

MARKING GUIDELINE

QUESTION 1

1 letter on 1 page, margins 2.5 cm, l/s, just 2 p/s, indent 3 font, UC/lc, let/sp

NANAVI BANK 4+2, 3 caps, 1 c

4+1

Tel 018 464 9876

Fax 018 462 6789

1 ~~///~~

4+2

20 Karob Street

La Hoff

KLERKSDORP 3 caps

2571

±

4+1

12 November 2012

4+2

±

Mr TV Masigo

50 Thamaga Street

MABOPANE 3 caps

0490

±

Sir

±

---1/4=11+3=14

BEST TRANSACTION 3 caps, 6 bold

~~Nobody~~ 5 stet

±

Everybody is different, that is why we have designed options to give you the flexibility to put together a deal that really suits you best.

fit 4 delete

2 indent, 3 let sp

±

1. BUILT-IN FLEXIBILITY

3 caps

±

You can choose from:

6 italics

---1/2-23+6=29

9 [- not* #]

±

- Fixed or linked interest rates;

- Balloon or residual payments or

- No early settlement penalty.

1 s/s

↑ 8

5 sp

±

2. CAR FINANCE SCHEME

3 caps

8 NP

7

U

Our Car Sourcing Division will help you to:

7 move

≠ ---³/₄=34+9=43

find the car you want and/or

trade in or sell your current vehicle.) 5 trs

≠

If you are self-employed, you can make use of our Owner-Driver Scheme.

6 U

≠

Yours faithfully

≠ 1

≠

TR Sebidi l/c or U/C

MANAGER

4+2

| MARKS | | | |
|----------------|--------|---------|-------|
| POSSIBLE MARKS | 46 | 11 | 57 |
| ERRORS | | | |
| | RED -4 | BLUE -2 | TOTAL |

| | | |
|--|------------------------|-----------------|
| QUESTION 1 | BUSINESS LETTER | 57 MARKS |
| ACCURACY = 46 MARKS -4 PER ERROR (MARK WITH RED /) | | |
| DISPLAY = 11 MARKS -2 PER ERROR (MARK WITH BLUE X) | | |
| Number errors and -2 per number | | |
| <ol style="list-style-type: none"> 1. Letter not fitted on one page and/or Margins incorrect and/or Line spacing incorrect and/or Justification incorrect (centre) 2. Paper size incorrect and/or Tab stops/Indentation incorrect and/or Hyphenation incorrect 3. Font/font size incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect 4. Insertion incorrect - letterhead, date, receiver, [designed], conclusion incorrect and/or incorrect displayed and/or Delete - [fit] not deleted and/or incorrect 5. Trs - not transposed and/or incorrect and/or Stet - not retained and/or incorrect and/or Sp - [settlement] spelling incorrect 6. Bold - not changed and/or incorrect and/or Underline - not underlined and/or incorrect and/or Italics - not changed and/or incorrect 7. Move - [2.1 ... vehicle.] not moved and/or incorrect and/or Combine - not combined and/or incorrect 8. [& NP - new paragraph or new line incorrect 9. Asterisk not replaced with hyphen [-] and 1 letter space and/or incorrect | | |

QUESTION 2

| DIFFERENT DATES ON INSERT, DATE/TIME | | |
|--|---------------------------------------|--|
| TODAY'S DATE NO INSTRUCTIONS | INSTRUCTIONS DATE IN FULL | INSTRUCTIONS DATE IN DESCENDING ORDER |
| November 12, 2012 November 12, 2012 12 November 2012 12November12 12/11/12 2012-11-12 | November 12, 2012 12 November 2012 | 2012-11-12 2012/11/12 2012.11.12 2012 11 12 |
| ERRORS | 46 MARKS | |
| 1 | 42 | |
| 2 | 38 | |
| 3 | 34 | |
| 4 | 30 | |
| 5 | 26 | |
| 6 | 22 | |
| 7 | 18 | |
| 8 | 14 | |
| 9 | 10 | |
| 10 | 6 | |
| 11 | 2 | |
| 12 | 0 | |

| Question 2 | |
|-------------------|--|
| 1. | margins, line spacing, justification |
| 2. | paper size, tab stop, indentation, hyphenation |
| 3. | font, caps/lc, letter spaces |
| 4. | insert, delete |
| 5. | trs, stet, sp |
| 6. | bold, u/line, italics |
| 7. | move, combine |
| 8. | [& NP |
| 9. | Asterisk not replaced with hyphen and 1 letter space |

| | | | |
|----------------|--------|---------|-------|
| MARKS | | | |
| POSSIBLE MARKS | 46 | 11 | 57 |
| ERRORS | | | |
| | RED -4 | BLUE -2 | TOTAL |

