



# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

## **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**  
**INFORMATION PROCESSING N6**  
**16 NOVEMBER 2017**

**This marking guideline consists of 48 pages.**

# **TYPING TECHNIQUE**

## **SECTION A**

### **TYPING TECHNIQUE: SECTION A (200)**

THE CANDIDATE CANNOT FAIL BECAUSE HE/SHE COULD NOT COMPLETE OR PASS THE TIMED ACCURACY TEST.

1. THIS MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE CD: NATIONAL EXAMINATIONS AND ADMINISTRATION.
2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.

**QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST**

| WPM    | 50 | 55 |  | WPM    | 50 | 55 |
|--------|----|----|--|--------|----|----|
| ERRORS |    |    |  | ERRORS |    |    |
| 1      | 19 | 19 |  | 28     | 7  | 8  |
| 2      | 19 | 19 |  | 29     | 6  | 7  |
| 3      | 19 | 19 |  | 30     | 6  | 7  |
| 4      | 18 | 18 |  | 31     | 5  | 6  |
| 5      | 18 | 18 |  | 32     | 5  | 6  |
| 6      | 17 | 17 |  | 33     | 4  | 6  |
| 7      | 17 | 17 |  | 34     | 4  | 5  |
| 8      | 16 | 17 |  | 35     | 3  | 5  |
| 9      | 16 | 16 |  | 36     | 3  | 4  |
| 10     | 15 | 16 |  | 37     | 2  | 4  |
| 11     | 15 | 15 |  | 38     | 2  | 3  |
| 12     | 14 | 15 |  | 39     | 1  | 3  |
| 13     | 14 | 14 |  | 40     | 1  | 3  |
| 14     | 13 | 14 |  | 41     | 0  | 2  |
| 15     | 13 | 13 |  | 42     |    | 2  |
| 16     | 12 | 13 |  | 43     |    | 1  |
| 17     | 12 | 13 |  | 44     |    | 1  |
| 18     | 11 | 12 |  | 45     |    | 0  |
| 19     | 11 | 12 |  |        |    |    |
| 20     | 10 | 11 |  |        |    |    |
| 21     | 10 | 11 |  |        |    |    |
| 22     | 9  | 10 |  |        |    |    |
| 23     | 9  | 10 |  |        |    |    |
| 24     | 8  | 10 |  |        |    |    |
| 25     | 8  | 9  |  |        |    |    |
| 26     | 8  | 9  |  |        |    |    |
| 27     | 7  | 8  |  |        |    |    |
|        |    |    |  |        |    |    |

**QUESTION 1: TIMED ACCURACY TEST****MARKS: 20****NOTE: RED / = ACCURACY ERRORS**

**SPEED SHOULD BE MARKED WITH CARE AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED.**

**MARK ACCORDING TO THE ENCLOSED DEPARTMENTAL SCHEDULE.**

**MARK ACCURACY ERRORS ONLY.**

Indicate accuracy errors with a red slash (/).

One or more incorrect characters in a word – 1 error.

Do not penalise incorrect margins.

Do not penalise incorrect line spacing.

Do not penalise incorrect hyphenation.

Do not penalise incorrect capital/small letters.

Do not penalise incorrect letter spaces.

Do not penalise incorrect justification.

Do not penalise any display errors.

Do not penalise if a whole line or paragraph has been left out and keyed in at another position.

When exactly the same word is repeatedly keyed in incorrectly, it is penalised once only per question. Thereafter it is encircled as a repetitive error.

**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

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.

If 50 wpm is not completed, count back as indicated in the marking guideline.

The highest mark obtained must be indicated. The highest speed passed must be indicated.

Indicate the speed obtained with Pass 50 wpm/Pass 55 wpm/Fail where applicable in the following way:

INDICATE AT THE END OF THE SPEED TEST:

Pass 50 wpm/Pass 55 wpm/Fail; Errors; Mark

INDICATE ON THE FRONT OF THE FOLDER DIRECTLY NEXT TO THE MARK OBTAINED FOR QUESTION 1:

Pass 50 wpm/Pass 55 wpm/Fail

If the candidate did not hand in QUESTION 1, indicate by drawing a line through the block for the mark next to QUESTION 1 on the front of the folder and writing Fail at the appropriate positions.

INDICATE ON THE FRONT OF THE FOLDER JUST BELOW THE CIRCLE FOR THE MARKS OBTAINED:

Pass 50 wpm/Pass 55 wpm/Fail

Should a candidate fail the examination (less than 40 %) and pass the accuracy test, the word Fail replaces the Pass 50 wpm/Pass 55 wpm, as a candidate cannot fail the question paper as a whole and get recognition for the wpm.

**QUESTION 1: TIMED ACCURACY TEST**

The Olympic Games which originated in ancient Greece as many as 3 000 years ago were revived in the late 19th century and has become the world's prominent sporting competition. From the 8th century BC to the 4th century AD the Games were held every four years in Olympia, located in the western Peloponnese peninsula in honour of the god Zeus. The first modern Olympics took place in 1896 in Athens and featured 280 participants from 13 nations competing in 43 events. Since 1994 the Summer and Winter Olympic Games have been held separately and have alternated every two years.

The first written records of the ancient Olympic Games date to 776 BC when a cook named Coroebus won the only event - a 192-metre footrace called the stade (the origin of the modern stadium) - to become the first Olympic champion. However, it is believed that the Games had been going on for many years. Legend has it that Heracles (the Roman Hercules), son of Zeus and the mortal woman Alcmene founded the Games which by the end of the 6th century BC had become the most famous of all Greek sporting festivals. The ancient Olympics were held every four years between 6 August and 19 September during a religious festival honoring Zeus. The Games were named for

**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

their location at Olympia, a sacred site located near the western coast of the Peloponnese peninsula in southern Greece. Their influence was so great that ancient historians began to measure time by the four-year increments in between Olympic Games, which were known as Olympiads.

The 1896 Games featured the first Olympic marathon, which followed the 25-mile route run by the Greek soldier who brought news of a victory over the Persians from Marathon to Athens in 490 BC. Greece's Spyridon Louis won the first gold medal in the event. In 1924 the distance was standardised to 26 miles and 385 yards.

After 13 Olympiads two more races joined the stade as Olympic events: the diaulos (roughly equal to today's 400-metre race) and the dolichos (a longer distance race, possibly comparable to the 1 500-metre or 5 000-metre event). The pentathlon (consisting of five events: a foot race, long jump, discus, javelin and a wrestling match) was introduced in 708 BC, boxing in 688 BC and chariot racing in 680 BC. In 648 BC pankration, a combination of boxing and wrestling with virtually no rules, debuted as an Olympic event.

Participation in the ancient Olympic Games was initially

50 wpm

**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

limited to freeborn male citizens of Greece; there were no women's events and married women were prohibited from attending the competition.

After the Roman Empire conquered Greece in the mid-2nd century BC,

→ 55 wpm

|    |   |    |
|----|---|----|
|    |   |    |
| 20 | - | 20 |



**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

After 13 Olympiads two more races joined the stade as Olympic events: the diaulos (roughly equal to today's 400-metre race)

and the dolichos (a longer distance race, possibly comparable to the 1 500-metre or 5 000-metre event).

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as an Olympic event. Participation in the ancient

as an Olympic event. Participation in the ancient

|    |   |    |
|----|---|----|
| 20 | - | 20 |
|----|---|----|

**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

The pentathlon (consisting of five events: a foot race, long

jump, discus, javelin and a wrestling match) was introduced

in 708 BC, boxing in 688 BC and chariot racing in 680

BC. In 648 BC pankration, a combination of boxing and

wrestling with virtually no rules, debuted as an

Olympic event. Participation in the ancient Olympic

Games was initially limited to freeborn male citizens of

Greece; there were no women's events and married women

were prohibited from attending the competition.

