



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE 2014

**INFORMATION PROCESSING
N6
(6020286)**

9 June 2014

QUESTION PAPER	TIME	MARKS
TYPING TECHNIQUE - Section A	2 hours	200
WORD PROCESSING - Section B	1 hour	100
TOTAL	3 hours	300

This memorandum consists of 49 pages.

TYPING TECHNIQUE

(SECTION A)

	TIME	MARKS
QUESTION 1: TIMED ACCURACY TEST	10 minutes	20
QUESTION 2: TABULAR STATEMENT	25 minutes	40
QUESTION 3: PAMPHLET	25 minutes	40
QUESTION 4: FLOW CHART	25 minutes	40
QUESTION 5: FINANCIAL STATEMENT	25 minutes	40
QUESTION 6: AFRICAN LANGUAGE	10 minutes	20
TOTAL	120 minutes	200

TYPING TECHNIQUE - SECTION A

THIS QUESTION PAPER IS OUT OF 200.

GENERAL REMARKS:

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

- 1. THIS MARK FOR TYPING TECHNIQUE (200) TOGETHER WITH THE WORD PROCESSING MARK (100) IS ADDED 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 ERRORS = ACCURACY**

BE SURE TO MARK THE SPEED 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 upper case/lower case.

Do not penalise incorrect letter spaces.

Do not penalise incorrect justification.

Do not penalise any incorrect display errors.

Do not penalise if a whole line or paragraph is 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 w.p.m. is not completed, count back as indicated in the memorandum.

The highest mark obtained, will be indicated. The highest speed passed, will be indicated.

Indicate the speed obtained with Pass 50 w.p.m./Pass 55 w.p.m./Fail, where applicable, in the following way:

INDICATE AT THE END OF THE SPEED TEST:

Pass 50 w.p.m./Pass 55 w.p.m./Fail; Errors; Mark

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

Pass 50 w.p.m./Pass 55 w.p.m./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 outside front of the folder cover and writing "Fail" at the appropriate positions.)

INDICATE ON THE FRONT PAGE OF THE COVER, JUST BELOW THE CIRCLE FOR THE MARKS OBTAINED:

Pass 50 w.p.m./Pass 55 w.p.m./Fail

Should a candidate fail the examination (less than 40 %) and pass the accuracy test, the word "Fail" will replace the "Pass 50 w.p.m./Pass 55 w.p.m.", as a candidate cannot fail the examination paper as a whole and get recognition for the w.p.m.

THIS MARK FOR TYPING TECHNIQUE (200) TOGETHER WITH THE WORD PROCESSING MARK (100) IS ADDED TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE NATIONAL DEPARTMENT.

QUESTION 1 - TIMED ACCURACY TEST

Thousands of people in South Africa suffer from kidney disease, but with the correct diet and lifestyle changes, as well as working closely with your doctor, you can improve your health and quality of life.

The more you understand about your condition, the better you will be able to look after yourself, feel the best you can and avoid unexpected surprises. You need to understand your treatment, what lifestyle changes you need to make and what support structures are available to you.

Knowledge can be very empowering and help you take control of your treatment.

Kidneys are very important organs, because they filter your blood and remove the waste products that your body normally releases from your body. Kidney failure happens when the kidneys stop working or the level of efficiency is less than ten per cent. When the small filtering units or nephrons are damaged, the kidneys cannot filter waste from the blood, causing waste products and extra fluid starts to build up.

Because these waste products and fluids are poisonous in large quantities, they start to damage the body. When the body

QUESTION 1 - TIMED ACCURACY TEST**CONTINUED**

cannot get rid of these poisons, you start to feel nauseous and have headaches and dizziness. Your appetite is affected and you won't be able to concentrate or focus properly. You will have itchy skin that starts to turn yellow and oedema (a large build up of fluid in the body's tissues) leading to a higher body weight. High blood pressure, weakening of bones, low red blood cells and iron levels (anaemia) are also symptoms of a kidney disease.

As kidney damage gets worse, the kidneys may stop filtering the blood altogether, resulting in a condition called uraemia. They also stop making certain hormones that are essential for a healthy body. This stage of kidney failure is called stage five or the final stage of kidney disease.

Because there are so many nephrons or filtering units in each kidney, you do not see kidney damage until a large portion of the kidneys (more than half) is damaged. This may make mild kidney failure difficult to see without specific diagnostic tests like blood and urine tests as well as scans of the kidneys.

High blood pressure, diabetes, infection and inflammation are some of the factors that can lead to kidney failure. Other

QUESTION 1 - TIMED ACCURACY TEST**CONTINUED**

factors include drugs, poison, radiation as well as hereditary factors.

Proper care and treatment is necessary to treat kidney failure. Kidney failure is linked to many health problems that/ need to be treated. Without treatment kidney **50 wpm.** failure will ultimately result in death. Sound nutrition principles, managing how much fluid you take in, regular physical activity and taking medicines as prescribed are the foundation for great/er **55 wpm**

20	-	20
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the kidneys (more than half) is damaged. This may make mild
 kidney failure difficult to see without/ specific /diagnostic/
 tests lik/e blood an/d urine te/sts as wel/l as scans/ of the
 ki/dneys.

H/igh blood /pressure, /diabetes, /infection /and
 inflam/mation are/ some of t/he factors/ that can /lead to
 ki/dney failu/re. Othe/r factors /include dr/ugs, poiso/n,
 radiati/on as well/ as heredi/tary facto/rs.

Prop/er care an/d treatmen/t is neces/sary to tr/eat kidney/
 failure. / Kidney f/ailure is /linked to /many healt/h
 problems/ that/

20	-	20
----	---	----

45 44 43 42 41 40
/Other fac/tors inclu/de drugs, /poison, ra/diation as/ well
39 38
as h/hereditary /factors.

