



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**(GS)N820(E)(M27)H
JUNE EXAMINATION**

NATIONAL CERTIFICATE

INTRODUCTORY INFORMATION PROCESSING N4

(6050014)

**27 May 2016 (Y-Paper)
13:00–16:00**

**THE QUESTION PAPER WITH INSTRUCTIONS MUST BE HANDED 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 30 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 (QUESTION 1), will only be allowed to enter the classroom after the expiration of the TEN MINUTES allowed for the timed accuracy test.
2. Candidates are allowed to read through 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 in the candidate's EXAMINATION FOLDER in the presence of the candidate.

WORD PROCESSING (SECTION B)

1. Answer ALL the questions.
2. QUESTION 7A has already been keyed in by the lecturer and saved on the hard drive/network/disk (floppy/stiffy) as 7AQ.
3. 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.
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
QUESTION 1	TIMED ACCURACY TEST	10 minutes	20 marks
QUESTION 2	PARAGRAPHS	22 minutes	36 marks
QUESTION 3	BUSINESS LETTER	36 minutes	59 marks
QUESTION 4	COLUMNS	24 minutes	39 marks
QUESTION 5	CURRICULUM VITAE	16 minutes	26 marks
QUESTION 6	AFRICAN LANGUAGE	12 minutes	20 marks
		120 minutes	200 marks

QUESTION 1

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:		TIME:	10 minutes
LEFT:	2.5 cm/1"		
RIGHT:	2.5 cm/1"		
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.			

When a person begins to work for the first time or change work, he should take notice of certain aspects. Each company communicates differently with their employees. Some companies have individual interviews with newly employed workers while others have orientation courses. You could expect to experience the following:

A tour through the company's factory and/or office building where the processes in each department would be explained to you shortly.

Introductions to various people, but do not be upset if you cannot remember all their names. You will eventually get to know everybody with whom you will work.

QUESTION 1 (CONTINUED)

It is not only the company who shares new knowledge with a new employee. He/she also has to come to terms with certain aspects within his/her new situation.

You will perform the job to which you have been appointed in a specific environment. You will have to decide beforehand if you will be able to live with it or not. If you are a person who prefers working with others, you will find it difficult working on your own in an office with limited contact with others. If you are an introvert, you will find it difficult to work with a big group of people. This might instigate a negative attitude towards your work. Therefore it is important that you should find out during your interview about your working environment.

25 wpm

In the working situation you will have to work with different people and each one's personality and attitude towards life will differ

30 wpm

[20]

QUESTION 2

DOCUMENT: Paragraphs	PAPER: A4
LETTER TYPE: CN12	JUSTIFICATION: Left
LINE SPACING: Single, except where otherwise indicated	HYPHENATION: No
MARGINS: LEFT: 2.5 cm/1" RIGHT: 2.5 cm/1"	MARKS: 36 TIME: 22 minutes

Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST2. Put the printout in your EXAMINATION FOLDER.

Healthy Eating Habits centre, u/line, caps

1. *Basic Principles* caps, bold

Eat a wide variety of foods daily, ^{trs}foods including from all the different groups.

1.1 *Food groups* italics

1.1.1 *Milk and dairy products [Choose skim or low-fat dairy products.* NP

1.1.2 *Meat and ~~chicken~~ alternatives* sp stet

Eat small servings.

a) *Veal* [b) *Poultry* [c) *Fish*

Candidate: Replace a), b) and c) with any bullet and ONE letter space

QUESTION 2 (CONTINUED)

1.1.4 # *Fruit and vegetables* ≠
 Eat / *daily.* ≠ / *plenty*

1.1.3 *Grains and cereal* ≠
 Use *unrefined and* # runs on *wholewheat products.* ≠

- *Oats*
 - *Wholewheat bread*
 - *Brown rice*
- } s/s
- ≠

Candidate: Replace [•] with any bullet and ONE letter space

move

[36]