After the Roman Empire conquered Greece in the mid-2nd

century BC, 55 wpm

|    |   |    |
|----|---|----|
|    |   |    |
| 20 | - | 20 |

**[20]**

**TYPING TECHNIQUE****ACCURACY SCHEDULE: QUESTIONS 2–6****–3 MARKS DEDUCTED PER ERROR – ACCURACY – RED**

| <b>MARKS</b>          | <b>20</b> | <b>32</b> | <b>32</b> | <b>32</b> | <b>20</b> |
|-----------------------|-----------|-----------|-----------|-----------|-----------|
| <b>RED<br/>ERRORS</b> | <b>Q2</b> | <b>Q3</b> | <b>Q4</b> | <b>Q5</b> | <b>Q6</b> |
| <b>0</b>              | <b>20</b> | <b>32</b> | <b>32</b> | <b>32</b> | <b>20</b> |
| <b>1</b>              | <b>17</b> | <b>29</b> | <b>29</b> | <b>29</b> | <b>17</b> |
| <b>2</b>              | <b>14</b> | <b>26</b> | <b>26</b> | <b>26</b> | <b>14</b> |
| <b>3</b>              | <b>11</b> | <b>23</b> | <b>23</b> | <b>23</b> | <b>11</b> |
| <b>4</b>              | <b>8</b>  | <b>20</b> | <b>20</b> | <b>20</b> | <b>8</b>  |
| <b>5</b>              | <b>5</b>  | <b>17</b> | <b>17</b> | <b>17</b> | <b>5</b>  |
| <b>6</b>              | <b>2</b>  | <b>14</b> | <b>14</b> | <b>14</b> | <b>2</b>  |
| <b>7</b>              | <b>0</b>  | <b>11</b> | <b>11</b> | <b>11</b> | <b>0</b>  |
| <b>8</b>              |           | <b>8</b>  | <b>8</b>  | <b>8</b>  |           |
| <b>9</b>              |           | <b>5</b>  | <b>5</b>  | <b>5</b>  |           |
| <b>10</b>             |           | <b>2</b>  | <b>2</b>  | <b>2</b>  |           |
| <b>11</b>             |           | <b>0</b>  | <b>0</b>  | <b>0</b>  |           |

**TYPING TECHNIQUE**

| <b>DISPLAY SCHEDULE: QUESTIONS 2–5</b>              |           |           |           |           |
|---|-----------|-----------|-----------|-----------|
| <b>–2 MARKS PER ERROR DEDUCTED – DISPLAY – BLUE</b> |           |           |           |           |
| <b>MARKS</b>  | <b>20</b> | <b>8</b>  | <b>8</b>  | <b>8</b>  |
| <b>BLUE<br/>ERRORS</b>                              | <b>Q2</b> | <b>Q3</b> | <b>Q4</b> | <b>Q5</b> |
| <b>0</b>  | <b>20</b> | <b>8</b>  | <b>8</b>  | <b>8</b>  |
| <b>1</b>  | <b>18</b> | <b>6</b>  | <b>6</b>  | <b>6</b>  |
| <b>2</b>  | <b>16</b> | <b>4</b>  | <b>4</b>  | <b>4</b>  |
| <b>3</b>  | <b>14</b> | <b>2</b>  | <b>2</b>  | <b>2</b>  |
| <b>4</b>  | <b>12</b> | <b>0</b>  | <b>0</b>  | <b>0</b>  |
| <b>5</b>  | <b>10</b> |           |           |           |
| <b>6</b>  | <b>8</b>  |           |           |           |
| <b>7</b>  | <b>6</b>  |           |           |           |
| <b>8</b>  | <b>4</b>  |           |           |           |
| <b>9</b>  | <b>2</b>  |           |           |           |
| <b>10</b>   | <b>0</b>  |           |           |           |

**QUESTION 2: TABULAR STATEMENT****MARKS: 40****20 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

**20 MARKS – DISPLAY –2 marks per error**

1. Margins (equal) incorrect and/or  
Justification (left, centred, right, justified) incorrect and/or  
Line spacing (as indicated) incorrect
2. Paper size (as indicated) incorrect and/or  
Tabular stops/Indentation incorrect and/or  
Hyphenation incorrect
3. Font/Font size (CN8) incorrect and/or  
Capital letters/Small letters incorrect and/or  
Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or  
Del – not deleted and/or incorrect and/or  
Insert – incorrect
5. Trs – not transposed and/or incorrect and/or  
Stet – not retained and/or incorrect and/or  
Sp – spelling incorrect
6. Bold – not changed and/or incorrect and/or  
Italics – not changed and/or incorrect and/or  
Underline – not changed and/or incorrect
7. Move – not moved and/or incorrect and/or  
Sp caps – spaced capital letters incorrect and/or  
Join together – not joined

**QUESTION 2: TABULAR STATEMENT (CONTINUED)**

8. [ & NP – new line and new paragraph incorrect and/or  
Runs on – incorrect and/or  
In full – not in full/words and/or incorrect
9. Main headings incorrect and/or  
Column headings incorrect and/or  
Columns incorrect and/or columns not shaded and/or incorrect
10. Vertical lines omitted and/or incorrect
11. Horizontal lines omitted and/or incorrect
12. Figures incorrect and/or  
Units, tens not underneath one another
13. Footnote incorrect

 $\frac{1}{4}$ 

|   |   |    |    |
|---|---|----|----|
|   |   |    |    |
| 5 | 5 | 10 | 40 |

 $\frac{1}{2}$ 

|    |    |    |    |
|----|----|----|----|
|    |    |    |    |
| 10 | 10 | 20 | 40 |

 $\frac{3}{4}$ 

|    |    |    |    |
|----|----|----|----|
|    |    |    |    |
| 15 | 15 | 30 | 40 |

| Errors | Marks |
|--------|-------|
| 0      | 20    |
| 1      | 17    |
| 2      | 14    |
| 3      | 11    |
| 4      | 8     |
| 5      | 5     |
| 6      | 2     |
| 7      | 0     |

|    |    |    |
|----|----|----|
|    |    |    |
| 20 | 20 | 40 |

QUESTION 2

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

RESULTS OF THE OLYMPIC GAMES AT RIO DE JANEIRO<sup>1</sup> IN 2016 3 uc 6 bold, double u/line

7 move 3 lc 5 trs 8 runs on 8 in full 4/ 4 insert 4/ 4/

The athletics competition was held from Friday 12 August to Sunday 21 August at the Olympic Stadium, Sambódromo and Pontal with the road events held on the streets of Rio de Janeiro. The competition consists of 47 medal events. 8 in figures

3 uc 6 bold 6 italics 1 centre column headings and columns 2, 6 and 10 horizontally and vertically 7 sp caps 6 bold 3 uc 6 bold 6 italics

| ITEM                  | M E D A L T A B L E |          |                   |                    |                |          |                    |         |                |          |                          |         |
|-----------------------|---------------------|----------|-------------------|--------------------|----------------|----------|--------------------|---------|----------------|----------|--------------------------|---------|
|                       | GOLD                |          |                   |                    | SILVER         |          |                    |         | BRONZE         |          |                          |         |
|                       | R <sup>2</sup>      | Coun-try | Name              | Time               | R <sup>2</sup> | Coun-try | Name               | Time    | R <sup>2</sup> | Coun-try | Name                     | Time    |
| Men's 100 m           | 1                   | JAM      | Usain Bolt        | 9.81               | 2              | US       | Justin Gatlin      | 9.89    | 3              | CAN      | Andre de Grasse          | 9.91    |
| Women's 100 m         |                     | JAM      | Elaine Thompson   | 10.71              |                | US       | Tori Bowie         | 10.83   |                | JAM      | Shelly-Ann Fraser-Pryce  | 10.86   |
| Men's 200 m           |                     | JAM      | Usain Bolt        | 19.78              |                | CAN      | Andre de Grasse    | 20.02   |                | FRA      | Christophe Lemaitre      | 20.12   |
| Women's 200 m         |                     | JAM      | Elaine Thompson   | 21.78              |                | NED      | Dafne Schippers    | 21.88   |                | US       | Tori Bowie 4 del Andrew  | 22.21   |
| Men's 400 m           |                     | SA       | Wayde van Niekerk | 43.03 <sup>3</sup> |                | GRN      | Kirani James       | 43.76   |                | US       | Lashawn Merritt          | 43.85   |
| Women's 400 m         |                     | BAH      | Shaunae Miller    | 49.44              |                | US       | Allyson Felix      | 49.51   |                | JAM      | Shericka Jackson         | 49.85   |
| Men's 800 m           |                     | KEN      | David Rudisha     | 1:42.15            |                | ALG      | Taoufik Makhoulfi  | 1:42.61 |                | US       | Clayton Murphy           | 1:42.93 |
| Women's 800 m         |                     | SA       | Caster Semenya    | 1:55.28            |                | BDI      | Francine Niyonsaba | 1:56.49 |                | KEN      | Margaret Nyairera Wambui | 1:56.89 |
| Men's 110 m hurdles   |                     | JAM      | Omar Mcleod       | 13.05              |                | SPA      | Orlando Ortega     | 13.17   |                | FRA      | Dimitri Bascou           | 13.24   |
| Women's 100 m hurdles |                     | US       | Brianna Rollins   | 12.48              |                | US       | Nia Ali            | 12.59   |                | US       | Kristi Castlin           | 12.61   |

