



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE NOVEMBER EXAMINATION INFORMATION PROCESSING N4

12 NOVEMBER 2015

This marking guideline consists of 30 pages.

CM
Ramosungu MM
M.R.
Im Lange
J. Lange
J. Lange

TYPING TECHNIQUE (SECTION A)

	TIME	MARKS
QUESTION 1: TIME ACCURACY TEST	10 MINUTES	20
QUESTION 2: TABLE	33 MINUTES	54
QUESTION 3: LETTER	30 MINUTES	50
QUESTION 4: PROGRAMME	35 MINUTES	56
QUESTION 5: AFRICAN LANGUAGE	12 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 PAS THE TIME 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 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 – TIME ACCURACY TEST						
WPM	35	40		WPM	35	40
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 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. Therefore 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 35 wpm 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 35 wpm/Pass 40 wpm/ Fail, where applicable, in the following way:

INDICATE AT THE END OF THE SPEED TEST:

Pass 35 wpm/40wpm/Fail; Errors; Mark

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

Pass 35 wpm/Pass 40 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 outside front of the 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 35 wpm/Pass 40 wpm/Fail

Should a candidate fail the examination (less than 40%) and pass the accuracy test, the word "Fail" will replace the "Pass 35 wpm/Pass 40 wpm, as a candidate cannot fail the examination paper as a whole and get recognition for the wpm.

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

President Jacob Zuma on Thursday revealed for the first time that the Zuma family would be lodging land claims even as he urged traditional leaders to "get organised" and take advantage of the reopened window for land claims to be made.

Addressing the opening of the National House of Traditional Leaders, he provided no details of the claims his family would make.

It was reported last year that Mr Zuma's nephew, Inkosi Simpiwe Zuma, had launched a land claim targeting more than 60 farms in Impendle in the KwaZulu-Natal Midlands. On Thursday the president issued a stern warning that the new deadline for land claims in 2019 would pass very quickly if there was a failure to get organised.

Government recently reopened the issue of land claims and opened the process to Khoi and San people for the first time.

Departing from his prepared text, Mr Zuma said that part of getting organised should be that traditional leaders co-operate and hire a common pool of lawyers who would research and process all land claims. This would help those poor people who could not afford legal representation to get expert legal advice. The president said there was still some time before the 2019 expiry date and it should be used to get organised.

He reminded the assembled traditional leaders that government had developed the communal land tenure policy which aims to address a number of "critical challenges".

He said the policy emerged from the Land Tenure Summit Process in September last year.

35 WPM

"It has now evolved into the Communal Land Bill which is expected in Cabinet during the year. The policy aims to clarify, strengthen and formalise the land rights of Communal Area residents - especially the vulnerable - through the introduction of institutionalised land use rights to be held by households."

Mr Z'uma 'said tha't this int'ervention 'would enab'le ho'usehold
m'embers 'to have' clea'r rig'hts on 'land a'llocated 'to them,
would
enable' their ch'ildren to 'inherit the 'land, use lan'd ri'ghts
as
coll'ateral to a'ccess 'credit, 'enter into inv'estment
par'tnerships and 'play an a'ctive role in 'how 35 wpm

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

40 WPM

"It has now evolved into the Communal Land Bill which is expected in Cabinet during the year. The policy aims to clarify, strengthen and formalise the land rights of Communal Area residents - especially the vulnerable - through the introduction of institutionalised land use rights to be held by households."

Mr Zuma said that this intervention would enable household members to have clear rights on land allocated to them, would enable their children to inherit the land, use land rights as

collateral to access credit, enter into investment

partnerships play an active role in how land is

distributed,

used and allocated to investors.