QUESTION 3

DOCUMENT:	Business Letter	HYPHENATION:	No
LETTER TYPE:	CN12	TAB STOPS FROM THE MARGIN:	Left: 8.75 cm/3.5"
LINE SPACING:	Single, except where otherwise indicated	JUSTIFICATION:	Left
MARGINS:		MARKS:	59
LEFT:	2.5 cm/1"	TIME:	36 minutes
RIGHT:	2.5 cm/1"		
PAPER:	A4		

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

Gatawa career planner

uc, centre

⊕

Information of sender:

e-mail: † career@lantic.net

Cell 084 514 2265

Stand 65

Thohoyandou caps

0950

⊕

Date in full

⊕

Display receiver's information correctly

Zingila Enterprises [20 Swempie Street [*Thabazimbi* [0380 caps

⊕

Sir

⊕

move

⊕

trs

Sound human relations (important) are in / working environment because it creates an atmosphere of co-operation which leads to productivity. sp

⊕

Responsibilities to colleagues caps, bold

QUESTION 3 (CONTINUED)

1. Likes and dislikes underline
 Due to the fact that many people are

Candidate: Replace [♥] bullet with subparagraph numbers

♥ unique and [♥ have different personalities

indent 1.02 cm/0.4" from the margin

they will also have different likes and dislikes.

likes

2. Be enthusiastic underline [Enthusiasm about one's work can be contagious. NP

developing

stet

Always behave in such a way that you are ~~creating~~ a harmonious atmosphere where

everybody could be productive.

bold, align right

Career greetings

≡
≡
≡

JA Steenkamp [Manager uc

[59]

QUESTION 4

DOCUMENT:	Columns	PAPER:	A4
LETTER TYPE:	CN12	JUSTIFICATION:	As indicated
LINE SPACING:	As indicated	TAB STOP FROM THE MARGIN:	Left: 6.5 cm/2.6"
MARGINS:		MARKS:	39
LEFT:	1.25 cm/0.5"	TIME:	24 minutes
RIGHT:	1.25 cm/0.5"		

Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST4. Put the printout in your EXAMINATION FOLDER.

Water•

≠

centre, u/line, caps

Key in all the underlined words in the first column in capital letters and bold.

trs

The protection of our big rivers, and streams surface water against of pollution is really important for food production, public health bold and the health of all living species.

• #In South Africa

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

<u>Importance Of Water</u>	Man can exist without water for <u>4</u> days only	in words
≠		
<u>Water Wastage</u>	It is a <u>scarce</u> source	<u>particularly</u>
≠		
<u>Saving Of Water</u>	Repair all leaking pipes	
≠	<u>human</u>	stet
<u>Water Pollution</u>	No dumping of <u>people</u> wastage in rivers	

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

move

[39]

QUESTION 5

DOCUMENT:	Curriculum Vitae	PAPER:	A4
LETTER TYPE:	CN12	JUSTIFICATION:	As indicated
LINE SPACING:	As indicated	TAB STOPS:	None
MARGINS:		MARKS:	26
LEFT:	2.5 cm/1"	TIME:	16 minutes
RIGHT:	2.5 cm/1"		

Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST5. Put the printout in your EXAMINATION FOLDER.

Candidate: Key in the front page in capital letters and bold.
Centre front page horizontally and vertically.

Curriculum Vitae

≠
≠
≠

Of

≠
≠
≠

Wessel Nicolaas Van Rooyen

Candidate: Key in the following information on page two.

move

≠

Personal Information

≠

caps, u/line

Curriculum Vitae

caps, centre

Surname

≠

Van Rooyen

move

≠

Name

≠

Wessel Nicolaas

move

≠

QUESTION 5 (CONTINUED)

Identity Number

8209280870087

Date of birth 28 ~~September~~ 1982

Address 32 Suiker ~~be~~kkie Street [Thabazimbi [0380

Hobbies (Practical) Electronics

move ← August stet

trs

Candidate: Key in the underlined headings in capital letters.

[26]

QUESTION 6

DOCUMENT:	African language	PAPER:	A4
LETTER TYPE:	CN12	JUSTIFICATION:	Left
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 QUEST6. Put the printout in your EXAMINATION FOLDER.			