37 36 35 34 33
/Proper ca/re and tre/atment is /necessary /to treat k/idney
32 31 30 29 28 27
fail/ure. Kid/ney failur/e is linke/d to many /health
26 25 24 23 22
pro/bloms that/ need to b/e treated./ Without/ treatment/
21 20 19 18 17 16
kidney fa/ilure will/ ultimatel/y result i/n death. /Sound
15 14 13 12 11
nut/rition pri/nciples, m/anaging ho/w much flu/id you tak/e
10 9 8 7 6 5
in, regu/lar physic/al activit/y and taki/ng medicin/es as
4 3 2 1
pres/cribed are/ the found/ation for /great/er 55 w.p.m.

20	-	20

TYPING TECHNIQUE					
SCHEDULE - ACCURACY – QUESTIONS 2-6					
-3 MARKS DEDUCTED PER ERROR – ACCURACY – RED					
MARKS	20	32	32	32	20
RED ERRORS	Q2	Q3	Q4	Q5	Q6
0	20	32	32	32	20
1	17	29	29	29	17
2	14	26	26	26	14
3	11	23	23	23	11
4	8	20	20	20	8
5	5	17	17	17	5
6	2	14	14	14	2
7	0	11	11	11	0
8		8	8	8	
9		5	5	5	
10		2	2	2	
11		0	0	0	

TYPING TECHNIQUE**SCHEDULE – DISPLAY – QUESTION 2-5****-2 MARKS PER ERROR DEDUCTED – DISPLAY – BLUE**

MARKS	20	8	8	8
BLUE ERRORS	Q2	Q3	V4	Q5
0	20	8	8	8
1	18	6	6	6
2	16	4	4	4
3	14	2	2	2
4	12	0	0	0
5	10			
6	8			
7	6			
8	4			
9	2			
10	0			

QUESTION 2: TABULAR STATEMENT	MARKS: 40
20 MARKS - ACCURACY - 3 marks per error	
- every keying in error	
20 MARKS - DISPLAY - 2 marks per error	
<ol style="list-style-type: none">1. margins (equal) incorrect and/or justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect2. paper size (as indicated) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect3. font/font size (CN10) incorrect and/or capital letters/small letters incorrect and/or letter spaces incorrect4. / - not changed to [the] and/or incorrect and/or del – not deleted and/or incorrect and/or insert – incorrect5. trs – not transposed and/or incorrect and/or stet – not retained and/or incorrect and/or sp – spelling incorrect6. bold – not changed and/or incorrect and/or italics – not changed and/or incorrect and/or underline – not changed and/or incorrect7. move – not moved and/or incorrect and/or sp caps – spaced capital letters incorrect and/or join together – not joined together	

QUESTION 2: TABULAR STATEMENT**CONTINUED**

8. [& NP – new line and new paragraph incorrect and/or runs on – incorrect and/or in full – not full/in words and/or incorrect
9. main headings incorrect and/or column headings incorrect and/or columns 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 – 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

T A B L E A – C O N S U M E R P R I C E I N D E X 7 sp caps 6 und 5 trs

Unless otherwise stated, the table refers to all urban areas 6 italics 4 the 4 insert
7 sp caps 6 bold 1 centre horizontally and vertically 8 runs on

G R O U P			Weight 6 bold	Index (December 2012 = 100)			Percentage change 8 in full	
				Sep 2012 8 NL	Aug 2013 8 NL	Sep 2013 8 NL	Sep 2013 vs. 8 NL Aug 2013	Sep 2013 vs. 8 NL Sep 2012
All items (CPI Headline) 8 NL	8 runs on 3 l/spaces		100.00	98.9	104.3	104.8	0.5	6.0
Geographic indices 8 runs on 3 l/spaces	CPI for urban areas	4 del	61.90	99.0	104.4	104.9	0.5	6.0
	CPI for rural areas ¹		17.61	98.3	104.0	104.5	0.5	5.8
	CPI per province 3 uc 7 join	Western Cape	15.55	98.8	103.9	103.7	0.8	6.0
		Eastern Cape	8.12	98.7	103.5	104.2	0.7	5 trs 5.6
		Northern Cape	1.57	98.6	104.0	104.4	0.4	5.9
		Free State	5.12	98.4	104.0	104.5	0.5	6.2
		KwaZulu-Natal	15.33	98.7	104.0	104.4	0.4	5.8
		North West	5.59	99.1	103.5	104.0	0.5	4.9
		Gauteng	36.97	99.0	104.6	105.0	0.4	6.1
		Mpumalanga	5.69	98.7	103.6	104.3	0.7	5.7
		Limpopo	6.06	98.5	104.4	104.7	0.3	6.3

4 the 7 move
1 The rural CPI is compiled using data from rural and urban areas in accordance with the purchasing patterns of rural residents.