1 Population: 6,453,682 estimated in 2014 5 stet  
Official language: Portuguese 8 NL 5 sp  
Currency: Real/Reais (plural) 8 NL

2 Rank  
3 World record

13 footnote or footnote sign can be used

1/4

|   |   |    |    |
|---|---|----|----|
| 5 | 5 | 10 | 40 |
|---|---|----|----|

1/2

|    |    |    |    |
|----|----|----|----|
| 10 | 10 | 20 | 40 |
|----|----|----|----|

3/4

|    |    |    |    |
|----|----|----|----|
| 15 | 15 | 30 | 40 |
|----|----|----|----|

| Errors | Marks |
|--------|-------|
| 0      | 20    |
| 1      | 17    |
| 2      | 14    |
| 3      | 11    |
| 4      | 8     |
| 5      | 5     |
| 6      | 2     |
| 7      | 0     |

|    |    |    |
|----|----|----|
| 20 | 20 | 40 |
|----|----|----|

[40]

**QUESTION 3: FLOW CHART****MARKS: 40****32 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

**8 MARKS – DISPLAY –2 marks per error**

1. Margins (2.54 cm/1" left and right) incorrect and/or  
Justification (left, centred, right, justified) incorrect and/or  
Line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or  
Tabular stops/Indentation incorrect and/or  
Hyphenation incorrect
3. Font/Font size (CN12) incorrect (except flow chart) and/or  
Capital letters/Small letters incorrect and/or  
Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or  
Del – not deleted and/or incorrect and/or  
Insert – incorrect and/or  
Column break and/or page break incorrect
5. Trs – not transposed and/or incorrect and/or  
Stet – not retained and/or incorrect and/or  
Sp – spelling incorrect
6. Bold – not changed and/or incorrect and/or  
Italics – not changed and/or incorrect and/or  
Underline/Double underline – not changed and/or incorrect
7. Moved – not moved and/or incorrect and/or  
Sp caps – spaced capital letters incorrect and/or  
Join together – not joined



**QUESTION 3: FLOW CHART (CONTINUED)**

8. [ & NP – new line and new paragraph incorrect and/or  
Runs on – incorrect and/or  
In full – not in full/words and/or incorrect
9. Two columns not created and/or incorrect and/or  
Paragraphs not in numerical order arranged and/or incorrect and/or  
Numbers not replaced with bullets and/or incorrect and/or  
Bullets not inserted and/or incorrect and/or  
Columns in organogram not shaded and/or incorrect
10. Vertical lines omitted and/or incorrect
11. Horizontal lines omitted and/or incorrect

 $\frac{1}{4}$ 

|   |   |    |    |
|---|---|----|----|
| 8 | 2 | 10 | 40 |
|---|---|----|----|

 $\frac{1}{2}$ 

|    |   |    |    |
|----|---|----|----|
| 16 | 4 | 20 | 40 |
|----|---|----|----|

 $\frac{3}{4}$ 

|    |   |    |    |
|----|---|----|----|
| 24 | 6 | 30 | 40 |
|----|---|----|----|

| Errors | Marks |
|--------|-------|
| 0      | 32    |
| 1      | 29    |
| 2      | 26    |
| 3      | 23    |
| 4      | 20    |
| 5      | 17    |
| 6      | 14    |
| 7      | 11    |
| 8      | 8     |
| 9      | 5     |
| 10     | 2     |
| 11     | 0     |

|    |   |    |
|----|---|----|
| 32 | 8 | 40 |
|----|---|----|

**QUESTION 3**

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces

1 centre 6 bold 7 sp caps 7 combine

I N T E R N A T I O N A L O L Y M P I C C O M M I T T E E  
 3 uc 6 bold, double underline 9 TWO columns

**MISSION AND ROLE**

4 /

The stated mission of the In-  
 ternational Olympic Committee  
 (IOC) is to promote Olympism  
 throughout the world and to  
 lead the Olympic Move-ment.

9 replace numbers with bullets, arrange numbers in numerical  
 order 2 indent 8 NP

- To encourage and support  
 the organisation, develop-  
 ment and coordination of  
 sport and sports competi-  
 tions;

8 NP

5 trs

- To ensure the regular ce-  
 lebration of the Olympic  
 Games;

8 NP

- To cooperate with the com-  
 petent public or private →<sup>1/4</sup>  
 organisations and autho-  
 rities in the endeavour to  
 place sport at the service  
 of humanity and thereby to  
 promote peace;

4 insert 4 /

8 NP

5 sp

- To act against any form of  
 discrimination affecting  
 the Olympic Movement; and

8 NP

5 stet

- To encourage and support  
 the promotion of women in  
 sport at all levels with a  
 view to implement the  
 principle of equality of  
 men and women.

4 column break/page break

3 uc 6 bold, double underline

**THE IOC SESSION**

4 / 3 uc 8 runs on

It is the general meeting of  
 the members of the IOC held →<sup>1/2</sup>  
 once a year in which each  
 member has ONE vote. It is  
 the IOC's supreme organ and  
 its decisions are final.

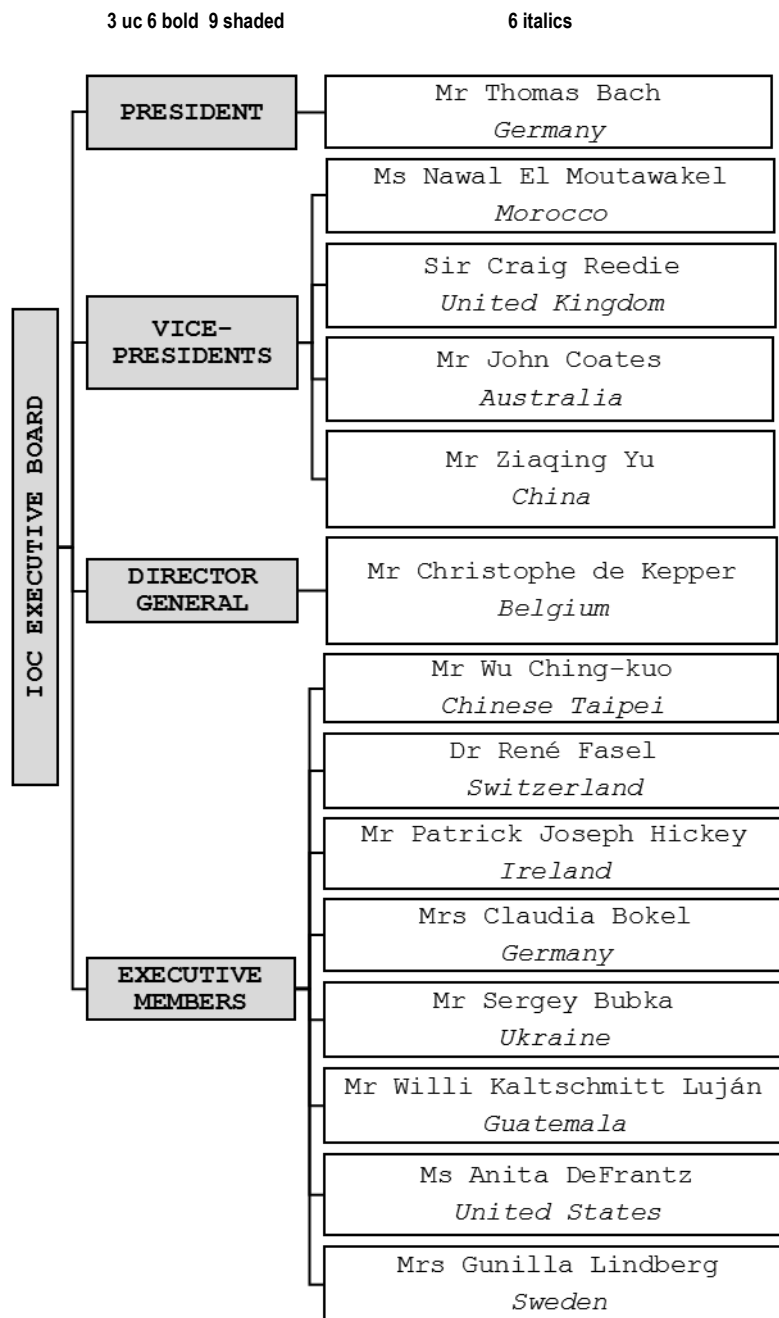
Powers of the session are

6 u/line 7 move 4 del elect

- to adopt or amend the  
 Olympic Charter;
- to elect the members of  
 the IOC, the honorary Pre-  
 sident and the honorary  
 members; 4 / 8 in full
- to elect the president,  
 vice-presidents and all  
 other members of the IOC  
 executive board; and
- to elect the host city of  
 the Olympic Games. →<sup>3/4</sup>

