DEPARTMENT OF EDUCATION

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

TYPING TECHNIQUE AND WORD PROCESSING
(06020286)

11 NOVEMBER 2012 (X Paper)
09:00-12:00

INSTRUCTIONS TO CANDIDATES, INVIGILATORS AND THE QUESTION PAPER

30 MINUTES ARE ALLOWED TO

READ THE INSTRUCTIONS

INSTRUCTIONS TO CANDIDATES

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

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE

ATTEMPTING THE PAPER - INVIGILATORS WILL EXPLAIN IF

NECESSARY!

TYPING TECHNIQUE - SECTION A

1. Candidates that are not READY and ON TIME for the TIMED ACCURACY TEST will only be allowed to enter the examination venue AFTER the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1).

2. Candidates are allowed to read through QUESTION 1, the TIMED ACCURACY TEST, 3 MINUTES before the commencement of the examination.

3. The TIMED ACCURACY TEST (QUESTION 1) must be keyed in at the BEGINNING of the examination.

4. After the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1) your test will be COLLECTED and SIGNED by the INVIGILATOR. It will be RETAINED until the completion of the examination where after, in your PRESENCE, it will be put into your EXAMINATION COVER.

5. ANSWER ALL THE QUESTIONS. PROCEDURE FOR QUESTIONS 2, 3, 4, 5 AND 6: KEY IN, SAVE AND PRINT, OR KEY IN, PRINT AND SAVE.

6. Each answer must be printed on a SEPARATE A4 PAPER. Use ONLY ONE SIDE of the paper.

WORD PROCESSING - SECTION B

1. ANSWER ALL THE QUESTIONS. PROCEDURE FOR QUESTIONS 1A, 2A AND 3A: KEY IN, SAVE AND PRINT, OR KEY IN, PRINT AND SAVE.

2. RETRIEVE, COPY AND PROCESS ACCORDING TO THE INSTRUCTIONS IN THE B PART OF EACH QUESTION. PRINT AND HAND IN THE A PART AS WELL AS THE B PART.

3. Each answer must be printed on a SEPARATE A4 PAPER. Use ONLY ONE SIDE of the paper.

4. If a LETTERHEAD is provided and the printer(s) cannot accommodate the letterhead, you may use A4 paper. Hand in the PRINTOUT on A4 paper, TOGETHER with the LETTERHEAD, in order to determine the positioning of the text on the paper in accordance with the data on the letterhead.

GENERAL: EXAMINATION PAPER – SECTION A AND SECTION B

1. **NO NOTES OR ANY NON-PERMISSIBLE MATERIALS MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.**

2. **Use only COURIER NEW 12 except if otherwise indicated in the question paper.**

3. **WORK VERY FAST IN ORDER TO COMPLETE THE EXAMINATION PAPER.**

4. **SAVE YOUR WORK AT REGULAR INTERVALS to prevent loss of keyed in data during a POWER FAILURE. Only the DURATION of the POWER FAILURE will be allowed additionally – NO EXTRA TIME WILL BE ALLOWED FOR LOSS OF WORK.**

5. **In the event of a COMPUTER or PRINTER DEFECT, the invigilator will make the necessary arrangements for you to continue with the examination and the ACTUAL TIME LOST will be allowed additionally.**

6. **Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question.   NO QUESTIONS WITHOUT EXAMINATION NUMBERS WILL BE MARKED.**

7.   AT THE END OF THE EXAMINATION SESSION, HAND IN:

7.1   EXAMINATION COVER with PRINTOUTS to be marked, IN THE SAME ORDER AS THE QUESTIONS IN THE EXAMINATION PAPER.

7.2   DISK (FLOPPY/STIFFY) – properly marked with your EXAMINATION NUMBER.

7.3   All other printouts. NO PRINTOUTS MAY BE TAKEN OUT OF THE EXAMINATION ROOM or PUT INTO BINS.

8.   ANY ATTEMPT TO OBTAIN INFORMATION OR TO GIVE INFORMATION TO ANOTHER CANDIDATE IS A VIOLATION OF THE EXAMINATION RULES AND WILL BE TREATED IN A VERY SERIOUS LIGHT. IF YOU ARE FOUND GUILTY OF SUCH A VIOLATION, SERIOUS STEPS WILL BE TAKEN AGAINST YOU.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE

TYPING TECHNIQUE

(SECTION A)

DO NOT TURN THE PAGE BEFORE THE

INVIGILATOR INSTRUCTS YOU TO DO SO.

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

QUESTION 1: TIMED ACCURACY TEST	
TIME: 10 minutes	MARKS: 20

MARGINS: LEFT: 2.5 cm (1", 10°) RIGHT: 2.5 cm (1", 10°) LINE SPACING: 1.5 (1½) or 2 SPEED: 50 wpm (minimum requirement)	PAPER: A4 Portrait HYPHENATION: No/Off JUSTIFICATION: Left/Off/No FONT: Courier New 12 (CN12)

1. The following timed accuracy test must be keyed in ONCE only.
2. The passage allows for speeds of 50 and 55 words per minute.
3. Key in your examination number, the question number and your station/ computer number as a header.
4. Print and save or save and print the document as Q1.
5. Your test must be COLLECTED and SIGNED by the INVIGILATOR at the BEGINNING of the examination.