In this way the lives of thousands of our people who

live in

communal lands will change for the better as they will be able

to use the land allocated to them as an economic

resources. 40 wpm

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

[20]

TYPING TECHNIQUE**SCHEDULE – ACCURACY – QUESTION 2-5****-4 MARKS DEDUCTED PER ERROR – ACCURACY - RED**

MARKS	26	40	44	20
RED ERRORS	Q2	Q3	Q4	Q5
0	26	40	44	20
1	22	36	40	16
2	18	32	36	12
3	14	28	32	8
4	10	24	28	4
5	6	20	24	0
7	2	16	20	
8	0	12	16	
9		8	12	
10		4	8	
11		0	4	
12			0	

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

MARKS	28	10	12
BLUE ERRORS	Q2	Q3	Q4
0	28	10	12
1	26	8	10
2	24	6	8
3	22	4	6
4	20	2	4
5	18	0	2
7	16		0
8	14		
9	12		
10	10		
11	8		
12	6		
13	4		
14	2		
15	0		

QUESTION 2: TABULAR STATEMENT		MARKS: 54
ERROR No	DISPLAY ERRORS – 28 MARKS - 2 MARKS PER ERROR	
1.	Margins equal incorrect and/or Justification (left, centre, right, full) 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 (CN12) incorrect and/or Capital letters/small letters incorrect and/or Letter Spaces incorrect Superscript	
4	/ - not changed to [the] and/or incorrect Delete – "and" 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 retained and/or incorrect and/or Underline – not changed and/or incorrect	
7	Merge – Columns/Rows Move - Columns/Rows Sp. Caps – spaced capital letters incorrect and/or Join together – not joined together	
8	& NP – new line and new paragraph incorrect and/or Runs on – incorrect and/or In full – not in full/in words and/or incorrect	
9	Main heading – incorrect and/or 2 nd Heading – incorrect and/or Column headings – Block 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 (not blocked on margin) Footnote – 2 letter spaces after numbering	
	Incomplete table – as per schedule	

N E W P U B G R O U P

7 Sp caps, 6 bold, centre

1 margins, line spacing, justification 2 A4L, tab/indent

SUPPLEMENTARY INFORMATION¹

3 font, U/c/lc, spaces

5 spelling 6 ital, bold 7 merge, move

8 In full

Six months ended		Commitments		Investments and loans					Decoder com-		Operating lease com- mitments
		Unlisted Listed in- vestments	Unlisted investments	Marketable securities	Capital ex- penditure	Programme and film rights	Network com- mitments	mitments			
									R'm	R'm	
8 run on, NP, in full											
¼											R'm
30 January 2015		530	600	1 000	500	5 000	900	3 200		970	
22 March 2015		800	500	3 000	800	2 000	2 100	7 000		870	
¼											
31 May 2015		700	970	4 000	1 200	3 000	6 300	2 300		770	
25 February 2015		800	860	2 000	6 000	610	9 000	6 700		660	
31 April 2015		650	750	6 500	900	1 000	3 400	400		550	
¾											
30 June 2015		400	640	3 200	4 000	400	4 500	2 000		440	

8 In full 12 figures 13 footnote align

4 insert, del

- 1 Group has physical operations
2 Joint ventures in nine countries on the continent
3 Operates in fifty other countries through agents.

9 headings, columns 10 Vertical lines 11 Horizontal lines not correct

¼

A	D	T	
7	7	14	54

¼

A	D	T	
14	13	27	54

¼

A	D	T	
21	20	41	54

Errors	Marks
0	26
1	22
2	18
3	14
4	10
5	6
6	2

A	D	T
26	28	54

QUESTION 3: LETTER		MARKS: 50
TIME: 30 MINUTES		
ACCURACY		
40 MARKS – 4 MARKS PER ERROR – EVERY KEYING IN ERROR		
Incomplete – as per schedule		
ERROR No	DISPLAY ERRORS – 10 MARKS - 2 MARKS PER ERROR	
1	Margins (equal) incorrect and/or Justification incorrect (left, centre, right, full) incorrect and/or Line spacing (as indicated) incorrect	
2	Paper size as indicated incorrect and/or Hyphenation incorrect Letterhead – Not used or not retrieved	
3	Font/font size (CN12) incorrect and/or Capital letters/small letters incorrect and/or Letter Spaces incorrect	
4	Insert – date in descending order Recipient – not changed and/or incorrect / - not changed to [the] and/or incorrect Del – not deleted and/or	
5	Trs transpose incorrect and/or incorrect Stet – not retained and/or incorrect and Sp spelling incorrect	
6	Bold – not changed and/or incorrect and/or Italics - not retained 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 together	
8	[new line and new paragraph incorrect and/or In full – not in full/words and/or incorrect	
9	Conclusion incorrect – including line spacing	
10	Footer – Examination number as footer	
	Incomplete as per schedule	

