p/s, indent 3 font, UC/lc, letter spaces

### CURRICULUM VITAE

5 bold  
18 pt

### PERSONAL DETAILS

SURNAME:

4 heading  
inserted

Chauke

FIRST NAME:

Chris

DATE OF BIRTH:

12 January 1984

ID NUMBER:

8601125035089

GENDER:

Male

CONTACT NUMBER:

072 0581790

ADDRESS:

PO Box 2212  
BELLVILLE  
7535

4 insert address, 1 s/s

3 U/c

NATIONALITY:

8 [NP

South African

8 In full

MARITAL STATUS:

5 trs

Married

HEALTH:

Good

MATRICULATED:

1998 at Giyani High School

HOME LANGUAGE:

Tsonga

6 stet

OTHER LANGUAGES:

English and Zulu

8 In full

DRIVERS LICENCE:

Code 08

DEPENDENT:

Three

8 in full

EMPLOYER:

ABSA

OCCUPATION:

14 All underlined headings  
in u/c

Credit Manager

MONTHLY INCOME:

R15 000

4 Page break

Insert page number

TERTIARY EDUCATION:

4 Insert heading

INSTITUTION:

4 insert

Tshwane College

COURSE:

4 insert

Financial Management

A	D	T
15	10	25
Red -1	Blue -1	Total

## QUESTION 2A

Signs & symptoms of a phobia

Physical

Difficulty breathing

Racing heart

Chest pain

Trembling

A churning stomach

Hot or cold flashes

Sweating

Emotional

of: Feeling

anxiety

need to escape

Detached from yourself

going crazy

powerless to control your fear

	DISPLAY ERRORS
1	Margins: L 2.0" R1" Linespacing: 2 and as indicated
2	A4 Papier
3	Font CN12 UC/LC Letter spaces

A	D	T
7	2	9

## QUESTION 2B

### SIGNS AND SYMPTOMS OF A PHOBIA

5] trs paragraphs

4] del & insert and

6] bold

3] Calibri 20/uc

#### PHYSICAL SYMPTOMS

3] Calibri 12/uc

6] bold

9] insert heading

7] ins symbol bullet

8] indent 2 l/s

- ☹ Difficulty breathing
- ☹ Racing heart
- ☹ Chest pain
- ☹ Trembling
- ☹ A churning stomach
- ☹ Hot or cold flashes
- ☹ Sweating

1] blok right

9] insert 'signs'

3] Calibri 20/uc

6] bold

#### EMOTIONAL SIGNS

5] Trs

Feeling of:

8] 2 l/s

7] ins "symbol" bullet

- ☹ anxiety
- ☹ need to escape
- ☹ Detached from yourself
- ☹ going crazy
- ☹ powerless to control your fear

10] as indicated

Anxious

11] insert "Anx....help?"

Depressed

having problems coping?

Where to go for help?

12] insert heading and smiles

### ☺ PHOBIA IS CURABLE – GET HELP ☺

1] centre 3] Calibri 6] bold

Counselling for anxiety

Support groups

1] blok left

More help.....1] centre 3] Calibri

1] blok right

<http://www.helpguide.org>

<http://www.nhs.uk>

13] C vertical

14] insert frame use artwork

15] insert ex number right and  
Question number left as a footer