| | | |
|--|-------------------|----------|
| QUESTION 2 | TABULAR STATEMENT | 53 MARKS |
| ACCURACY = 12 MARKS -4 PER ERROR (MARK WITH RED /) | | |
| DISPLAY = 3 MARKS -2 PER ERROR (MARK WITH BLUE X) | | |
| Number errors and -2 per number | | |
| <p>1. margins (equal) incorrect and/or justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect</p> <p>2. paper size (as indicated) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect</p> <p>3. font/font size (CN12) incorrect and/or capital letters/small letters incorrect and/or letter spaces incorrect</p> <p>4. / - not changed to [the] and/or incorrect and/or del - not deleted and/or incorrect and/or insert - incorrect</p> <p>5. trs - not transposed and/or incorrect and/or stet - not retained and/or incorrect and/or sp - spelling incorrect</p> <p>6. bold - not changed and/or incorrect and/or italics - not changed and/or incorrect and/or underline - not changed and/or incorrect</p> <p>7. move - not moved and/or incorrect and/or sp caps - spaced capital letters incorrect and/or join together - not joined together</p> <p>8. [& NP - new line and new paragraph incorrect and/or runs on - incorrect and/or in full - not in full/in words and/or incorrect</p> <p>9. main headings incorrect and/or column headings incorrect and/or columns incorrect</p> <p>10. vertical lines omitted and/or incorrect</p> <p>11. horizontal lines omitted and/or incorrect</p> <p>12. figures incorrect and/or units, tens not underneath one another</p> <p>13. footnote incorrect</p> | | |

QUESTION 2: TABULATION

1 marg, just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, spaces 9 headings, columns 10 vertical lines 11 horizontal lines 12 figures 13 footnote

HIGHLIGHTS OF THE RESULTS3 uc 4 the 6 u/line 7 join

T A B L E A : KEY LABOUR MARKET INDICATORS 3 uc 7 sp caps 8 runs on

| | Oct-Dec 2011 8NL | Jul-Sep 2012 | Oct-Dec 2012 | Quarter Change | Year Change | Quarter Change | Year Change |
|---|---------------------|-----------------|-----------------|-------------------|----------------|-------------------|----------------|
| | Thousand | | | | | Thousand | |
| Population aged 15-64 years 4 del 6 bold | 32670 | 33018 | 33128 | 110 | 458 | 0.3 | 1.4 |
| Labour force | 17741 | 18313 | 18078 | -235 | 337 | -1.3 | 1.9 |
| Employed | 13497 | 13645 | 13577 | -68 | 80 | -0.5 | 0.6 |
| Formal sector (non-agricultural) 4 insert | 9616 | 9663 | 9611 | -52 | -5 | -0.5 | -0.1 |
| Informal sector (non-agricultural) | 2134 | 2197 | 2205 | 8 | 71 | 0.4 | 3.3 |
| Agriculture | 630 | 661 | 685 | 24 | 55 | 3.6 | 8.7 |
| Private households | 1118 | 1124 | 1076 | -48 | -42 | -4.3 | -3.8 |
| | | | | | | | |
| Unemployed 5 sp 6 bold | 4244 | 4667 | 4501 | -166 | 257 | -3.6 | 6.1 |
| | | | | | | | |
| Non-economically active | 14929 | 14705 | 15050 | 345 | 121 | 2.3 | 0.8 |
| Discouraged work-seekers | 2315 | 2170 | 2257 | 87 | -58 | 4.0 | -2.5 |
| Other (non-economically active) | 12614 | 12535 | 12794 | 259 | 180 | 2.1 | 1.4 |
| | | | | | | | |
| Rates (Percentage) 5 stet 8 in full | | | | | | | |
| Unemployment rate 6 bold | 23.9 | 25.5 | 24.9 | -0.6 | 1.0 | | |
| Employed/population ratio (absorption) | 41.3 | 41.3 | 41.0 | -0.3 | -0.3 | | |
| Labour force participation rate | 54.3 | 55.5 | 54.6 | -0.9 | 0.3 | 7 move | |

1. Due to rounding, numbers do not necessarily add up correctly to totals

5 trs 6 italics

8 runs

QUESTION 3

KUNGOKUZIBOPHEZELA KUKA-NANAVI KUWENA

U-NANAVI ulwela ukwenza $---\frac{1}{4} = 5$

isiqinisekiso sokuthi onke amagugu ethu nesikwazisayo $---\frac{1}{2} = 10$

kuyahlangabezeka, nokuthi konke enikulinfele kwenziwa

ngokwedlulele. $---\frac{3}{4} = 15$

Kuyingxenye yokuzibophezele kwethu ukukwenza uzizwe ujabulela,

| ERRORS | 20 MARKS |
|--------|----------|
| 1 | 16 |
| 2 | 12 |
| 3 | 8 |
| 4 | 4 |
| 5 | 0 |

| | | | |
|----------------|--------|---|-------|
| MARKS | | | |
| POSSIBLE MARKS | 20 | 0 | 20 |
| ERRORS | | | |
| | RED -4 | | TOTAL |

| | | |
|---|-------------------------|-----------------|
| QUESTION 4 | AFRICAN LANGUAGE | MARKS 20 |
| ACCURACY = 20 MARKS -4 PER ERROR (MARK WITH RED /) | | |
| DISPLAY = 0 MARKS | | |
| MARK ACCURACY ERRORS ONLY | | |
| <ol style="list-style-type: none"> 1. Indicate accuracy errors with a red slash (/). 2. One or more incorrect characters in a word = 1 error. 3. Do not penalise incorrect margins. 4. Do not penalise incorrect line spacing. 5. Do not penalise incorrect hyphenation. 6. Do not penalise incorrect justification. 7. Do not penalise incorrect display errors. 8. Do not penalise incorrect letter spaces at or between words. 9. Do not penalise incorrect capital/small letters. 10. Do not penalise if a whole line or paragraph is left out and keyed in at another position. 11. When the same word is repeatedly keyed in incorrectly (exactly the same error), it is penalised only once per question. Thereafter it is encircled as a repetitive error. 12. Omission of words: count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5 ignore. = 5/10/10 | | |