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

A	D	T	
10	3	13	50

A	D	T	
20	5	25	50

A	D	T	
30	8	38	50

Error	Marks
0	40
1	36
2	32
3	28
4	24
5	20
6	16
7	12
8	8
9	4
10	0

A	D	T
40	10	50

THULAMELA MUNICIPALITY



Tel: 015 9633490

Fax: 015 9633492

e-mail: thulamunicipality@gov.za

Private Bag X2201

THOHOYANDOU

0970

4 date

2015-06-11

1 margins, justification, line spacing

2 A4 Portrait, letterhead, hyph

7 move

CITY MANAGERS CIRCULAR NO 22/2015

3 U/c, letter spaces

TO: DIRECTORS

DEPUTY DIRECTORS

4 insert, recipient

HEAD OF DEPARTMENT

ANNUAL WAGE NEGOTIATIONS 2015/2016

3 U/c, 6 bold

8 in full

The parties to the South African Local Government Bargaining ¼ Council have reached agreement on the wage increase for 2015/2016 financial year as follows:

5 stet, trs, sp

8 in full

1. An across the board increase of 5% with effect from 1 July 2015 calculated on basic salaries as at 31 June 2015.

4 insert

2. With effect from 1 July 2015, the minimum wage payable shall be R3 500.

3 letter space

½

4 insert

3. A further 1% across the board increase with effect from 1 January 2016 calculated on basic salaries as at 31 December 2015.

8 NP

4. The minimum wage will increase to R3 750.

3 letter space

8 in figures

Further details relating to the three year (multi-year) Wage and Salary Collective Agreement will be communicated in due course. ¼

4 insert the

As notification of this wage agreement arrived too late for the July 2015 pay run, the increases for July will be included in employees August 2015 pay.

3 U/c

HLEKANI MG

CITY MANAGER

9 conclusion

Examination number 10 footer

QUESTION 4: PROGRAMME		MARKS: 56
44 MARKS – 4 MARKS PER ERROR – EVERY KEYING IN ERROR Incomplete – as per schedule		
ERROR No	DISPLAY ERRORS – 12 MARKS - 2 MARKS PER ERROR	
1	Margins equal incorrect/or Justification incorrect (left, centre, right, full) incorrect and/or Line spacing incorrect	
2	Paper size as indicated incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect	
3	Font/font size (Arial 12) 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	Stet – not retained and/or incorrect and/or Trs – not transposed and incorrect and/or Sp - spelling incorrect	
6	Bold – not changed and/or incorrect and/or Italics - not retained and/or incorrect and/or Underline – not changed and/or incorrect	
7	Move - not moved or incorrect Sp – spaced capital letters incorrect and/or Join together – not joined together	
8	[new line and new paragraph incorrect and/or Run 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 time not inserted correctly	
	Incomplete as per schedule	