3 l/space 8 runs on 5 sp 4 / 5 stet
or the footnote function can be used

1/4 1/2 3/4

1/4

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

QUESTION 3: PAMPHLET	MARKS: 40
32 MARKS - ACCURACY - 3 marks per error	
- every keying in error	
8 MARKS - DISPLAY - 2 marks per error	
<ol style="list-style-type: none">1. margins (1.27 cm left and right) incorrect and/or justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect2. paper size (A4 Landscape) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect3. font/font size (CN12) incorrect and/or capital letters/small letters incorrect and/or letter spaces incorrect4. / - not changed to [the] and/or incorrect and/or del – not deleted and/or incorrect and/or insert – incorrect5. trs – not transposed and/or incorrect and/or stet – not retained and/or incorrect and/or sp – spelling incorrect6. bold – not changed and/or incorrect and/or italics – not changed and/or incorrect and/or underline – not changed and/or incorrect7. move – not moved and/or incorrect and/or sp caps – spaced capital letters incorrect and/or join together – not joined together	

QUESTION 3: PAMPHLET**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 and/or
figures – not in figures and/or incorrect
9. columns incorrect and/or table used with lines

 $\frac{1}{4}$

8	2	10	40
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 $\frac{1}{2}$

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
----	---	----

INFORMATION PROCESSING

QUESTION 3 – PAMPHLET

1 marg (1.27 cm), just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, spaces 9 columns incorrect or table used

N E W H O P E
CANCER WEEK 2014
7 sp caps 6 bold 4 del SA 3 uc

YOUR CANCER ASSOCIATION
3 uc 6 italic

committed to making a significant contribution to the
development of a healthy and caring society
1 centre horizontally and vertically 4 the 5 trs 8 NL

3 uc

CANCER WEEK is an an-
nual programme of the
Cancer Association. 4 / 5 trs

8 NP

Contact your local
branch of the Cancer $\frac{1}{4}$
Association and make a
difference in your com-
munity. 4 / 6 u/line 5 sp

8 NP 6 bold

Remember: With all
forms of cancer, the
earlier it is detected,
the greater your chance
of full recovery. 4 the

 $\frac{1}{4}$

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

 $\frac{1}{2}$

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

YOU CAN reduce your
risk of cancer by
adopting a healthy
lifestyle. 3 uc 6 italics

**Here are some important
guidelines:** 6 bold

4 insert l/space

 $\frac{1}{2}$

- Quit smoking – smo-
king is related to
the development of
around 29 diseases.
4 / 8 figures
- Eat more fresh
fruit, vegetables
and fish and less
salt, meat and ani-
mal fats. 5 trs 8 runs on
- Drink every day lots
of fresh, clean wa-
ter. 5 stet

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

YOUR HELP in the fight
against cancer is vi-
tal. 3 uc 6 italics

**You can make a differ-
ence by** 6 bold

4 bullets

 $\frac{3}{4}$

- making a donation;
5 stet
- registering as a vo-
lunteer;
- ensuring that you
are well-informed on
cancer issues, in-
cluding warning
signs; 7 join
- supporting our re-
search programmes;
4 insert our
- becoming a member of
CANSAs; 3 uc
- leaving a legacy in
your will for the
benefit of CANSAs.

 $\frac{3}{4}$ 7 move

24	6	30	40
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32	8	40
----	---	----

QUESTION 4: FLOW CHART	MARKS: 40
32 MARKS - ACCURACY - 3 marks per error	
- every keying in error	
8 MARKS - DISPLAY - 2 marks per error	
<ol style="list-style-type: none">1. margins (2.54 cm left and right) incorrect and/or justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect2. paper size (A4 Portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect3. font/font size (CN12) incorrect (except flow chart) and/or capital letters/small letters incorrect and/or letter spaces incorrect4. / - not changed to [the] and/or incorrect and/or del – not deleted and/or incorrect and/or insert – incorrect5. trs – not transposed and/or incorrect and/or stet – not retained and/or incorrect and/or sp – spelling incorrect6. bold – not changed and or incorrect and/or italics – not changed and/or incorrect and/or underline – not changed and/or incorrect7. moved – not moved and/or incorrect and/or sp caps – spaced capital letters incorrect and/or join together – not joined together	

QUESTION 4: 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. vertical lines omitted and/or incorrect
10. 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

