

QUESTION 1

DOCUMENT:	Business letter	PAPER:	A4
PITCH:	CN12	JUSTIFICATION:	Left/No/Off
LINE SPACING:	Single, except where otherwise indicated	TAB STOPS:	FROM THE MARGIN 8.75 cm/3.5"
MARGINS:		MARKS:	57
LEFT:	2.5 cm/1"	TIME:	35 minutes
RIGHT:	2.5 cm/1"		

Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST1.

Candidate: ❶ The letter must fit on one page
❷ Insert today's date in full

Nanavi Bank

caps, centre

≠

Tel 018 464 9876
Fax 018 462 6789

20 Karob Street
La Hoff
Klerksdorp
2571

caps

+

Date

Mr TV Masigo [50 Thamaga Street [Mabopane caps Display correctly
Postal code 0490

Sir

Best transaction

caps and bold

~~Everybody~~

stet

~~No body~~ is different, that is why we have / options / designed
to give you the flexibility to fit put together a deal that really delete
suits you best.

1. Built-In Flexibility

caps

You can choose from: italics

QUESTION 2 (CONTINUED)

Candidate replace asterisk [*] with [-] hyphen and one letter space

- * *Fixed or linked interest rates;*
- * *Balloon or residual payments or [* No early settlement penalty.*

2.1 *Car Finance Scheme* [Our Car Sourcing Division will help you to:

move

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

- 2.1 *find the car you want and/or*
2.2 *trade in or sell current your vehicle.*

Yours faithfully

✂
✂

TR Sebidi [Manager display correctly]

QUESTION 2: TABULAR STATEMENT**TIME: 25 MINUTES****MARKS: 53****MARGINS:** Equal margins**PAPER:** A4 landscape**FONT:** Courier New 12 (CN12)

1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER.
2. Take all proofreading signs into consideration.
3. Insert a TABLE.
4. Proofread, save and print the document as Q2.
5. Put the printout in your cover.

High lights of / results uc, u/line#
Table A: sp caps

Key Labour Market Indicators uc#

Runs on

	<i>Oct-Dec [2011</i>	
<i>Population aged 15-64 years ended del</i>	<i>32670</i>	<i>bold</i>
<i>Labour force</i>	<i>17741</i>	
<i>Employed</i>	<i>13497</i>	
<i>Formal / (non-agricultural) / sector</i>	<i>9616</i>	
<i>Informal sector (non-agricultural)</i>	<i>2134</i>	
<i>Agriculture</i>	<i>630</i>	
<i>Private households</i>	<i>1118</i>	
<i>Unemployod sp</i>	<i>4244</i>	<i>bold</i>
<i>Non-economically active</i>	<i>14929</i>	
<i>Discouraged work-seekers</i>	<i>2315</i>	
<i>Other (non-economically active)</i>	<i>12614</i>	
<i>Rates (%) in full</i>		
<i>Unemployment rate</i>	<i>23.9</i>	<i>bold</i>
<i>Employed/population ratio (absorption)</i>	<i>41.3</i>	
<i>Labour force participation rate</i>	<i>54.3</i>	

Runs on

QUESTION 2: TABULAR STATEMENT (CONTINUED)

Runs on

	<i>Jul-Sep</i> 2012	<i>Oct-Dec</i> 2012	<i>Quarter</i> <i>Change</i>	<i>Year</i> <i>Change</i>	<i>Quarter</i> <i>Change</i>	<i>Year</i> <i>Change</i>
<i>Centre</i>	<i>Thousand</i>				<i>Thousand</i>	
<i>bold</i>	<u>33018</u>	<u>33128</u>	<u>110</u>	<u>458</u>	<u>0.3</u>	<u>1.4</u>
	18313	18078	-235	337	-1.3	1.9
	13645	13577	-68	80	-0.5	0.6
	9663	9611	-52	-5	-0.5	-0.1
	2197	2205	8	71	0.4	3.3
	661	685	24	55	3.6	8.7
	1124	1076	-48	-42	-4.3	-3.8
<i>bold</i>	<u>4667</u>	<u>4501</u>	<u>-166</u>	<u>257</u>	<u>-3.6</u>	<u>6.1</u>
	14705	15050	345	121	2.3	0.8
	2170	2257	87	-58	4.0	-2.5
	12535	12794	259	180	2.1	1.4
<i>bold</i>	<u>25.5</u>	<u>24.9</u>	<u>-0.6</u>	<u>1.0</u>		
	41.3	41.0	-0.3	0.3	<i>move</i>	
	55.5	54.6	-0.9	-0.3		

Runs on

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

QUESTION 3

DOCUMENT:	African language	PAPER:	A4
PITCH:	CN12	JUSTIFICATION:	Left/No/Off
LINE SPACING:	2 (double)	MARKS:	20
MARGINS:		TIME:	12 minutes
LEFT:	2.5 cm/1"		
RIGHT:	2.5 cm/1"		

Key in the document. Proofread, print and save as QUEST3. Put the printout in your cover.

KUNGOKUZIBOPHEZELA KUKA-NANAVI KUWENA

U-NANAVI ulwela ukwenza

isiqinisekiso sokuthi onke amagugu ethu nesikwazisayo

kuyahlangabezeka, nokuthi konke enikulinfefe kwenziwa

ngokwedlulele.

Kuyingxenye yokuzibophezele kwethu ukukwenza uzizwe ujabulela,