 $\frac{1}{4}$

A	D	T	
11	3	14	56

 $\frac{1}{2}$

A	D	T	
22	6	28	56

 $\frac{3}{4}$

A	D	T	
33	9	42	56

Error	Marks
0	44
1	40
2	36
3	32
4	28
5	24
6	20
7	16
8	12
9	8
10	4
11	0

A	D	T
44	12	56

QUESTION 4:**PROGRAMME****MARKS: 56**

1 margins, line spacing, justification 2 paper size

3 Arial 12, U/c/lc, letter spaces

EXECUTIVE SECRETARIES ASSOCIATIONS

10 V lines 11 H lines, 12 figures

SEMINAR: THE ELECTRONIC OFFICE

3 U/c, centre, 6 bold

8 Np, 9 column heading 4 insert

3 U/c, centre 4 insert, 7 move

**VHEMBE TVET COLLEGE
WEDNESDAY, 15 JUNE 2015**

3 U/c, 6 bold

08:00-09:00	REGISTRATION 8 in full	Tea and Coffee 5 Sp	Indoor sports centre
09:00-09:10	OPENING AND WELCOME 4 insert	Mr B Button: Chairperson, Vhembe Chapter	Sibasa Town Hall
09:10-10:15	THE ELECTRONIC REVOLUTION 4 insert	Ms NL Mashile: Managing Director, Apple Computer 5 trs	Sibasa Town Hall
10:15-10:45	VIDEO: THE ELECTRONIC SECRETARY	5 stet	Room 3 6 Ital
10:45-11:00	TEA 4 Del	Mr John Khubana: Managing Director, Microsoft Office	Indoor sports centre
11:00-12:00	GRAPHIC APPLICATIONS FOR THE OFFICE 4 insert		
12:00-12:45	PRACTICAL APPLICATIONS AND TROUBLESHOOTING		Room 3 6 Ital
12:45-13:30	LUNCH	Mrs M Booi: Course Developer, University of Pretoria	Cafeteria
13:30-14:30	MULTIMEDIA APPLICATION	Mrs M Booi	Room 3 6 Ital
14:30-15:00	MULTIMEDIA WORKSHOP		Room 3 6 Ital
15:00-15:15	TEA		Indoor sports centre
15:15-15:45	QUESTION TIME AND TROUBLE SHOOTING		Sibasa Town Hall
15:45-16:00	CONCLUSION 6 u/line	Mr B Button	

QUESTION 5: AFRICAN LANGUAGE**MARKS: 20****20 MARKS – ACCURACY – 4 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 incorrect display errors.
8. Do not penalise incorrect 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 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 strokes at the end are less than 5, ignore.

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

5	-	5
MARK ONLY ACCURACY		
ERROR	MARK	
0	20	
1	16	
2	12	
3	8	
4	4	
5	0	

10	-	10
----	---	----

15	-	15
----	---	----

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

QUESTION 5: AFRICAN LANGUAGE**MARKS: 20****AFURIKA TSHIPEMBE NAMUSI**

Ndi vhudifhinduleli ha mushumisi munwe na munwe wa bada, vho ralo muphuresidente Vho Zuma namusi. "ri khou humbela vhashumisi vhothe vha bada uri vhavhe na u kondelela nyana. $\frac{1}{4}$

Muphuresidente vho $\frac{1}{2}$ tamela mashudu vhadzulapo vhothe vha Afrika tshipembe kha holodeyi ya nwaha muswa.

Kha ri $\frac{3}{4}$ humele mishumoni yashu ro vhulungea na mafulufulu ri bvele phanda na u fhata shango lashu, ikonomi na vhathu vhothe.

TOTAL SECTION A: 200

WORD PROCESSING

(SECTION B)

YOU HAVE TO WORK VERY FAST

AND ACCURATELY

QUESTION 1:	PARAGRAPHS	A	00 MINUTES	00
		B	18 MINUTES	25
QUESTION 2:	CURRICULUM VITAE	A	08 MINUTES	14
		B	12 MINUTES	22
QUESTION 3:	MENU	A	08 MINUTES	14
		B	14 MINUTES	25
TOTAL			60 MINUTES	100

WORD PROCESSING – SECTION B**TOTAL: 100**

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.

The A QUESTIONS have to be keyed in CORRECTLY.

2. The B QUESTIONS must be PROCESSED according to the INSTRUCTIONS.

3. 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 = All processing instructions

Questions in the A section not completed will be marked accordingly.

5. 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 = 4

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

$\frac{1}{2}$ OUT OF 16 = 8 MARKS
 $\frac{1}{2}$ OUT OF 4 = 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, REPEATEDLY ERRORS will be ENCIRCLED only.