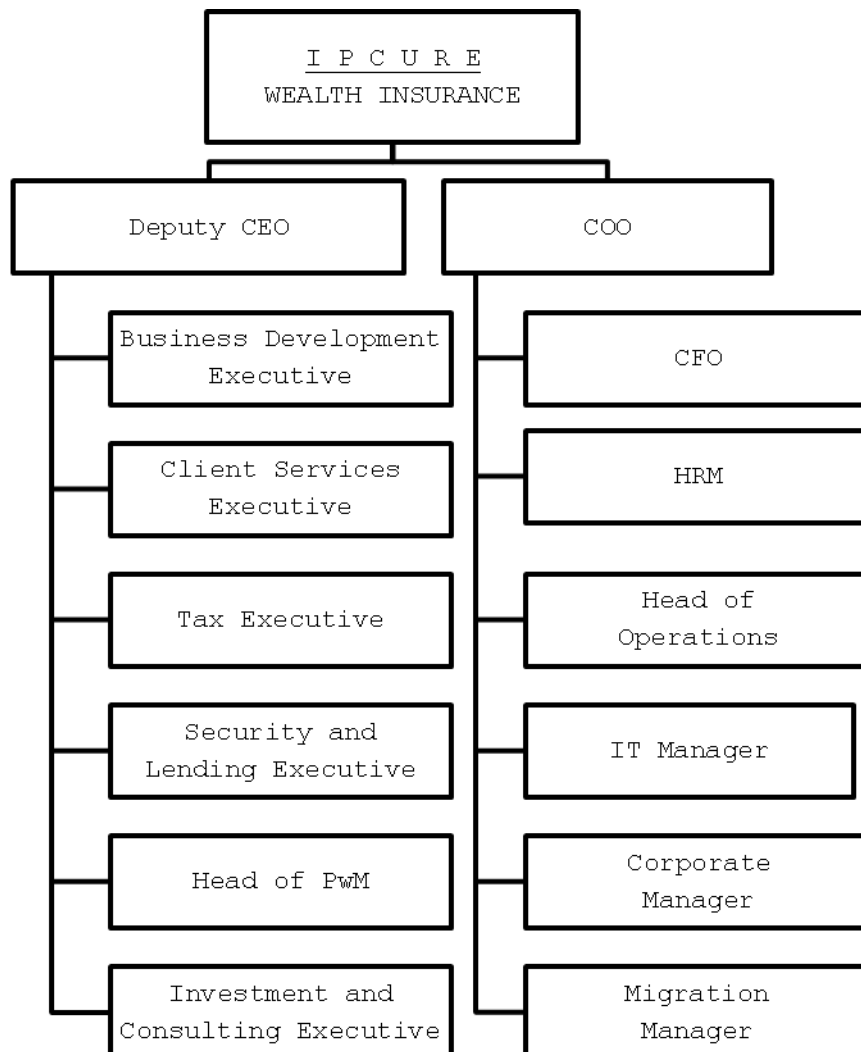
32	8	40

QUESTION 4 – FLOW CHART 1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, spaces 9 vertical lines
10 horizontal lines

IPCURE WEALTH INSURANCE – INTEGRATION PROCESS 1 centre 3 uc 6 bold 7 move

BY END OF JUNE 3 uc 6 bold 4 del

Resourcing the Executive structure 4 the 3 uc 7 sp caps 6 u/line



1/4

7 move

BY END OF JULY 3 uc 6 bold

Mapping all functions for alignment purposes for Wealth and IPCURE Wealth Executive management. The following remain unchanged: 8 in full

4 insert all 3 uc 3 l/space 8 ro 4 the

- Location 5 stet
- BAU reporting structures 3 uc 5 trs
- Targets/focus areas

1/2

Refining and development of the following structure levels 4 the
4 insert p break

BY END OF AUGUST 6 bold 8 NL

Mapping all functions for alignment purposes for Wealth and IPCURE Wealth Executive Management. The following remain unchanged:

4 the 7 join

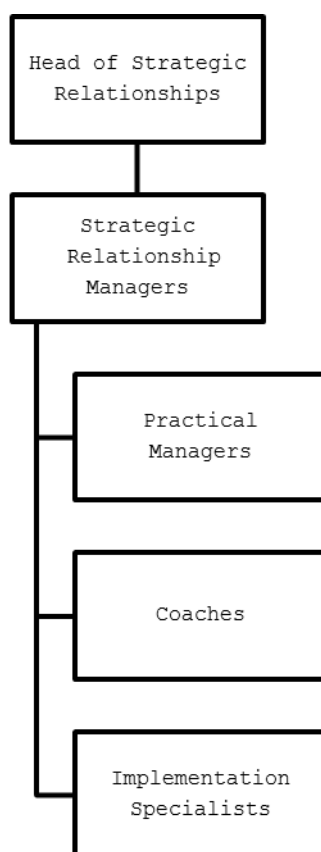
- Location
- BAU reporting structures
- Targets/focus areas

 $\frac{3}{4}$

4 the

5 sp

Refining and development of the following structure levels



*INTEGRATION DISCUSSIONS COORDINATED BY THE VARIOUS
WEALTH FUNCTIONAL EXECUTIVE MANAGERS*

1 centre 3 uc 4 the 6 italics 7 move 8 NL

 $\frac{1}{4}$

8	2	10	40
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 $\frac{1}{2}$

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: FINANCIAL STATEMENT	MARKS: 40
32 MARKS - ACCURACY - 3 marks per error	
- every keying in error	
08 MARKS - DISPLAY - 2 marks per error	
<ol style="list-style-type: none">1. margins (equal) incorrect and/or justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect2. paper size (A4 Portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect3. font/font size incorrect and/or capital letters/small letters incorrect and/or letter spaces incorrect4. / - not changed to [the] and/or incorrect and/or del – not deleted and/or incorrect and/or insert – incorrect5. trs – not transposed and/or incorrect and/or stet – not retained and/or incorrect and/or sp – spelling incorrect6. bold – not changed and/or incorrect and/or italics – not changed and/or incorrect and/or underline – not changed and/or incorrect7. move – not moved and/or incorrect and/or sp caps – spaced capital letters incorrect and/or join together – not joined together	

QUESTION 5: 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
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 5 – FINANCIAL STATEMENT

1 marg, just, rl/s 2 A4P, tab/indent, hyph 3 font, uc/lc, spaces 9 headings, columns 10 vertical lines 11 horizontal lines 12 figures

B E S T O S R E L I E F T R U S T 3 CN 16 7 sp caps 6 boldStatement of comprehensive income 3 CN14 6 und
for the year ended 28 February 2014 8 NL 6 italics 4 the

The financial statements reflect the financial position of the trust as at 28 February 2014 and the results of its activities for the year ended 28 February 2014. 4 the 8 in full

			6 bold 7 move 8 NL	
			February	February
			2014	2013
		Notes	R	R
INCOME	3 uc		25679	37429
Interest received	¹ / ₄	1	15000	21270
Dividends received	5 sp	2	2782	2022
Net gain in fair value of financial assets at fair value through profit or loss	8 NL	3	27443	10229
(Loss)/profit on disposal of investments	4 del 3 l/space		-18000	5470
Less: Portfolio fees (including costs)	8 runs on		-1538	-1561
SUNDRY INCOME	3 uc		5 trs 1189	1375
Recoveries from Bingo Relief Trust	5 trs		1179	1161
Profit on disposal of property and equipment	8 NL		10	0
Adjustment for input VAT claims	4 insert		0	213
TOTAL INCOME	3 uc 5 trs		26868	38804
EXPENDITURE	3 uc	¹ / ₂	-3346	-4617
Total administration expenses	4 insert	4	2870	4070
Depreciation			475	547
- office building	3 l/space		³ / ₄ 333	333
- motor vehicles			30	64
- computer equipment	7 join		52	66
- fire control equipment			0	28
- office equipment			21	21
- office furniture	5 stet		39	36
INCOME/EXPENDITURE CARRIED FORWARD	3 uc 8 ro 3 l/space		23522	34187
(incomplete)	6 italics			