The Cape buffalo is considered by many to be the most dangerous of the big five. Large herds of buffalo are generally relaxed when compared to single buffalo or small groups, which are extremely unpredictable. Lone bulls are very nervous as they do not have the safety and security of numbers and are therefore very quick to charge at any sign of danger. A charging buffalo is difficult to stop and many hunters have fallen victim to them, even after shooting warning shots.

Large breeding herds can reach up to one thousand five hundred, rarely more. With so many buffalo the herd has to keep on the move in search of good grazing and water. The old, sick and weak often fall behind until eventually losing their herd. Old bulls that were previously with the herd will often form small groups. This herd normally settle down into a smaller area that has sufficient water and food to survive on. When the breeding herds pass through their area, they will sometimes join for a short period before remaining behind once again.

To roll in the mud is very good for the buffalo's skin as it helps remove unwanted parasites such as ticks. When an animal

goes into the water, a small air-bubble develops around the tick's mouth where the mouth enters the buffalo's skin. This air-bubble supplies the tick with extra oxygen allowing it to stay under water without drowning. Mud on the other hand is too thick to allow for these small air-bubbles, resulting in the suffocation of ticks. After a good rolling session, the buffalo rubs its body against large rocks, trees or anthills to remove the mud along with the ticks.

The horns of buffalo give a good indication of the sex. The male's horns are slightly thicker than the females and the bull has a very prominent boss. The bull makes a regular habit of rubbing and polishing his horns and boss on trees. The purpose of this may be to prevent flies from laying eggs in the cracks of its horns. Eggs laid in the horns eventually hatch into larva and start boring through the keratin layers causing significant damage to the buffalo's horns.

The buffalo feeds mostly on grass but in the drier seasons they will also eat leaves.

Within a breeding herd there are a number of dominant bulls. Only these bulls are able to mate with the females. At the age of five years the female will give birth to her first calf. The new born calf has a light brown to dark brown colouration. This helps to camouflage it while being **/ 50 wpm** hidden away and suckled for the first few weeks until it is strong enough to keep up with the herd. The calf will often stay with the mother until she gives birth to a new calf, which is around every two years.

Lions are capable of hunting mature/   **55 wpm**

1. **Key in your examination number, the question number and your station/ computer number.**
2. **Take all proofreading signs into consideration.**
3. **Insert a table.**
4. **Proofread, print and save or proofread, save and print the document as Q2.**
5. **Put the printout in your cover.**

Tourism   *sp caps*

‡

Domestic Indicators / Tourism   *italics, trs*

runs on

Important Statistics **bold**		*2007* **bold**	
Domestic Travel *u/line*	*Annual* **bold**	43.5%	
	Monthly **bold**	9.9%	
	Adults	12.7 Million	
Number of Trips *u/line*	*Annual* **bold**	35.9 Million	
	Purpose	*Holiday: 16%* *Business: 7%* *Religious: 7%* *Medical: 1%*	
Expenses *u/line*	*Total [Anual sp* *[Expenses*	R20.0 Billion	
	Purposeful **del**	*Holiday: 17%* *Business: 8%* *Religious: 6%* *Medical: 2%*	
	Average *[Expenses* *[Per trip/per day*	*R120/Day* *R550/Trip:*	

It   *runs on*

~~*There*~~ *was an in crease in tourist arrivals*   *stet, join*

across all / sectors & travel. *in full*

runs on

2008 **bold**	2009 **bold**	2010 **bold**	2011 **bold**
44.5%	45.5%	46.5%	47.5%
9.8%	9.7%	9.6%	9.5%
13.7 Million	14.7 Million	15.7 Million	16.7 Million
34.9 Million	33.9 Million	32.9 Million	31.9 Million
Holiday: 17% Business: 8% Religious: 6% Medical: 2%	Holiday: 18% Business: 9% Religious: 5% Medical: 1%	Holiday: 19% Business: 8% Religious: 4% Medical: 2%	Holiday: 18% Business: 7% Religious: 3% Medical: 1%
R21.1 Billion	R22.2 Billion	R21.1 Billion	R22.2 Billion
Holiday: 18% Business: 9% Religious: 5% Medical: 1%	Holiday: 19% Business: 8% Religious: 4% Medical: 2%	Holiday: 19% Business: 8% Religious: 4% Medical: 4%	Holiday: 16% Business: 7% Religious: 7% Medical: 1%
R650/Trip: R220/Day	R750/Trip: R320/Day	R850/Trip: R420/Day	R950/Trip: R520/Day

runs on

QUESTION 3: PAMPHLET	
TIME: 25 minutes	MARKS: 40
MARGINS: Equal margins LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 Landscape HYPHENATION: Yes/On JUSTIFICATION: As indicated FONT: Courier New 12 (CN12)

1. Key in your examination number, the question number and your station/ computer number.
2. Take all proofreading signs into consideration.
3. Proofread, print and save or proofread, save and print the document as Q3.
4. Put the printout in your cover.