UMYOLELO WEMBONGI

Ze uncede ungandilileli,
 Ze ulilel' iimin' ezizayo,
 Ndi hambile, andisekho kweli;
 Sala dade, sala dudu, s'thandwa.

Namphakwana engathi ndinawo,
 Bubunyamandini balo mhlaba,
 Nabakhaphi ziinkumbulo zawo,
 Ezeyelisayo eJordane.

[20]

TOTAL SECTION A: 200

WORD PROCESSING

SECTION B

WORK FAST AND ACCURATELY

			TIME	MARKS
QUESTION 7:	BUSINESS LETTER	A	Already keyed in	-
		B	24 minutes	40
QUESTION 8:	MENU	A	10 minutes	17
		B	9 minutes	15
QUESTION 9:	PARAGRAPHS	A	8 minutes	13
		B	9 minutes	15
			60 minutes	100

QUESTION 7A

DOCUMENT:	Business Letter	PAPER:	A4
MARGINS:		TABULAR STOPS:	As required
LEFT:	1.25 cm/0.5"	HYPHENATION:	No
RIGHT:	1.25 cm/0.5"	LETTER SIZE:	CN12
LINE SPACING:	As indicated	MARKS:	0
JUSTIFICATION:	Justify		
TIME FOR KEYING IN:	0 minutes		

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

DRUG ABUSE

1. What is drug abuse?

Drug abuse refers to AN EXCESSIVE USE of one or more chemical substances which are not legal, which are not used under proper medical supervision and which are considered to be harmful to the person's health, to community and personal adaptability.

2. What is meant by dependence or addiction to drugs?

There are various degrees of dependence or addiction on drugs. Addiction means that after using a drug for some time, the addict begins to experience certain feelings.

A growing desire to experience the effect of the drug - this is called habituation.

The person will need this experience and the relief it gives more often and will believe that the drug helps to cope with and adapt to life.

The dose needed to get relief or feeling will have to be increased - this is called tolerance.

page break

QUESTION 7A (CONTINUED)**3. WITHDRAWAL SYMPTOMS**

Physical and mental pain
An abnormal fear
Anxiety and depression
Loss of responsibility and self-control

4. ADDICTIVE OR DEPENDENCE-FORMING DRUGS

Narcotics, eg. morphine, opium, cocaine, codeine. It reduces pain, causes drowsiness and gives the person a feeling of being happy and eliminates worries.

Stimulants are mood-uplifting drugs, eg. benzedrine. It is used to create false confidence.

CANNABIS SATIVA, dagga - used to overcome inferiority complexes and to escape reality.

5. THE CAUSES OF DRUG ABUSE

People who cannot adjust to society

When parents are examples

When there is a bad influence in the peer group

6. THE EFFECTS OF DRUG ABUSE

Narcotics can cause mental deterioration, impotence, sterility, loss of weight and interests.

Sedatives lead to mental inactivity/fatigue. A lack of alertness, a coma or death could be the result of an overdose.

Dagga leads the way to more serious dependence on drugs. When a person is under the influence

of dagga he/she may commit serious crimes.

LSD - it leads to mental disorder or insanity.

QUESTION 7A (CONTINUED)

7. SOME SIGNS OF ADDICTION

Lack of concentration or low thinking

Drowsiness

Unnatural excitement

Dilated pupils

Unnatural thirst

Blood-shot eyes

Quarrelsome and aggressive

NO MARKS ARE ALLOCATED FOR THIS QUESTION.