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

- every keying in error

00 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 upper case/lower case.
5. Do not penalise incorrect letter spaces.
6. Do not penalise incorrect justification.
7. Do not penalise any incorrect display errors.
8. Do not penalise if a whole line or paragraph is 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 - AFRICAN LANGUAGE

Metswedi yotlhe ya metsi ya tlhago e na le minerala wa
foloraete o o tsenang mo dinokeng ka matlapa le mmu, mme fa go
fitlhelelwa tekano magareng ga foloraete le metsi, seno se $\frac{1}{4}$
thusa go thibela go bola ga meno.

Ka gonne selekano se se siameng sa foloraete mo metsing se
tiisa meno le go fokotsa go bola ga meno ka 60%, go bothlhokwa $\frac{1}{2}$
go lekanyetsa foloraete go e tlisa mo seleanong se se
siameng.

Mo dikgaolong tse dingwe tsa naga ga go tlhokege go oketsa
foloraete mo metsing ka gonne go setse go na le e e lekaneng $\frac{3}{4}$
mo metsing, fela mo dikgaolong tse dingwe e kwa tlase thata,
mme go batlega gore e okdiwe.

 $\frac{1}{4}$

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

WORD PROCESSING

(SECTION B)

MEMORANDUM

		TIME		MARKS
QUESTION 1:	MAIL MERGE	A	06 minutes	10
		B	12 minutes	20
QUESTION 2:	AFRICAN LANGUAGE	A	09 minutes	15
		B	12 minutes	20
QUESTION 3:	DISPLAY	A	09 minutes	15
		B	12 minutes	20
TOTAL		60 minutes		100

WORD PROCESSING - SECTION B**TOTAL: 100 MARKS**

1. The total of the question paper is **100 MARKS**. **80 %** of the marks of the **A PART** is allocated for **ACCURACY** and **20 %** of the marks for **DISPLAY**. **80 %** of the marks of the **B PART** is allocated for **PROCESSING** and **20 %** of the marks for **ACCURACY**.
2. The **A QUESTIONS** have to be keyed in **CORRECTLY**.
3. The **B QUESTIONS** 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 the A section 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.

NOTE: EXAMPLE

TOTAL MARKS = 20
ACCURACY = 16
DISPLAY = 04

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

$\frac{1}{2}$ OUT OF 16 = 8 MARKS
 $\frac{1}{2}$ OUT OF 04 = 2 MARKS

THE QUESTION WILL BE MARKED OUT OF 10, BUT THE MARK WILL BE 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** will be **ENCIRCLED** only.

ALLOCATION OF MARKS

1. The **A QUESTIONS** must be **KEYED IN CORRECTLY**.
2. The **B QUESTIONS** 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								
SCHEDULE – QUESTIONS 1A, 1B, 1C, 2A, 2B, 3A & 3B								
-1 MARK PER ERROR DEDUCTED – ACCURACY – RED -1 MARK PER ERROR DEDUCTED – DISPLAY – BLACK -1 MARK PER ERROR DEDUCTED – PROCESSING – BLACK								
MARKS:	16	12	12	8	6	4	3	2
QUESTION: ERRORS:	Q2B Q3B	Q2A Q3A	Q1B	Q1A	Q1C	Q1B Q2B Q3B	Q2A Q3A	Q1A
0	16	12	12	8	4	4	3	2
1	15	11	11	7	3	3	2	1
2	14	10	10	6	2	2	1	0
3	13	9	9	5	1	1	0	
4	12	8	8	4	0	0		
5	11	7	7	3				
6	10	6	6	2				
7	9	5	5	1				
8	8	4	4	0				
9	7	3	3					
10	6	2	2					
11	5	1	1					
12	4	0	0					
13	3							
14	2							
15	1							
16	0							

QUESTION 1A: MAIL MERGE	MARKS: 10
8 MARKS – ACCURACY	
- every keying in error	
2 MARKS – DISPLAY/MANIPULATION	
<ol style="list-style-type: none">1. Line spacing incorrect2. Paper size (A4 Landscape), word wrap and/or columns incorrect3. Font/font size, capital/small letters and/or letter spaces incorrect4. Fields/field names incorrect	

QUESTION 1A – MAIL MERGE

1 l/s 2 A4L, word wrap, columns 3 font, uc/lc, spaces 4 fields/field names

TITLE	INITIALS	SURNAME	ADDRESS	CITY	CODE	SALUTATION	POSITION	CATEGORY	DEPARTMENT	DATE
Mr	AJ	Swanevelder	PO Box 412	JOHANNESBURG	2000	Mr Swanevelder	Head of PwM	D4	Wealth	1 February 2014
Miss	R	Kgogome	PO Box 503	WINGATE PARK	0153	Miss Kgogome	PA	C1	Administration	6 January 2014