7. REMEMBER: ONE MARK IS DEDUCTED PER ERROR – ACCURACY AS WELL AS DISPLAY AND PROCESSING.

WORD PROCESSING					
SCHEDULE – QUESTIONS 1B, 2A, 2B, 3A & 3B					
-1 MARK PER ERROR DEDUCTED – ACCURACY – RED					
-1 MARK PER ERROR DEDUCTED – DISPLAY					
-1 MARK PER ERROR DEDUCTED – PROCESSING - BLUE					
MARKS:	20	18	10	5	4
QUESTION: ERRORS:	Q1B Q3B	Q2B	Q2A Q3A	Q1B Q3B	Q2A Q2B Q3A
0	20	18	10	5	4
1	19	17	9	4	3
2	18	16	8	3	2
3	17	15	7	2	1
4	16	14	6	1	0
5	15	13	5	0	
6	14	12	4		
7	13	11	3		
8	12	10	2		
9	11	9	1		
10	10	8	0		
11	9	7			
12	8	6			
13	7	5			
14	6	4			
15	5	3			
16	4	2			
17	3	1			
18	2	0			
19	1				
20	0				

QUESTION 1B		WORD PROCESSING MARKS: 25
Display: 20 Marks – 1 mark per display in error Accuracy: 5 – 1 mark per accuracy error		
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 (CN12) incorrect , U/C, LC incorrect and/or	
7 move	Letter spaces incorrect	
4	Insert – heading “What is life”	
5	Spelling – “science”	
6	Uc/Bold – 1 & 3 Italics – 3.1-3.4	
7	Heading not inserted – (CN 18, Bold) incorrect and/or	
8	New lines/New Paragraphs not created and/or incorrect	
9	Move - Paragraphs in correct numerical order	
10	Correct numbering and number function – Outline numbering used correctly	
11	Indent – text indented correctly after paragraph numbers	
12	Insert – transpose between three words	
13	Insert footer – “different between life and death”	
14	Insert page number top left and	
15	Insert Footer - Arial 10	
16	Delete last line - as indicated	
17	Insert page break - after paragraph number 4.	
18	Insert paragraph – as indicated	
19	Change & and replace with “and” as indicated	
20	Insert page border around pages	

QUESTION 1B**MARKS: 25****1 margins, l/s, just left****3 U/c, Arial 12, letter space****2 A4 portrait, Indent, font/size****WHAT IS LIFE?****4 Insert heading****7 Insert heading 18pt****5 sp****1. LIFE IS BY NATURE AN ART AND A SCIENCE INFLUENCED BY INTUITION, RELATIONSHIPS AND THE MASTERY OF SOCIO-POLITICAL CONTEXT.**

1.1 The rise and fall of a professional is dependent on the ability to dance with a diversity of emotions, relationships and connections.

2. Life as science is anchored on rules and agreements that regulate relationships, cementing performance agreements and determining the money-making model that acknowledges each person's contribution and value.

3. THE FOLLOWING PILLARS ARE AT THE CORE OF SUCCESS IN CAREER GROWTH:**6 bold, U/c par 1 and 3, Ital. 3.1-3-4**

3.1 *personal passion linked to relevant talents and skills, ability to listen to your inner voice and*

3.2 *the courage to introspect and acknowledge strengths and limitations without fear.*

3.3 *the external noises that come from those who love you and*

3.4 *those who despise you, and sift what is true or false to build personal distinctiveness, and*

4. This helps to explore options with boldness and make choices in spite of pain of the discomfort and unknown.

12 Transpose 13 footer**8 NP**

Difference between life and death

2 14 insert page number 17 page break**WHEN THIS HAPPENS, THERE IS GREATER OWNERSHIP AND ACCOUNTABILITY.****6 U/c, bold**

5. At the core of your personal journey and career progression:

5.1 you need strength of vision,

5.2 clarity of consequences and benefits,

18 insert paragraph 20 page border

5.3 resilience and self-trust,

5.4 And knowledge of the personal values and principles that inform your character.

19 Replace

6. The strength and depth of conviction and passion, understanding of personal talents and skills and how these respond to opportunities is ultimately the winning formula.
7. Human relations are sustained by quality of energy, influenced by common need, and cemented by spiritual and emotional bonds. Therefore, career growth and progression require constantly revisiting those simple but complex matters that influence relationships. I'm not stating this based on any theory, but from personal experience.
8. Career progression follows inner energy and passion. There are no qualms about what drives my life and profession.
9. Careers progress and new opportunities open up when passion and energy meet the skill and talent that build legacies in every area of work. When work becomes a calling and an expression of self – supported by talent, innovation and passion to go beyond job descriptions and set times – a difference is made; the input is felt by your presence and the good works speaks for itself.
10. The most empowering and fulfilling jobs I have had were not based on application.