**QUESTION 3 (CONTINUED)**

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 10 vertical lines 11 horizontal lines

**[40]**

**QUESTION 4: FINANCIAL STATEMENT****MARKS: 40****32 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

**8 MARKS – DISPLAY –2 marks per error**

1. Margins (1.27 cm/0.5" left and right) incorrect and/or  
Justification (left, centred, right, justified) incorrect and/or  
Line spacing (as indicated) incorrect
2. Paper size (A4 landscape) incorrect and/or  
Tabular stops/Indentation incorrect and/or  
Hyphenation incorrect
3. Font/Font size (CN8) incorrect and/or  
Capital letters/Small letters incorrect and/or  
Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or  
Del – not deleted and/or incorrect and/or  
Insert – incorrect
5. Trs – not transposed and/or incorrect and/or  
Stet – not retained and/or incorrect and/or  
Sp – spelling incorrect
6. Bold – not changed and/or incorrect and/or  
Italics – not changed and/or incorrect and/or  
Underline – not changed and/or incorrect
7. Move – not moved and/or incorrect and/or  
Sp caps – spaced capital letters incorrect and/or  
Join – not joined

**QUESTION 4: FINANCIAL STATEMENT (CONTINUED)**

8. [ & NP – new line and new paragraph incorrect and/or  
Runs on – incorrect and/or  
In full – not in full/words and/or incorrect
9. Main headings incorrect and/or  
Column headings incorrect and/or  
Columns incorrect and/or  
Column not shaded and/or incorrect
10. Vertical lines omitted and/or incorrect
11. Horizontal lines omitted and/or incorrect
12. Figures incorrect and/or  
Units, tens not underneath one another and/or incorrect

 $\frac{1}{4}$ 

|   |   |    |    |
|---|---|----|----|
|   |   |    |    |
| 8 | 2 | 10 | 40 |

 $\frac{1}{2}$ 

|    |   |    |    |
|----|---|----|----|
|    |   |    |    |
| 16 | 4 | 20 | 40 |

 $\frac{3}{4}$ 

|    |   |    |    |
|----|---|----|----|
|    |   |    |    |
| 24 | 6 | 30 | 40 |

| Errors | Marks |
|--------|-------|
| 0      | 32    |
| 1      | 29    |
| 2      | 26    |
| 3      | 23    |
| 4      | 20    |
| 5      | 17    |
| 6      | 14    |
| 7      | 11    |
| 8      | 8     |
| 9      | 5     |
| 10     | 2     |
| 11     | 0     |

|    |   |    |
|----|---|----|
|    |   |    |
| 32 | 8 | 40 |

**QUESTION 4** 1 marg (1.27 cm), just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, letter spaces 9 headings, columns 10 vertical lines 11 horizontal lines 12 figures

C O S T O F T H E O L Y M P I C G A M E S 7 move 7 sp caps 6 bold

for the period 2000-2012 6 italics

4/ 8 runs 4 del not 4/ 6 u/line 6 u/line 7 combine

Due to the multitude of reporting methods, the table contains both the operating costs and total final costs (which include various infrastructure upgrades and security costs), known and not estimated. Net loss or gain is measured against operating budgets. Intangible costs are not included here.

8 in full 9 shade

| Host city                            | 8 NL<br>Year | Final<br>operating<br>budget | Total<br>costs                                     | Taypayer<br>contri-<br>bution | Profit/<br>Loss    | Year<br>debt<br>paid off | 1 centre 1 align bottom<br>Notes   |
|--------------------------------------|--------------|------------------------------|--|-------------------------------|--------------------|--------------------------|--|
| Sydney Summer<br>Olympics            | 2000         | <u>6600000000</u>            | <u>3000000000</u><br><u>3635000000<sup>1</sup></u> | <u>2050000000</u>             | <u>-2100000000</u> | 2000                     | Borne by <u>the</u> public 4/ ¼  |
| Salt Lake City<br>Winter<br>Olympics | 2002         | <u>2000000000</u>            | <u>1200000000</u>                                  | <u>600000000</u>              | <u>101000000</u>   | 2002                     | Additional security costs incurred in <u>the</u><br>wake of <u>the</u> 9/11 attacks 4/ 8 runs on ½ |
| Athens Summer<br>Olympics            | 2004         | <u>15000000000</u>           | <u>9000000000</u>                                  | <u>6200000000</u>             | <u>14500000000</u> |                          | Contributor to the Greek government<br><u>debt crisis</u> 5 trs 8 runs on                          |
| Turin Winter<br>Olympics             | 2006         | <u>7000000000</u>            |  |                               | <u>-3200000</u>    |                          | 5 stet<br>Government created a lottery game<br>to cover its financial losses ¾                     |
| Beijing Summer<br>Olympics           | 2008         | <u>4400000000</u>            |  |                               | <u>1460000000</u>  | 2008                     | 8 runs on  |
| Vancouver Winter<br>Olympics         | 2010         | <u>17000000000</u>           | <u>6400000000</u>                                  | <u>2300000000</u>             | <u>700000000</u>   | 2010                     | Included in <u>the</u> cost is <u>the</u> new<br>Vancouver Convention Centre 4/                    |
| London Summer<br>Olympics            | 2012         | <u>10400000000</u>           | <u>14600000000</u>                                 | <u>4400000000</u>             | Nil                | 2012                     | 5 spel 4/ 4 insert<br>Converts <u>the Olympic</u> Stadium<br>( <u>London</u> ) to a football venue |

**QUESTION 5: PAMPHLET****MARKS: 40****32 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

**8 MARKS – DISPLAY –2 marks per error**

1. Margins (1.27 cm/0.5" left and right) incorrect and/or  
Justification (left, centred, right, justified) incorrect and/or  
Line spacing (as indicated) incorrect
2. Paper size (A4 landscape) incorrect and/or  
Tabular stops/Indentation incorrect and/or  
Hyphenation incorrect
3. Font/Font size (CN10) incorrect and/or  
Capital letters/Small letters incorrect and/or  
Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or  
Del – not deleted and/or incorrect and/or  
Insert – incorrect
5. Trs – not transposed and/or incorrect and/or  
Stet – not retained and/or incorrect and/or  
Sp – spelling incorrect
6. Bold – not changed and/or incorrect and/or  
Italics – not changed and/or incorrect and/or  
Underline/Double underline – not changed and/or incorrect
7. Move – not moved and/or incorrect and/or  
Sp caps – spaced capital letters incorrect and/or  
Join together – not joined

**QUESTION 5: PAMPHLET (CONTINUED)**

8. [ & NP – new line and new paragraph incorrect and/or  
Runs on – incorrect and/or  
Not in figures and/or incorrect
9. Columns incorrect and/or lines displayed and/or  
Paragraphs not arranged in numerical order and/or incorrect and/or  
Paragraph numbers/Bullets not inserted and/or incorrect and/or  
Border not around column 1 and/or incorrect and/or  
Text not highlighted and/or incorrect
10. Replace Olympics to capital letters and 14 pt and/or incorrect

 $\frac{1}{4}$ 

|   |   |    |    |
|---|---|----|----|
|   |   |    |    |
| 8 | 2 | 10 | 40 |

 $\frac{1}{2}$ 

|    |   |    |    |
|----|---|----|----|
|    |   |    |    |
| 16 | 4 | 20 | 40 |

 $\frac{3}{4}$ 

|    |   |    |    |
|----|---|----|----|
|    |   |    |    |
| 24 | 6 | 30 | 40 |

| Errors | Marks |
|--------|-------|
| 0      | 32    |
| 1      | 29    |
| 2      | 26    |
| 3      | 23    |
| 4      | 20    |
| 5      | 17    |
| 6      | 14    |
| 7      | 11    |
| 8      | 8     |
| 9      | 5     |
| 10     | 2     |
| 11     | 0     |

|    |   |    |
|----|---|----|
|    |   |    |
| 32 | 8 | 40 |



**QUESTION 5** 1 marg (1.27 cm), just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, letter spaces 9 columns incorrect, paragraphs in numerical order, bullets 10 replace Olympic  
3 uc 6 bold, double u/line 9 border 8 NL