 $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ $\frac{1}{4}$

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

 $\frac{1}{2}$

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

 $\frac{3}{4}$

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

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

QUESTION 1B: MAIL MERGE	MARKS: 20
4 MARKS – ACCURACY	
- Every keying in error	
12 MARKS – PROCESSING	
<ol style="list-style-type: none"> 1. Margins incorrect, justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect 2. Paper size (A4 Portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect 3. Font/font size (additional) incorrect, capital/small letters incorrect and/or letter spaces incorrect 4. Fields/field names not inserted and/or incorrect 5. [Wealthy Global] not inserted in capital letters, bold, centred horizontally and CN24 and/or incorrect plus one accuracy error 6. Border not created and/or incorrect 7. [Tel: 011 456 6321], [Fax: 011 456 6323], [E-mail: wealthyglobal@gmail.com] and [today's date] not inserted and/or incorrect plus one accuracy error 8. [(565 Smithfield Avenue, Johannesburg, 2001)] not inserted and/or [Johannesburg] not in capital letters and/or incorrect plus one accuracy error 9. [Dear] not inserted and [Letter of Appointment] not inserted in capital letters CN16 and bold and/or incorrect plus one accuracy error 10. [I am pleased to inform you that your application was successful in the position of [...]. Your job category is [...] and you will be appointed in the [Department.] not inserted and/or incorrect plus one accuracy error 11. [Your date of appointment is effective from [Date]] not inserted and/or incorrect plus one accuracy error 	

QUESTION 1B – MAIL MERGE**CONTINUED**

12. [Title] [Surname] please confirm your acceptance of this appointment by signing this letter.] not inserted and/or incorrect plus one accuracy error
13. [Yours sincerely] not inserted, [S Fakude] not inserted in capital letters, CN14 and italics and [Human Resource Manager] not inserted in capital letters, bold, CN16 and/or incorrect plus one accuracy error
14. [I,, (20 leader dots) accept the post by signing this letter.] and [Date:(16 leader dots)] not inserted and/or incorrect plus one accuracy error

QUESTION 1C – MAIL MERGE**CONTINUED****04 MARKS – PROCESSING – MERGED DOCUMENT****(-2 PER PRINTOUT NOT HANDED IN)**

QUESTION 1B – MAIL MERGE

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, spaces 4 fields/field names 6 border

5 insert, centre, uc, CN24, bold

WEALTHY GLOBAL

Tel: 011 456 6321 7 insert 565 Smithfield Avenue 8 insert
 Fax: 011 456 6323 7 insert 7 insert JOHANNESBURG 8 insert
 E-mail: wealthyglobal@gmail.com 2001 8 insert

7 insert

9 June 2014 7 insert

«TITLE» «INITIALS» «SURNAME» 4 fields/field names

«ADDRESS» 4 fields/field names

«CITY» 4 fields/field names

«CODE» 4 fields/field names

Dear «TITLE» «SURNAME» 9 insert 4 fields/field names

LETTER OF APPOINTMENT 9 insert, CN16, uc, bold

I am pleased to inform you that your application was successful in the position of «POSITION». Your job category is «CATEGORY» and you will be appointed in the «DEPARTMENT» Department. 10 insert 4 fields/field names

Your date of appointment is effective from «DATE». 11 insert
 4 fields/field names

«TITLE» «SURNAME» please confirm your acceptance of this appointment by signing this letter. insert 12 4 fields/field names

Yours sincerely 13 insert

S FAKUDE 13 insert CN14, uc, italics**HUMAN RESOURCE MANAGER** 13 insert CN16, uc, bold

I,, accept the post by signing this letter.

14 insert, 20 leader dots

Date: 14 insert, 16 leader dots

4	12	4	20
---	----	---	----

QUESTION 1C - MAIL MERGE**WEALTHY GLOBAL**

Tel: 011 456 6321

565 Smithfield Avenue

Fax: 011 456 6323

JOHANNESBURG

E-mail: wealthyglobal@gmail.com

2000

9 June 2014

Mr AJ Swanevelder
PO Box 412
JOHANNESBURG
2000

Dear Mr Swanevelder

LETTER OF APPOINTMENT

I am pleased to inform you that your application was successful in the position of Head of PwM. Your job category is D4 and you will be appointed in the Wealth Department.

Your date of appointment is effective from 1 February 2014.

Mr Swanevelder please confirm your acceptance of this appointment by signing this letter.

Yours sincerely

*S FAKUDE***HUMAN RESOURCE MANAGER**

I,, accept the post by signing this letter.

Date:

✓
✓

WEALTHY GLOBAL

Tel: 011 456 6321

565 Smithfield Avenue

Fax: 011 456 6323

JOHANNESBURG

E-mail: wealthyglobal@gmail.com

2000

9 June 2014

Miss R Kgogome
PO Box 503
WINGATE PARK
0153

Dear Miss Kgogome

LETTER OF APPOINTMENT

I am pleased to inform you that your application was successful in the position of PA. Your job category is C1 and you will be appointed in the Administration Department.

Your date of appointment is effective from 6 January 2014.

Miss Kgogome please confirm your acceptance of this appointment by signing this letter.

Yours sincerely

*S FAKUDE***HUMAN RESOURCE MANAGER**

I,, accept the post by signing this letter.

Date:

✓

✓

QUESTION 2A: AFRICAN LANGUAGE	MARKS: 15
12 MARKS – ACCURACY	
- every keying in error	
03 MARKS – DISPLAY	
<ol style="list-style-type: none"> 1. Margins incorrect justification (left, centre, right, full) incorrect and/or line spacing incorrect 2. Paper size (A4 Portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect 3. Font/font size (CN12) incorrect, capital/small letters incorrect and/or letter spaces incorrect 4. Text not keyed in exactly as it is and/or incorrect 	

 $\frac{1}{4}$

3	1	4	15
---	---	---	----

 $\frac{1}{2}$

6	2	8	15
---	---	---	----

 $\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

QUESTION 2A – AFRICAN LANGUAGE

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

FOLORAETE – DINTLHA

DITSHENYEGELO

MEDICAL RESEARCH COUNCIL

Go tsenya foloraete mo metsing go ja ka fa tlase ga R1 ka 1/4
 ngwaga. Seno ke leano le le tlhotlhwa-tlase le le teng la
 boitekanelo jwa meno. Molemo wa go nna le foloraete mo
 metsing ke gore e tlhotlhwa-tlase ga 18 go feta molora wa meno 1/2
 le go nna tlhotlhwa-tlase ga 61 go feta go thiba diphatlha tsa
 meno.