QUESTION 7: PROCESSING

TIME FOR PROCESSING: 24 minutes

MARKS: 40

1. Retrieve the document saved as 7AQ and immediately change the document name to 7BQ. Process according to the instructions.
2. Do all processing as indicated in the text.
3. 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 bottom, centre
 ¶¶ Change the word [dagga] throughout to bold and 14 pt
 ¶¶ Use below information and create a letterhead

Friends against drugs caps, centre
 ¶

Information of sender: Cell 082 462 5911

Street address of sender: Use a left-tab stop from the margin: 8.75 cm/3.5"

Display correctly 4 Buffel Street Makhado 0920 caps
 ¶

Insert today's date in descending order

¶
 Address of receiver: Display correctly Mr AE Patel 6 Kameel Street
 Phalaborwa 1390 caps
 ¶

Candidate: Insert salutation
 ¶

DRUG ABUSE Use initial capital letters, centre

QUESTION 7B (CONTINUED)

1. What is drug abuse? uc, bold

Drug abuse refers to AN EXCESSIVE USE of one or more chemical substances [1.1 which are not legal, [1.2 which are not used under proper medical supervision and [1.3 which are considered to be harmful ≠ [1.3.1 to the person's health, + [1.3.2 to community and personal adaptability. NP
NP

Candidate:
Insert page break

Candidate: Insert subparagraph numbers and sub-subparagraph numbers with TWO letter spaces and indent.

2. What is meant by dependence or addiction to drugs? uc, bold

There are various degrees of dependence or addiction on drugs. Addiction means that after using a drug for some time, the addict begins to experience certain feelings. trs

A growing desire to experience the effect of the drug - this is called [habituation]. caps, italics, centre NP

The person will need this experience and the relief it gives more often and will believe that the drug helps to cope with and adapt to life.

The dose needed to get relief or feeling will have to be increased - this is called [tolerance]. caps, italics, centre NP

Delete page break

QUESTION 7B (CONTINUED)

3. WITHDRAWAL SYMPTOMS

Candidate: Insert any bullet with ONE letter space and indent.

- Physical and mental pain
- An abnormal fear
- Anxiety and depression
- Loss of responsibility and self-control

4. ADDICTIVE OR DEPENDENCE-FORMING DRUGS

caps, centre **Insert 7 letter spaces between different drugs**

~~Narcotics, eg. [morphine, opium, cocaine, codeine]~~ [It reduces pain, causes drowsiness and gives the person a feeling of being happy and eliminates worries.

NP

~~Stimulants are mood-uplifting drugs, eg. benzedrine. It is used to create false confidence.~~

o/

CANNABIS SATIVA, dagga - used to overcome inferiority complexes and to escape reality.

Insert page break

5. THE CAUSES OF DRUG ABUSE

- ~~5.1~~ People who cannot adjust to society
- ~~5.2~~ When parents are examples
- ~~5.3~~ When there is a bad influence of the peer group

s/s

6. THE EFFECTS OF DRUG ABUSE

Narcotics can cause mental deterioration, impotence, sterility, loss of weight and interests.

Sedatives lead to mental inactivity/fatigue. A lack of alertness, a coma or death could be the result of an overdose.

QUESTION 7B (CONTINUED)

Dagga leads the way to more serious dependence on drugs. When a person is under the influence #

runs on
of dagga he/she may commit serious crimes.

LSD - it leads to mental disorder or insanity.

~~7. SOME SIGNS OF ADDICTION~~

of

Candidate: Change the left- and right-hand margin of paragraph [Lack ... aggressive] to 5 cm/2" and align right.

- Lack of concentration or low thinking
- Drowsiness
- Unnatural excitement
- Dilated pupils
- Unnatural thirst
- Blood-shot eyes
- Quarrelsome and aggressive

†

Kind regards

≡

B Viglia Director

Display correctly

[40]

QUESTION 8A

DOCUMENT:	Menu	PAPER:	A4
MARGINS:		TABULAR STOPS:	As required
LEFT:	1.25 cm/0.5"	HYPHENATION:	No
RIGHT:	1.25 cm/0.5"	LETTER SIZE:	CN12
LINE SPACING:	As indicated	MARKS:	17
JUSTIFICATION:	Left		
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.

Mpfarie caterers caps, underline
≠

Dinner uc, bold
≠

Menu sp caps
≠

Starters uc
≠

Stewed crab
Served with cheese sauce
≠

Soup uc
≠ soup stet
Potato sauce
≠

Candidate: Centre all underlined words in the document.