# THE OLYMPIC GAMES

Sports: 28  
Disciplines: 42  
Medal events: 10 903  
Athletes: 10 903  
Competition venues: 37  
Days of competition: 19  
Competition sessions: 698

## INTERNATIONAL FEDERATIONS 3 uc 6 bold, u/line 9 highlight

There are currently 73 sport federations recognised by the IOC. These are:  
9 paragraph numbers 6 bold 6 italics 10 replace

1. 29 members - Association of Summer OLYMPIC International Federations ← <sup>1</sup>/<sub>4</sub>
2. 7 members - Association of International OLYMPIC Winter Sports Federations
3. 35 members - Association of IOC Recognised International Sports Federations
4. 2 members - SportAccord 8 in figures

3 uc 6 bold 1 centre 9 highlight

## HONOURS

The IOC awards a number of honours:

7 move 9 insert bullets 6 u/line

- IOC President's trophy - athletes who have excelled in their sport 5 stet  
6 u/line
- Pierre de Coubertin medal - athletes who demonstrate a special spirit of sportsmanship 4 insert ← <sup>1</sup>/<sub>2</sub>  
6 u/line
- OLYMPIC Cup - institutions actively developing the OLYMPIC Movement 4/  
6 u/line
- OLYMPIC Order - individuals who contributes to the OLYMPIC Movement 4/  
6 u/line 4 del training
- OLYMPIC Laurel - individuals who promotes education, culture, development and peace through sport

3 uc 6 bold 1 centre 9 highlight

## CESSATION OF MEMBERSHIP

9 arrange in numerical order

1. Resignation
2. Non re-election ← <sup>3</sup>/<sub>4</sub>
3. Age limit
4. Transfer of domicile 5 sp
5. Members elected as active athletes
6. Expulsion

7 sp caps 6 bold 1 centre 9 highlight

## S P O N S O R S

9 bullets 1 d/s

- Coca Cola
- Atos
- Bridgestone 7 join 5 trs
- Dow Chemical Company
- General Electric
- McDonald's
- Omega SA
- Panasonic
- Procter & Gamble
- Samsung
- Toyota
- Acer Group

**QUESTION 6: AFRICAN LANGUAGE****MARKS: 20****20 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

**0 MARKS – DISPLAY – no marks****NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS**

1. Do not penalise incorrect margins.
2. Do not penalise incorrect line spacing.
3. Do not penalise incorrect hyphenation.
4. Do not penalise incorrect capital/small letters.
5. Do not penalise incorrect letter spaces.
6. Do not penalise incorrect justification.
7. Do not penalise any incorrect display.
8. Do not penalise if a whole line or paragraph has been left out and keyed in at another position.
9. When exactly the same word is repeatedly keyed in incorrectly, it is penalised once only per question. Thereafter it is encircled as a repetitive error.
10. 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.

 $\frac{1}{4}$ 

|   |   |   |    |
|---|---|---|----|
|   |   |   |    |
| 5 | - | 5 | 20 |

 $\frac{1}{2}$ 

|    |   |    |    |
|----|---|----|----|
|    |   |    |    |
| 10 | - | 10 | 20 |

 $\frac{3}{4}$ 

|    |   |    |    |
|----|---|----|----|
|    |   |    |    |
| 15 | - | 15 | 20 |

| Errors | Marks |
|--------|-------|
| 0      | 20    |
| 1      | 17    |
| 2      | 14    |
| 3      | 11    |
| 4      | 8     |
| 5      | 5     |
| 6      | 2     |
| 7      | 0     |

|    |   |    |
|----|---|----|
|    |   |    |
| 20 | - | 20 |

**QUESTION 6**

Folakha Olympic

The Olympic Movement sebelisa matshwao afe ho emela Mehopolo lohelletsoe metheo ka Charter Olympic.

The Olympic letsoao, ho molemo a tsejoe e le mehele  $\frac{1}{4}$  Olympic, e na le mehele e mehlano ya kokangana makasi le emela kopano ya leo ho ahiloeng ho tse hlano lik'honthinenteng (Afrika, Amerika, Asia, Oceania, Europe).  $\frac{1}{2}$

Mak'halate a phetolelo ea mehele-putsoa, - li le 'mala o mosehla, o motsho, o motala, 'me o mofubelu - tse etsahalang tšimo e tsoeu e bopa folakha Olympic.  $\frac{3}{4}$

Mebala tsena li ne li khethileng hobane mong le e mong sechaba ne bonyane e ba bona ba pele ho folakha ea eona ea sechaba.

Folakha ileng ea amoheloa ka 1914

 $\frac{1}{4}$ 

|   |   |   |    |
|---|---|---|----|
|   |   |   |    |
| 5 | - | 5 | 20 |

 $\frac{1}{2}$ 

|    |   |    |    |
|----|---|----|----|
|    |   |    |    |
| 10 | - | 10 | 20 |

 $\frac{3}{4}$ 

|    |   |    |    |
|----|---|----|----|
|    |   |    |    |
| 15 | - | 15 | 20 |

| Errors | Marks |
|--------|-------|
| 0      | 20    |
| 1      | 17    |
| 2      | 14    |
| 3      | 11    |
| 4      | 8     |
| 5      | 5     |
| 6      | 2     |
| 7      | 0     |

|    |   |    |  |
|----|---|----|--|
|    |   |    |  |
| 20 | - | 20 |  |

**[20]****TOTAL SECTION A: 200**

**WORD PROCESSING**

**SECTION B**

**MARKING GUIDELINE**

**SECTION B: WORD PROCESSING (100)**

1. The total of this section is 100 MARKS. 80% of part A of each question is allocated for accuracy and 20% for display. 80% of the marks of part B of each question is allocated for processing and 20% for accuracy.
2. Part A of each question has to be keyed in correctly.
3. Part B of each question must be processed according to the instructions.
4. ONE mark is deducted per error – accuracy as well as display and processing.

ACCURACY ERRORS = All keying-in errors  
 DISPLAY ERRORS = All display errors  
 PROCESSING ERRORS = All processing instructions

5. Questions in part A not completed will be marked accordingly.

If only  $\frac{1}{4}$  of a question is completed, only  $\frac{1}{4}$  of the original mark will be used for the marking of the question. If only  $\frac{1}{2}$  of a question is completed, only  $\frac{1}{2}$  of the original mark will be used. If only  $\frac{3}{4}$  of a question is completed, only  $\frac{3}{4}$  of the original mark will be used.

**EXAMPLE**

TOTAL MARKS = 20  
 ACCURACY = 16  
 DISPLAY = 4

$\frac{1}{2}$  OF THE QUESTION IS COMPLETED, MARK AS FOLLOWS:

$\frac{1}{2}$  OUT OF 16 = 8 MARKS  
 $\frac{1}{2}$  OUT OF 4 = 2 MARKS

THE QUESTION IS MARKED OUT OF 10, BUT THE MARK IS ALLOCATED OUT OF 20:

|    |    |   |    |   |    |
|----|----|---|----|---|----|
| 7  | 1  | = | 8  | = | 8  |
| 8  | 2  | = | 10 | = | 20 |
| 1e | 1e | = | 2e |   |    |

6. A keying-in error occurring repeatedly must be penalised as one accuracy error only; repetitive errors must be encircled only.

**ALLOCATION OF MARKS**

1. PART A must be keyed in correctly.
2. PART B must be processed according to the instructions.  
  
ACCURACY ERRORS = ALL KEYING-IN ERRORS  
DISPLAY ERRORS = ALL DISPLAY ERRORS  
PROCESSING ERRORS = ALL PROCESSING INSTRUCTIONS
3. REMEMBER: ONE mark is deducted per error – accuracy as well as display and processing.