9 move 10 correct numbering 11 indent par 16 Del line

15 footer

Difference between life and death

QUESTION 2A:**MARKS: 14**

Curriculum Vitae

Surname: Booi
 First Name: Crisby
 Date of birth: 12 January 1984 $\frac{1}{4}$
 ID Number: 8401125035089
 Gender: Male
 Contact number: 072 0581790
 Nationality: SA
 Status Marital: Married $\frac{1}{2}$
 Health: Good
 Matriculated: 1998 at Giyani High School
 Home language: Tsonga
 Other languages: English & Zulu
 Drivers licence: Code 08 $\frac{1}{4}$
 Dependent: three
 Employer: ABSA
 Occupation: Credit Manager
 Monthly income: R15 000

 $\frac{1}{4}$

A	D	T	
2	1	3	14

 $\frac{1}{2}$

A	D	T	
6	1	7	14

 $\frac{3}{4}$

A	D	T	
9	2	11	14

ERROR NO	DISPLAY ERRORS
1	Margins 1" Line spacing - Single
2	A4 Paper
3	Font CN12
4	Uc/lc Letter spaces

A	D	T
10	4	14

QUESTION 2B**MARK: 22****ACCURACY****4 Marks – 1 mark per keying in error****Display: 18 Marks – 1 mark per display in error**

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 (Arial 12) incorrect , U/C, LC incorrect and/or letter spaces incorrect
4	Heading "Personal details" not inserted and/or incorrect plus one accuracy
5	Transpose between two words "marital status" not inserted and/or
6	Bold/Stet not changed and/or incorrect
7	Address not inserted and/or incorrect plus one accuracy error
8	New lines/New paragraphs not created at "PO Box 2212"
9	Single line spacing not inserted at address
10	In full "South African" not inserted and/or incorrect
11	"Institution, Tswane" not inserted and/or incorrect plus one accuracy
12	Page number not inserted and/or incorrect
13	Replace word with figure "three (3)" not inserted and/or
14	All headings not changed to capital letter and/or
15	"Tertiary" not inserted and/or incorrect plus one accuracy
16	Page border not inserted and/or incorrect
17	Page break not inserted and/or incorrect
18	"Course, Financial Management" not inserted and/or incorrect plus one accuracy

QUESTION 2B**MARKS: 22**

1 margins, l/s, just left

16 insert page borders

3 U/c, Arial 12,
letter space

2 A4

CURRICULUM VITAE

5 bold 3 18pt

PERSONAL DETAILS

4 heading inserted

SURNAME:

Booi

FIRST NAME:

Crisby

DATE OF BIRTH:

12 January 1984

ID NUMBER:

8401125035089

GENDER:

Male

CONTACT NUMBER:

072 0581790

PO Box 2212

BELLVILLE

7535

3 U/c

7 Insert address, 9 s/s

NATIONALITY:

8 [NP

South African

10 In full

MARITAL STATUS:

5 trs

Married

HEALTH:

Good

MATRICULATED:

1998 at Giyani High School

HOME LANGUAGE:

Tsonga

6 stet

OTHER LANGUAGES:

English and Zulu

10 In full

DRIVERS LICENCE:

Code 08

DEPENDENT:

3

13 replace with figures

EMPLOYER:

ABSA

OCCUPATION:

Credit Manager

MONTHLY INCOME:

R15 000

14 All underlined headings in u/c

17 Page break

12 Insert page number

2

TERTIARY EDUCATION:

15 Insert heading

INSTITUTION:

11 insert

Tswane College

COURSE:

18 insert

Financial Management

18 insert

PC-2

QUESTION 3A:**MARKS: 14**Menu

Greek Salad
 Chicken Wings
 Lamb Cutlets
 Tuna Salad

Meat $\frac{1}{4}$
 Roast Lamb
 Roast Beef
 Lamb Ribs

$\frac{1}{2}$ Grilled Chicken
 Chicken Kebabs $\frac{1}{2}$
 Chicken Breasts

Spinach
 Baby Potatoes
 Creamy Cauliflower

Butterfish $\frac{3}{4}$
 Kingklip
 Catch of the Day

Cheese Cake
 Trifle
 Fresh Fruit Salad
 Ice-cream

 $\frac{1}{4}$

A	D	T	
2	1	3	14

 $\frac{1}{2}$

A	D	T	
6	1	7	14

 $\frac{3}{4}$

A	D	T	
9	2	11	14

ERROR NO	DISPLAY ERRORS
1	Margins 1.5"
2	Line spacing ~ Single
3	A4 Paper
3	UC/LC
	Letter spaces
4	Underline

A	D	T
10	4	14

QUESTION 3B**MARK: 25**

Display: 20 Marks – 1 mark per display in error
Accuracy: 5 – 1 mark per accuracy error

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 (Arial 12) incorrect , U/C, LC incorrect and/or letter spaces incorrect
4	Heading "Adams Apple Restaurant" not inserted plus one accuracy
5	Interchanged (Swap) not inserted and/or incorrect
6	Spaced capital letter, Bold, Del not changed and/or incorrect
7	Insert second heading "Mall of the North" not inserted plus one accuracy
8	New lines/ New paragraph not created and/or incorrect
9	Heading "STARTER" not inserted and/or incorrect plus one accuracy
10	Heading "CHICKEN" not inserted and/or incorrect plus one accuracy
11	Heading "MAIN COURSE" not inserted and/or incorrect plus one accuracy
12	Heading "VEGETABLES" not inserted and/or incorrect plus one accuracy
13	Heading "FISH BAKED OR GRILLED" not inserted and/or incorrect plus one accuracy
14	Heading "DESSERT" not inserted and/or incorrect plus one accuracy
15	"Ice cream" not deleted and/or incorrect
16	Leader dots not inserted and/or incorrect
17	Block right all amount not created and/or incorrect
18	STARTER, CHICKEN amount not inserted and/or incorrect plus one accuracy
19	MAIN COURSE, VEGETABLES amount not inserted and/or incorrect plus one accuracy
20	FISH....,DESSERT amount not inserted and/or incorrect plus one accuracy

1 margins, l/s, just left

3 U/c, Arial 12, letter space

2 A4

4 Insert heading

ADAMS APPLE RESTAURANT
MALL OF THE NORTH

7 insert

16 Insert leader dots

M E N U

6 sp caps, bold, del u/line

8 NP

17 Block right

^ STARTERS

9 insert heading

Greek Salad	R15,00
Chicken Wings	R20,00
Lamb Cutlets	R25,00
Tuna Salad	R20,00

18
In-**^ CHICKEN**

6 U/c, bold

10 insert heading

5 Swap

½ Grilled Chicken	R35,00
Chicken Kebabs	R45,00
Chicken Breasts	R45,00

^ MAIN COURSE

6 U/c, bold

11 Insert heading

Meat	
Roast Lamb	R40,00
Roast Beef	R35,00
Lamb Ribs	R35,00

19
In-**^ VEGETABLES**

6 U/c, bold

12 Insert heading

Spinach	R7,00
Baby Potatoes	R6,00
Creamy Cauliflower	R7,00

^ FISH BAKED OR GRILLED

6 U/c, bold

13 insert heading

Butterfish	R40,00
Kingklip	R45,00
Catch of the Day	R40,00

^ DESSERTS

6 U/c, bold

14 Insert heading

Cheese Cake	R12,00
Trifle	R12,00
Fresh Fruit Salad	R12,00

20
Insert

15 Del ice cream

TOTAL SECTION B: 100
GRAND TOTAL: 300