Dinaga tse dintsi di tsenya foloraete mo metsing a tsona, mme 3/4
 Afrika Borwa le yona e mo motlhaleng wa go dira jaaka tsone.

1/4

3	1	4	15
---	---	---	----

1/2

6	2	8	15
---	---	---	----

3/4

9	2	11	15
---	---	----	----

12	3	15
----	---	----

QUESTION 2B: AFRICAN LANGUAGE	MARKS: 20
04 MARKS – ACCURACY	
- Every keying in error	
16 MARKS – PROCESSING	
<ol style="list-style-type: none">1. Margins incorrect, justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect2. Paper size (A4 portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect3. Font/font size (additional) incorrect, capital/small letters incorrect and/or letter spaces incorrect4. A header [DEPARTMENT OF HEALTH] not inserted in CN10, capital letters, right aligned and/or incorrect plus one accuracy error5. A footer [Depotso di ka lebisiwa go: [The Director-General, Department of Health, Private Bag X828, Pretoria, 0001] not inserted in CN8, centred, new line and/or incorrect plus one accuracy error6. [FOLORAETE – DINTLHA] not changed to CN24, bold and centred horizontally and/or incorrect7. An endnote [Setheo sa Lefatshe sa Boitekanelo] not inserted and/or incorrect plus one accuracy error8. Copy from Question 6 and/or incorrect9. A footnote [Setlhopha sa Tlhokomelo ya Tikologo] not inserted and/or incorrect plus one accuracy error10. Columns not created and/or incorrect	

QUESTION 2B – AFRICAN LANGUAGE**CONTINUED**

11. [DITSHENYEGELO] not changed to CN16, bold and/or incorrect
12. Font not changed to CN10 and/or incorrect
13. [METSİ A A TSENTSWENG FOLORAETE GO RAYA GO RE] not inserted CN16, capital letters, bold and/or incorrect plus one accuracy error
14. A footnote [Foramo ya Bosetshaba ya Meno] not inserted and/or incorrect plus one accuracy error
15. Bullets not inserted, [Lekgotla la Patlisiso la Bongaka] not deleted and/or incorrect
16. [go fokotsega ga go bola ga meno;] not inserted and [ditefo tse di mmalwanyana tsa melato ya meno;] not inserted and/or incorrect plus one accuracy error
17. [meno a a lebegang a itekanetse;] not inserted and [matshwenyego a mannye a go bona ngaka ya meno ka ntlha ya gore tlhokomelo ya meno e tla be e se e e tlhakatlhakaneng thata.] not inserted and/or incorrect plus one accuracy error
18. Cancel columns and [Batho ba ba ntseng ba nwa netsi a a nang le selekano se se siameng sa foloraete mo dingwageng tse di fetileng gab a supe ditlamorago tse di kotsi.] not inserted and/or incorrect plus one accuracy error

QUESTION 2B – AFRICAN LANGUAGE 1 marg, just, l/s 2 A4, tab/indent, hyph 3 font, uc/lc, spaces

4 header, CN10, insert, right align, uc

DEPARTMENT OF HEALTH

6 CN24, bold, del

FOLORAETE – DINTLHAⁱ 7 endnote insert

8 copy Question 6

Ka gonne selekano se se siameng sa foloraete mo metsing se tiisa meno le go fokotsa go bola ga meno ka 60%, go bothlhokwa go lekanyetsa foloraete go e tlisa mo seleanong se se siameng.

Mo dikgaolong tse dingwe tsa naga ga go tlhokege go oketsa foloraete mo metsing ka gonne go setse go na le e e lekaneng mo metsing, fela mo dikgaolong tse dingwe e kwa tlase thata, mme go batlega gore e okdiwe¹. 9 footnote 1, insert

10 columns

DITSHENYEGELO 11 CN16, bold

12 CN10

Go tsenya foloraete mo metsing go ja ka fa tlase ga R1 ka ngwaga. Seno ke leano le le tlhotlhwa-tlase le le teng la boitekanelo jwa meno. Molemo wa go nna le foloraete mo metsing ke gore e tlhotlhwa-tlase ga 18 go feta molora wa meno le go nna tlhotlhwa-tlase ga 61 go feta go thiba diphatlha tsa meno.

Dinaga tse dintsi di tsenya foloraete mo metsing a tsona, mme Afrika Borwa le yona e mo motlhaleng wa go dira jaaka tsone.

18 cancel columns, insert

Batho ba ba ntseng ba nwa netsi a a nang le selekano se se siameng sa foloraete mo dingwageng tse di fetileng gab a supe ditlamorago tse di kotsi.

ⁱ Setheo sa Lefatshe sa Boitekanelo

7 endnote, insert

**METSI A A TSENTSWENG
FOLORAETE GO RAYA GO****RE²:** 13 insert, CN16, bold

14 footnote 2, insert

15 bullets 16 insert

- go fokotsega ga go bola ga meno;
- ditefo tse di mmalwanyana tsa melato ya meno;
- meno a a lebegang a itekanetse;
- matshwenyego a mannye a go bona ngaka ya meno ka ntlha ya gore tlhokomelo ya meno e tla be e se e e tlhakatlhakaneng thata.