**WORD PROCESSING**

| <b>SCHEDULE – QUESTIONS 7A, 7B, 7C, 8A, 8B, 9A AND 9B</b>   |                    |                            |            |                                    |                    |            |
|---|--------------------|----------------------------|------------|------------------------------------|--------------------|------------|
| <b>–1 MARK PER ERROR DEDUCTED – ACCURACY – RED</b><br><b>–1 MARK PER ERROR DEDUCTED – DISPLAY – BLUE</b><br><b>–1 MARK PER ERROR DEDUCTED – PROCESSING – BLUE</b> |                    |                            |            |                                    |                    |            |
| <b>MARKS:</b>   | <b>16</b>          | <b>12</b>                  | <b>8</b>   | <b>4</b>                           | <b>3</b>           | <b>2</b>   |
| <b>QUESTION:<br/>ERRORS:</b>  | <b>Q8B<br/>Q9B</b> | <b>Q7B<br/>Q8A<br/>Q9A</b> | <b>Q7A</b> | <b>Q7B<br/>Q7C<br/>Q8B<br/>Q9B</b> | <b>Q8A<br/>Q9A</b> | <b>Q7A</b> |
| <b>0</b>  | <b>16</b>          | <b>12</b>                  | <b>8</b>   | <b>4</b>                           | <b>3</b>           | <b>2</b>   |
| <b>1</b>  | <b>15</b>          | <b>11</b>                  | <b>7</b>   | <b>3</b>                           | <b>2</b>           | <b>1</b>   |
| <b>2</b>  | <b>14</b>          | <b>10</b>                  | <b>6</b>   | <b>2</b>                           | <b>1</b>           | <b>0</b>   |
| <b>3</b>  | <b>13</b>          | <b>9</b>                   | <b>5</b>   | <b>1</b>                           | <b>0</b>           |            |
| <b>4</b>  | <b>12</b>          | <b>8</b>                   | <b>4</b>   | <b>0</b>                           |                    |            |
| <b>5</b>  | <b>11</b>          | <b>7</b>                   | <b>3</b>   |                                    |                    |            |
| <b>6</b>  | <b>10</b>          | <b>6</b>                   | <b>2</b>   |                                    |                    |            |
| <b>7</b>  | <b>9</b>           | <b>5</b>                   | <b>1</b>   |                                    |                    |            |
| <b>8</b>  | <b>8</b>           | <b>4</b>                   | <b>0</b>   |                                    |                    |            |
| <b>9</b>  | <b>7</b>           | <b>3</b>                   |            |                                    |                    |            |
| <b>10</b>   | <b>6</b>           | <b>2</b>                   |            |                                    |                    |            |
| <b>11</b>   | <b>5</b>           | <b>1</b>                   |            |                                    |                    |            |
| <b>12</b>   | <b>4</b>           | <b>0</b>                   |            |                                    |                    |            |
| <b>13</b>   | <b>3</b>           |                            |            |                                    |                    |            |
| <b>14</b>   | <b>2</b>           |                            |            |                                    |                    |            |
| <b>15</b>   | <b>1</b>           |                            |            |                                    |                    |            |
| <b>16</b>   | <b>0</b>           |                            |            |                                    |                    |            |

**QUESTION 7A: MAIL MERGE****MARKS: 10**

|                                       |   |
|---------------------------------------|---|
| <b>8 MARKS – ACCURACY</b>             |   |
| – Every keying-in error               |   |
| <b>2 MARKS – DISPLAY/MANIPULATION</b> |   |
| 1.                                    | Line spacing incorrect  |
| 2.                                    | Paper size (A4 landscape) and/or word wrap and/or columns incorrect                             |
| 3.                                    | Font/Font size (Comic Sans MS 8 pt) and/or capital/small letters and/or letter spaces incorrect |
| 4.                                    | Fields/Field names incorrect  |



QUESTION 7A

1 l/s 2 A4L, word wrap, columns 3 Comic Sans MS 8 pt, uc/lc, letter spaces 4 fields/field names

| RANK | COUNTRY       | CONTINENT        | NUMBER OF TIMES_1 | SUMMER OLYMPICS        | NUMBER OF TIMES_2 | WINTER OLYMPICS        | TOTAL |
|------|---------------|------------------|-------------------|------------------------|-------------------|------------------------|-------|
| 1    | UNITED STATES | NORTHERN AMERICA | 4                 | 1904, 1932, 1984, 1996 | 4                 | 1932, 1960, 1980, 2002 | 8     |
| 2    | FRANCE        | EUROPE           | 2                 | 1900, 1924             | 3                 | 1924, 1968, 1992       | 5     |
| 3    | JAPAN         | ASIA             | 2                 | 1964, 2020             | 2                 | 1972, 1998             | 4     |
| 4    | ITALY         | EUROPE           | 1                 | 1960                   | 2                 | 1956, 2006             | 3     |

1/4

1/2

3/4

1/4

|   |   |   |    |
|---|---|---|----|
| 2 | 1 | 3 | 10 |
|---|---|---|----|

1/2

|   |   |   |    |
|---|---|---|----|
| 4 | 1 | 5 | 10 |
|---|---|---|----|

3/4

|   |   |   |    |
|---|---|---|----|
| 6 | 2 | 8 | 10 |
|---|---|---|----|

|   |   |    |
|---|---|----|
| 8 | 2 | 10 |
|---|---|----|

(10)

**QUESTION 7B: MAIL MERGE****MARKS: 16****4 MARKS – ACCURACY**

– Every keying-in error

**12 MARKS – PROCESSING**

1. Margins incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. Fields/Field names not inserted and/or incorrect
5. [Ranking] not inserted as a header in CS10, capital letters, bold, italics and centred and/or incorrect plus one accuracy error
6. [List of countries] not inserted as a footer in CS10, capital letters, underlined and right-aligned and/or incorrect plus one accuracy error
7. [Summer and Winter Olympics] not inserted in CS22, capital letters, bold and right-aligned and/or incorrect plus one accuracy error
8. Double border not inserted around [Summer and Winter Olympics] and/or incorrect
9. Footnote not inserted after [Summer] with the words [Includes 26 sports] and/or footnote not CS 10 pt and/or incorrect plus one accuracy error
10. Footnote not inserted after [Winter] with the words [Includes 15 sports] and/or footnote not CS 10 pt and/or incorrect plus one accuracy error
11. [Memorandum] not inserted in Tahoma 26 pt, spaced capital letters, bold, double underlined and centred and/or incorrect
12. Horizontal lines not inserted and/or incorrect
13. [To:], [From:] and [Subject:] not inserted in capital letters and italics and/or incorrect plus one accuracy error
14. [All interested parties], [Olympic committee] and [Hosting of the Olympic Games] not inserted in capital letters and/or [All interested parties], [Olympic committee] and [Hosting of the Olympic Games] not indented and/or incorrect plus one accuracy error

**QUESTION 7B: MAIL MERGE (CONTINUED)**

15. [The following is the list of countries ranked by the number of times they hosted the Olympic Games:] not inserted and/or [/] not replaced with [the] and/or runs on incorrect plus two accuracy errors
16. Table and/or lines not inserted and/or incorrect and/or column 1 not shaded and/or incorrect
17. [Rank], [Country], [Continent], [Number of times 1], [Summer Olympics], [Number of times 2], [Winter Olympics] and [Total] not inserted in capital letters and/or incorrect plus two accuracy errors
18. Field names not changed to 14 pt and bold and/or incorrect
19. [For more information you can contact us at] not inserted and/or incorrect plus one accuracy error
20. [www.olympics.org] and [☎ +41 21 621 61 11] not inserted and/or incorrect plus one accuracy error
21. [☎ +41 21 621 61 11] not right-aligned and/or incorrect

**QUESTION 7C: MAIL MERGE****MARKS: 4****4 MARKS – PROCESSING – MERGED DOCUMENT****(–2 PER PRINTOUT NOT HANDED IN)**

1. If all the letters or incorrect letters were handed in, 1 mark will be deducted.
2. If footnote numbers are not 1 and 2 on all letters, 1 mark will be deducted.