QUESTION 8A (CONTINUED)

Fish uc

≠

Grilled kingklip

Fried yellow tail and butter sauce trs

Fresh river trout garnished with (almonds roasted)
≠

Dessert uc

≠

Black forest cake

Fruit salad and strawberry ice cream

Entrée uc use symbol for [É]

≠

≠

Beef fillet

Served with cauliflower and onions

(17)

QUESTION 8B: PROCESSING

TIME FOR PROCESSING: 9 minutes

MARKS: 15

1. Retrieve the document saved as 8AQ and immediately change the document name to 8BQ. Process according to the instructions.
2. Do all processing as indicated in the text.
3. 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".

MPFARIE CATERERS Initial capital letters

DINNER ≠

M E N U ≠

STARTERS

Candidate: Insert a right tab stop with leader dots on 16 cm/6.4" to key in the prices.

Stewed crab [..... R78,00] /

Served with cheese sauce centre

SOUP

Potato soup [..... R56,00] /

FISH

Grilled kingklip [..... R105,00] /

Fried yellow tail and butter sauce [..... R99,00] /

~~Fresh river trout garnished with roasted almonds~~ delete

QUESTION 8B (CONTINUED)

DESSERT

Black forest cake [.....R56,00] ✓

Fruit salad and strawberry ice cream [.....R45,00] ✓

ENTRÉE

Beef fillet [.....R120,00] ✓

Served with cauliflower and onions centre

≠

move

(15)
[32]

QUESTION 9A

DOCUMENT:	Paragraphs	PAPER:	A4
MARGINS:		TABULAR STOPS:	As required
LEFT:	3.75 cm/1.5"	HYPHENATION:	No
RIGHT:	2.5 cm/1"	LETTER SIZE:	CN12
LINE SPACING:	As indicated	MARKS:	13
JUSTIFICATION:	Left		
TIME FOR KEYING IN:	8 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.

Tau legae le le kgakala le legae.

caps

‡
 Tau ke legae le le iphitlhileng la baithuti le le amogelang
baithuti ba le 500.

underline

‡
 Re fana ka **thuso** ya dinamelwana go ya le go tswa kwa legaeng go
 fitlha kwa sekolong.

bold

‡
 Go na le *di*jo tse di potla tse di abiwang gabedi ka letsatsi.

italics

QUESTION 9B: PROCESSING**TIME FOR PROCESSING: 9 minutes****MARKS: 15**

1. Retrieve the document saved as 9AQ and immediately change the document name to 9BQ. Process according to the instructions.
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, centre.

Change the left-hand margin to 2.5 cm/1".

Remove underline at [baithuti].Remove bold at [**thuso**].Remove italics at [*dijo*].TAU LEGAE le le kgakala le legae. lc

Tau ke legae le le iphitlhileng la baithuti le le amogelang
baithuti ba le 500.

Re fana ka **thuso** ya dinamelwana go ya le go tswa kwa legaeng go
fitlha kwa sekolong.

Go na le *dijo* tse di potla tse di abiwang gabedi ka letsatsi.

Candidate:

Insert a page break.

Copy page one to page two.

QUESTION 9B (CONTINUED)

PAGE 2

☞ Centre page vertically.

Change [Tau ... legae.] to justification right. Change left- and right-hand margins to 6.5 cm/2.4".

TAU LEGAE le le kgakala le legae.

Change [Tau ... 500.] to centre. Change left- and right-hand margins to 4 cm/1.6".

Tau ke legae le le iphitlhileng la baithuti le le amogelang
baithuti ba le 500.

Change [Re ... letsatsi.] to justify. Change left- and right-hand margins to 8 cm/3.2".

Re fana ka **thuso** ya dinamelwana go ya le go tswa kwa legaeng go
fitlha kwa sekolong.

Go na le *dijo* tse di potla tse di abiwang gabedi ka letsatsi.
+

Insert a horizontal line

(15)

[28]**TOTAL SECTION B: 100****GRAND TOTAL: 300**