15 del

4	16	20

1 Setlhophsa sa Tlhokomelo ya Tikologo 9 footnote 1 insert

2 Foramo ya Bosetshaba ya Meno 14 footnote 2 insert

5 footer CN8, centre, NL insert

Depotso di ka lebiwa go:

The Director-General, Department of Health, Private Bag X828, Pretoria, 0001

QUESTION 3A: DISPLAY	MARKS: 15
12 MARKS – ACCURACY	
- every keying in error	
03 MARKS – DISPLAY	
<ol style="list-style-type: none"> 1. Margins incorrect, justification (left, centre, right, full) incorrect and/or line spacing (2) incorrect 2. Paper size (A4 Portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect 3. Font/font size (CN12) incorrect, capital/small letters incorrect and/or letter spaces incorrect 	

 $\frac{1}{4}$

3	1	4	15

 $\frac{1}{2}$

6	2	8	15

 $\frac{3}{4}$

9	2	11	15

12	3	15

QUESTION 3A – DISPLAY

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

November is Diabetes month and we are awarding double bonus points for blood glucose tests to support early detection and $\frac{1}{4}$ prevention.

With numbers growing by the day, there are about one million South Africans with diabetes. There are different types of $\frac{1}{2}$ diabetes, with type 1 and 2 being the main ones.

There are different factors that play a role in developing $\frac{3}{4}$ type 2 diabetes. Here are some factors that can increase your risk:

Genetics

Ageing

Waist

Obesity

Lack of exercise

 $\frac{1}{4}$

3	1	4	15
---	---	---	----

 $\frac{1}{2}$

6	2	8	15
---	---	---	----

 $\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

QUESTION 3B: DISPLAY	MARKS: 20
04 MARKS – ACCURACY	
- every keying in error	
16 MARKS – PROCESSING	
<ol style="list-style-type: none">1. Margins incorrect, justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect2. Paper size (A5 Portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect3. Font/font size (additional) incorrect, capital/small letters incorrect and/or letter spaces incorrect4. Page border not inserted5. [BLOOD GLUCOSE TEST] not inserted as a header in CN10, capital letters, bold and centred and/or incorrect plus one accuracy error6. [Bonus Wellness Day] not inserted in CN20, bold, italics and/or incorrect plus one accuracy error7. [Double bonus points] not in bold and/or incorrect8. [2500 bonus points] not inserted as a endnote and/or incorrect plus one accuracy error9. [Type 1 diabetes – the body is unable to produce insulin] not inserted as footnote 1 and/or incorrect plus one accuracy error10. [Type 2 diabetes – the body produces insulin but cannot respond to it effectively] not inserted as footnote 2 and/or incorrect plus one accuracy error	

QUESTION 3B: DISPLAY**CONTINUED**

11. [Take action to detect type 2 diabetes early] not inserted as a footer, CN8, centred, bold, underlined and/or incorrect plus one accuracy error
12. Page break not inserted
13. Page numbers not inserted right, bottom as pages 3 and 4
14. [Genetics] not underlined, [There is a 40% greater risk if a parent or grandparent has it.] not inserted and/or incorrect plus one accuracy error
15. [Ageing] not underlined, [Develops as you age.] not inserted and/or incorrect plus one accuracy error
16. [Waist] not underlined, [Tending to carry extra weight around your belly is a great risk factor.] not inserted and/or incorrect plus one accuracy error
17. [Obesity] not underlined, [Overweight and obesity increases your risk.] not inserted and/or incorrect plus one accuracy error
18. [Lack of exercise] not underlined, [Inactivity can increase your risk for diabetes.] not inserted and/or incorrect plus one accuracy error

4	16	20

QUESTION 3B – DISPLAY 1 marg, just, l/s 2 A5P, tab/indent, hyph
3 font, uc/lc, spaces 4 page border 5 header, centred, CN10, uc, bold insert

BLOOD GLUCOSE TEST

Bonus Wellness Day 6 CN20, italics, bold, insert

November is Diabetes month and we are awarding **double bonus points**ⁱ for blood glucose tests to support early detection and prevention. 7 bold
8 endnote, insert

With numbers growing by the day, there are about one million South Africans with diabetes. There are different types of diabetes, with type 1¹ and 2² being the main ones. 9 footnote 1, insert 10 footnote 2, insert

There are different factors that play a role in developing type 2 diabetes. Here are some factors that can increase your risk:

12 page break

¹ Type 1 diabetes – the body is unable to produce insulin 9 footnote, insert

² Type 2 diabetes – the body produces insulin, but cannot respond to it effectively 10 footnote, insert

11 footer, bold, u/line, CN8, centred

Take action to detect type 2 diabetes early

13 page numbers

3

QUESTION 3B – DISPLAY 1 marg, just, l/s 2 A5P, tab/indent, hyph
Copyright reserved

4	16	20

BLOOD GLUCOSE TESTGenetics 14 underline

There is a 40% greater risk if a parent or grandparent has it. 14 insert

Ageing 15 underline

It develops as you age. 15 insert

Waist 16 underline

Tending to carry extra weight around your belly is a great risk factor. 16 insert

Obesity 17 underline

Overweight and obesity increases your risk. 17 insert

Lack of exercise 18 underline

Inactivity can increase your risk for diabetes. 18 insert

ⁱ 2500 bonus points 8 insert, endnote

11 footer, bold, u/line

Take action to detect type 2 diabetes early

13 page numbers

4