QUESTION 7B

1 margins, just,l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 fields/field names

5 header, CS10, uc, bold, italics, centred  
***RANKING***

7 insert, CS 22 pt, uc, bold, right-aligned 9 footnote 1 10 footnote 2 8 double border

SUMMER<sup>1</sup> AND WINTER<sup>2</sup> OLYMPICS

11 Tahoma 26 pt, spaced caps, bold, double u/line, centred

**M E M O R A N D U M**

12 horizontal line 13 uc, italics 14 uc, indent

TO: ALL INTERESTED PARTIES

FROM: OLYMPIC COMMITTEE

SUBJECT: HOSTING OF THE OLYMPIC GAMES

12 horizontal line

The following is the list of countries ranked by the number of times they hosted the Olympic Games: 15 insert, the, runs on

17 insert, uc 16 table, lines, shade 18 field names 14 pt, bold

|                   |                         |
|-------------------|-------------------------|
| RANK              | «RANK»                  |
| COUNTRY           | «COUNTRY»               |
| CONTINENT         | «CONTINENT»             |
| NUMBER OF TIMES 1 | « NUMBER_ OF_ TIMES _1» |
| SUMMER OLYMPICS   | «SUMMER_OLYMPICS»       |
| NUMBER OF TIMES 2 | « NUMBER_ OF_ TIMES _2» |
| WINTER OLYMPICS   | «WINTER_ OLYMPICS »     |
| TOTAL             | «TOTAL»                 |

For more information you can contact us at 19 insert

www.olympics.org 20 insert

 +41 21 621 61 11 21 right-aligned

1 Includes 26 sports 9 footnote 1, CS10

2 Includes 15 sports 10 footnote 2, CS10

6 footer, CS10, uc, u/line, right-aligned

## QUESTION 7C

## RANKING

**SUMMER<sup>1</sup> AND WINTER<sup>2</sup> OLYMPICS****MEMORANDUM**

**TO:** ALL INTERESTED PARTIES

**FROM:** OLYMPIC COMMITTEE

**SUBJECT:** HOSTING OF THE OLYMPIC GAMES

The following is the list of countries ranked by the number of times they hosted the Olympic Games:

|                   |                        |
|-------------------|------------------------|
| RANK              | 1                      |
| COUNTRY           | UNITED STATES          |
| CONTINENT         | NORTHERN AMERICA       |
| NUMBER OF TIMES 1 | 4                      |
| SUMMER OLYMPICS   | 1904, 1932, 1984, 1996 |
| NUMBER OF TIMES 2 | 4                      |
| WINTER OLYMPICS   | 1932, 1960, 1980, 2002 |
| TOTAL             | 8                      |

For more information you can contact us at

[www.olympics.org](http://www.olympics.org)

☎ +41 21 621 61 11

√  
√

LIST OF COUNTRIES

<sup>1</sup> Includes 26 sports

<sup>2</sup> Includes 15 sports

## QUESTION 7C (CONTINUED)

## RANKING

**SUMMER<sup>1</sup> AND WINTER<sup>2</sup> OLYMPICS****MEMORANDUM**

**TO:** ALL INTERESTED PARTIES

**FROM:** OLYMPIC COMMITTEE

**SUBJECT:** HOSTING OF THE OLYMPIC GAMES

The following is the list of countries ranked by the number of times they hosted the Olympic Games:

|                   |                  |
|-------------------|------------------|
| RANK              | 2                |
| COUNTRY           | FRANCE           |
| CONTINENT         | EUROPE           |
| NUMBER OF TIMES 1 | 2                |
| SUMMER OLYMPICS   | 1900, 1924       |
| NUMBER OF TIMES 2 | 3                |
| WINTER OLYMPICS   | 1924, 1968, 1992 |
| TOTAL             | 5                |

For more information you can contact us at

[www.olympics.org](http://www.olympics.org)

☎ +41 21 621 61 11

4 |  
√  
√

LIST OF COUNTRIES

(4)

**[30]**

<sup>1</sup> Includes 26 sports

<sup>2</sup> Includes 15 sports

**QUESTION 8A: DISPLAY****MARKS: 15****12 MARKS – ACCURACY**

– Every keying-in error

**3 MARKS – DISPLAY**

1. Margins incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing incorrect
2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (CN12) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect

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**QUESTION 8A**

The Olympic rings consists of five intertwined rings and represents the unity of the five continents

Africa  
America  
Asia  
Oceania  
Europe

The coloured version of the rings ← 1/4

Blue  
Yellow  
Black  
Green  
Red

over a white field forms the Olympic flag.

Citius, Altius, Fortius, a Latin expression means Faster, ← 1/2  
Higher, Stronger

The most important thing in the Olympic Games is not to win but to take part, just as the most important thing in life is not the triumph but the struggle. ← 3/4

Athens 2004  
Turin 2006  
Beijing 2008  
Vancouver 2010  
London 2012  
Sochi 2014

Lillehammer 1994  
Atlanta 1996  
Nagano 1998

(15)



**QUESTION 8B: DISPLAY****MARKS: 20****4 MARKS – ACCURACY**

– Every keying-in error

**16 MARKS – PROCESSING**

1. Margins incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A4 landscape) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. Table not inserted with 3 columns and/or incorrect
5. Table lines not changed to double lines and/or incorrect
6. Content of columns not centred vertically and/or incorrect
7. [Olympic symbol] not inserted in Lucida Sans 14 pt, capital letters, bold, double underlined and right-aligned and/or incorrect plus one accuracy error
8. Tabular stops not inserted and indented and/or incorrect
9. [Africa], [America], [Asia], [Oceania] and [Europe] not changed to 1½ lines and/or incorrect
10. Footnote [Colours were chosen because every nation had at least one of them on its national flag] not inserted in CN10 and/or incorrect plus two accuracy errors
11. [Blue], [Yellow], [Black], [Green] and [Red] not changed to bold, italics and centred and/or incorrect
12. [Olympic flag] not changed to capital letters, bold and underlined and/or incorrect
13. [Olympic motto] not inserted in Comic Sans MS 14 pt, capital letters, bold and centred and/or incorrect plus one accuracy error
14. [Citius], [Altius] and [Fortius] not changed to italics and/or incorrect

**QUESTION 8B: DISPLAY (CONTINUED)**

15. Endnote [Proposed by Pierre de Coubertin in 1894] not inserted in CN10 and/or incorrect plus one accuracy error
16. [Olympic creed] not inserted in Tahoma 14 pt, capital letters and bold and/or incorrect plus one accuracy error
17. [Summer Olympic Games] and [Winter Olympic Games] not inserted in CN12, capital letters, bold and underlined and/or incorrect plus one accuracy error
18. Bullets not inserted and/or incorrect
19. [Rio 2016] not inserted and/or incorrect plus one accuracy error
20. [Sydney 2000] and [Salt Lake City 2002] not inserted and/or incorrect plus one accuracy error
21. [Youth Olympic Games] not inserted in CN12, capital letters, bold and underlined and/or incorrect plus one accuracy error
22. [Los Angeles 1984], [Calgary 1988], [Seoul 1988], [Albertville 1992] and [Barcelona 1992] not inserted and/or incorrect plus two accuracy errors
23. [Youth Olympic Games], [Los Angeles 1984], [Calgary 1988], [Seoul 1988], [Albertville 1992] and [Barcelona 1992] not moved and/or incorrect

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**QUESTION 8B**

1 margins, just, l/s 2 A4L, tab/indent, hyphen 3 font, uc/lc, letter spaces 4 table with 3 columns 5 table – double lines 6 columns centred vertically

|  |   |  |
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| <p>7 insert, Lucida Sans 14 pt, uc, bold, double u/line, right-aligned<br/><b><u>OLYMPIC SYMBOL</u></b></p> <p>The Olympic rings consists of five intertwined rings and represents the unity of the five continents</p> <p>8 tab stops 9 1½ lines</p> <p>Africa</p> <p>America</p> <p>Asia</p> <p>Oceania</p> <p>Europe</p> <p>10 footnote<br/>The coloured<sup>1</sup> version of the rings</p> <p>11 centred, bold, italics<br/><b><i>Blue</i></b><br/><b><i>Yellow</i></b><br/><b><i>Black</i></b><br/><b><i>Green</i></b><br/><b><i>Red</i></b></p> <p>over a white field forms the <b><u>OLYMPIC FLAG</u></b>. 12 uc, bold, underline</p> | <p>13 insert, Comic Sans MS 14 pt, uc, bold, centred<br/><b>OLYMPIC MOTTO</b></p> <p>14 italics<br/><i>Citius, Altius, Fortius</i>, a Latin expression meaning Faster, Higher, Stronger<sup>i</sup> 15 endnote</p> <p>16 insert, Tahoma 14 pt, uc, bold<br/><b>OLYMPIC CREED</b></p> <p>The most important thing in the Olympic Games is not to win but to take part, just as the most important thing in life is not the triumph but the struggle.</p> | <p><b><u>SUMMER OLYMPIC GAMES</u></b><br/>17 insert, CN12, uc, bold, u/line 18 insert bullets</p> <ul style="list-style-type: none"> <li>✓ Athens 2004</li> <li>✓ Turin 2006</li> <li>✓ Beijing 2008</li> <li>✓ Vancouver 2010</li> <li>✓ London 2012</li> <li>✓ Sochi 2014</li> <li>✓ Rio 2016 19 insert</li> </ul> <p><b><u>WINTER OLYMPIC GAMES</u></b><br/>17 insert, CN12, uc, bold, u/line 18 insert bullets</p> <ul style="list-style-type: none"> <li>✓ Lillehammer 1994</li> <li>✓ Atlanta 1996</li> <li>✓ Nagano 1998</li> <li>✓ Sydney 2000</li> <li>✓ Salt Lake City 2002 } 20 insert</li> </ul> <p>21 insert, CN12, uc, bold, u/line 23 moved</p> <p><b><u>YOUTH OLYMPIC GAMES</u></b><br/>22 insert 18 insert bullets</p> <ul style="list-style-type: none"> <li>✓ Los Angeles 1984</li> <li>✓ Calgary 1988</li> <li>✓ Seoul 1988</li> <li>✓ Albertville 1992</li> <li>✓ Barcelona 1992</li> </ul> |
|--|---|--|

<sup>i</sup> Proposed by Pierre de Coubertin in 1894

10 endnote, CN10

1 Colours were chosen because every nation had at least one of them on its national flag.

14 footnote, CN10

**QUESTION 9A: AFRICAN LANGUAGE****MARKS: 15****12 MARKS – ACCURACY**

– Every keying-in error

**3 MARKS – DISPLAY**

1. Margins incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing incorrect
2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (CN12) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. Text not keyed in exactly as it is

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**QUESTION 9A: AFRICAN LANGUAGE**

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 text not keyed in exactly as it is

Lepetjo Olympic, Citius, Altius, Fortius, e Latin poleloana e  
 reng bolelang "ka potlako, e Phahameng, le Matla" e ile ea e  
 sisintsweng ke Pierre de Coubertin a 1894 'me e' nile tsa  $\frac{1}{4}$   
 semmuso ho tloha 1924.

Lepetjo le qapiloe ke motsoalle Coubertin, e leng moprista  
 Dominican Henri Didon OP, etsoe 'mokeng Paris batjha ba 1891.  $\frac{1}{2}$

Coubertin o Mehopolo Olympic ba bontsa ka boyambi Olympic:

Ntho ea bohlokoa ka ho fetisisa Lipapaling Olympic hase ho  $\frac{3}{4}$   
 hlola empa ho nka karolo, feela joalokaha ntho ea bohlokoa ka  
 ho fetisisa bophelong ha se tlholo empa ho loanela.

Ntho habohlokoa ho

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(15)

**QUESTION 9B: AFRICAN LANGUAGE****MARKS: 20****4 MARKS – ACCURACY**

– Every keying-in error

**16 MARKS – PROCESSING**

1. Margins (1.27 cm/0.5") incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A5 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. Page border not inserted and/or incorrect
5. Page number not inserted as 10, Arial 12 pt, top and centred and/or incorrect
6. [Olympic letsoao] not inserted as a header in Arial 8 pt, bold and left-aligned and/or incorrect plus one accuracy error
7. [Folakha Olympic] not inserted as a header in Arial 8 pt, bold and right-aligned and/or incorrect plus one accuracy error
8. [Lepetjo Olympic] not inserted as a footer in Arial 8 pt, double underlined and left-aligned and/or incorrect plus one accuracy error
9. [Ka potlako, e Phahameng, le Matla] not inserted as a footer in Arial 8 pt, double underlined and right-aligned and/or incorrect plus one accuracy error
10. [Histori ea games Olympic] not inserted in Arial 14 pt, capital letters, bold, italics and centred and/or incorrect plus one accuracy error
11. Two columns not created and/or incorrect
12. Question 6 not copied to column one and changed to Arial 9 pt and/or incorrect
13. [Folakha Olympic], [Mascot Olympic], [Lepetjo Olympic] and [E Flame Olympic] not inserted in Arial 12 pt, capital letters, italics, underlined and centred and/or incorrect plus one accuracy error
14. Bullets not inserted and/or incorrect
15. [Afrika, Amerika, Asia, Oceania, Europe] not changed to bold and/or incorrect

**QUESTION 9B: AFRICAN LANGUAGE (CONTINUED)**

16. [li le 'mala o mosehla], [o motsho], [o motala] and ['me o mofubelu] not changed to double underlining and/or incorrect
17. [Folakha ileng ea amoheloa ka 1914] and [Ntho habohlokoa ho] not deleted and/or incorrect
18. [The mascot Olympic, phoofolo kapa mokhabo botho emelang setso sa naha neng a amohetse moeti.] not inserted in Arial 9 pt and right-aligned and/or incorrect plus one accuracy error
19. Column break not inserted and/or incorrect
20. Question 9A not moved to column two and changed to Arial 9 pt and/or incorrect
21. [Citius], [Altius], [Fortius] and [Coubertin o Mehopolo Olympic ba bontsa ka boyambi Olympic:] not changed to italics and/or incorrect
22. [Pierre de Coubertin] not changed to bold and 12 pt and/or incorrect
23. Bullets not cancelled and/or incorrect
24. [Likhoeli pele e mong le e Games, e Flame Olympic e hotetsa ka Olympia ka mokete bontsang hore bohlo-holo lineano tsa Segerike.] not inserted in Arial 9 pt and right-aligned and/or incorrect plus one accuracy error

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**QUESTION 9B** 1 marg, just, l/s 2 A5P, tab/indent, hyph 3 font, uc/lc, letter spaces  
 6 header, A8 pt, bold, left 5 page number 10, A12 pt, top, centred 4 page border 7 header, A8 pt, bold, right

Olympic letsoao

10

Folakha Olympic

## **HISTORI EA GAMES OLYMPIC**

11 TWO columns 13 insert, A12 pt, uc, italics, underline, centred 10 insert, A14 pt, uc, bold, italics, centred

### **FOLAKHA OLYMPIC**

12 copy, Q6, column 1, A9 pt 14 bullets

➤ The Olympic Movement sebelisa matshwao afe ho emela Mehopolo lohelletsoe metheo ka Charter Olympic.

➤ The Olympic letsoao, ho molemo a tsejoa e le mehele Olympic, e na le mehele e mehlano ya kokangana makasi le emela kopano ya leo ho ahiloeng ho tse hlano lik'honthinenteng (**Afrika, Amerika, Asia, Oceania, Europe**).

15 bold 16 double underline

➤ Mak'halate a phetolelo ea mehele-putsoa, - li le 'mala o mosehla, o motsho, o motala, 'me o mofubelu - tse etsahalang tšimo e tsoe e bopa folakha Olympic.

➤ Mebala tsena li ne li khethileng hobane mong le e mong sechaba ne bonyane e ba bona ba pele ho folakha ea eona ea sechaba.

17 del 13 insert, A12 pt, uc, italics, underline, centred

### **MASCOT OLYMPIC**

18 insert, A9 pt, right-aligned

The mascot Olympic, phoofolo kapa mokhabo botho emelang setso sa naha neng a amohetse moeti.

8 footer, A8 pt, double underline, left 19 column break  
Lepetjo Olympic

### **LEPETJO OLYMPIC**

20 move, Q9A, column 2, A9 pt 14 bullets 21 italics

➤ Lepetjo Olympic, *Citius, Altius, Fortius*, e Latin poleloana e reng bolelang "ka potlako, e Phahameng, le Matla" e ile ea e sisintsweng ke **Pierre de Coubertin** a 1894 'me e' Nile tsa semmuso ho tloha 1924.

22 bold, 12 pt

➤ Lepetjo le qapiloe ke motsoalle Coubertin, e leng moprista Dominican Henri Didon OP, etsoe 'mokeng Paris batjha ba 1891.

23 cancel bullets 21 italics

*Coubertin o Mehopolo Olympic ba bontsa ka boyambi Olympic:*

14 bullet

➤ Ntho ea bohlokoa ka ho fetisisa Lipapaling Olympic hase ho hlola empa ho nka karolo, feela joalokaha ntho ea bohlokoa ka ho fetisisa bophelong ha se tlhōlo empa ho loanela.

17 del 13 insert, A12 pt, uc, italics, underline, centred

### **E FLAME OLYMPIC**

24 insert, A9 pt, right-aligned

Likhoeli pele e mong le e Games, e Flame Olympic e hotetsa ka Olympia ka mokete bontsang hore bohlo-holo lineano tsa Segerike.

9 footer, A8 pt, double underline, right  
Ka potlako, e Phahameng, le Matla

(20)

[30]

TOTAL: SECTION B: 100

GRAND TOTAL: 300