1 Landscape	2 Portrait	3 Portrait

4 Portrait	5 Portrait	6 Portrait

6 Insert as indicated and centre horizontally and vertically

Tourism   sp caps   ‡   *[/ Best In South Africa*   uc, bold

1 Insert as indicated and centre horizontally and vertically

South Africa is

a ⋏ tourism destination   ⋏ preferred

3 Insert as indicated

<u>*Top Ten Activities*</u>   *uc, italics*
‡
- *Game Viewing and Safari*
- *Nightlife*
- *Shopping* ~~*experience*~~   *del*
- *Beaches*
- *Township Tours*
- *Adventure*
- *Theme Parks*
- *Casinos*
- *Ostrich Farms*
- *Sport*

‡
‡
<u>*Top Ten Regions*</u>   *uc, italics*
‡
- *Garden Route*
- *Klein Karoo*
- *Kruger Lowveld*
- *Cape Peninsula*
- *Panorama Route*
- *Drakensberg*
- *Namaqualand*
- *Battlefields*
- *Elephant Coast*
- *West Coast*

2 Insert as indicated

Top Ten Reasons   uc, italics

‡
- *Affordable*
- *Natural Beauty*
- *World-Class Fasilities*   sp
- *Adventure*
- *Good Weather*
- *Rainbow Nation*
- *Diverse Experiences*
- *Wildlife*
- *Freedom Struggle*
- *Responsible Tourism*

‡
‡
~~Top~~
~~Best~~ *Ten Attractions*   uc, italics   stet

‡
- *Cape Town*
- */ Wine Lands*
- *Garden Route*
- *Johannesburg*
- *Kruger National Park*
- *Durban Beachfront*
- *Robben Island*
- *Soweto*
- *Blyde River Canyon*
- *Wild Coast*

4 Insert as indicated

<u>*Top Ten Towns*</u>   *uc, u/line*
‡
* Stellenbosch
* Pilgrim's Rest
* Franschhoek
* Knysna
* Oudtshoorn
* Dullstroom/Emno tweni
* Clarens
* Cullinen
* Groot Marico
* Rhodes

‡
‡

<u>*Top Ten Experiences*</u>   *uc, u/line*
‡
* Scenery
* 5-Star Safari   *in full*
* Unique Cultures
* Wild Animals
* Outdoor Life
* Barbeque
* South African Feasts
* Route 62
* Mountains Caves and   *trs*
* Museums

1. **Key in your examination number, the question number and your station/ computer number.**
2. **Take all proofreading signs into consideration.**
3. **Key in as indicated.**
4. **Proofread, print and save or proofread, save and print the document as Q4.**
5. **Put the printout in your cover.**

CONDENSED GROUP Statement of Position u/line Financial

‡

	Unaudited		Audited
	31 March		30 Sept
	2012	2011	2011
	R'000	R'000	R'000

‡

Assets **bold**

Non-current assets	584116	553223	600373
Property, plant & equipment in full	400601	390980	415623
Fishing right	2912		
Trademark ~~theory~~ del	17961	16008	18101
Deferred taxation	14561	9561	13204
Investments loans and trs	148081	136674	153445
Current assets	1540607	1218186	1422623

~~Index~~

~~Inventories~~ stet	517318	426621	489850
Accounts receivable	554136	556935	536913
Cash and cash equivalents	48153	234630	395860

Total assets   212423   1771409   2022996

‡

Equity and liabilities bold

Equity

Share capital and premium	29006	24904	26293
Foreign currency translation reserve	(2980)	(7047)	(2547)
Capital redemption reserve	130	130	130
Cash flow hedging reserve	753	(2453)	1922
Share-based payment reserve	53278	44829	49599
Distributable reserves	1266408	1127045	1283031

Interest of own shareholders	1346595	1187408	1358428
Non-controlling interrests sp	42201	32981	40923

Total equity   1388796   1220389   1399351

‡

Basis of preparation   italics   ‡ [/ condensed   NP financial information has been prepared in accordance with / framework concepts and / measurement and recognition requirements of / International Financial Reporting Standards.

Notes   sp caps

‡

1. **Key in your examination number, the question number and your station/ computer number.**
2. **Take all proofreading signs into consideration.**
3. **Key in as indicated.**
4. **Create a flow chart.**
5. **Proofread, print and save or proofread, save and print the document as Q5.**
6. **Put the printout in your cover.**

What Are / Big Five And How

Were They Chosen? **uc, bold, u/line**

‡

~~*Those*~~

These five animals were chosen by / first European **stet** *hunters as being / most dangerous animals to hunt and were responsible for killing / most hunters on their hunting safaris.*
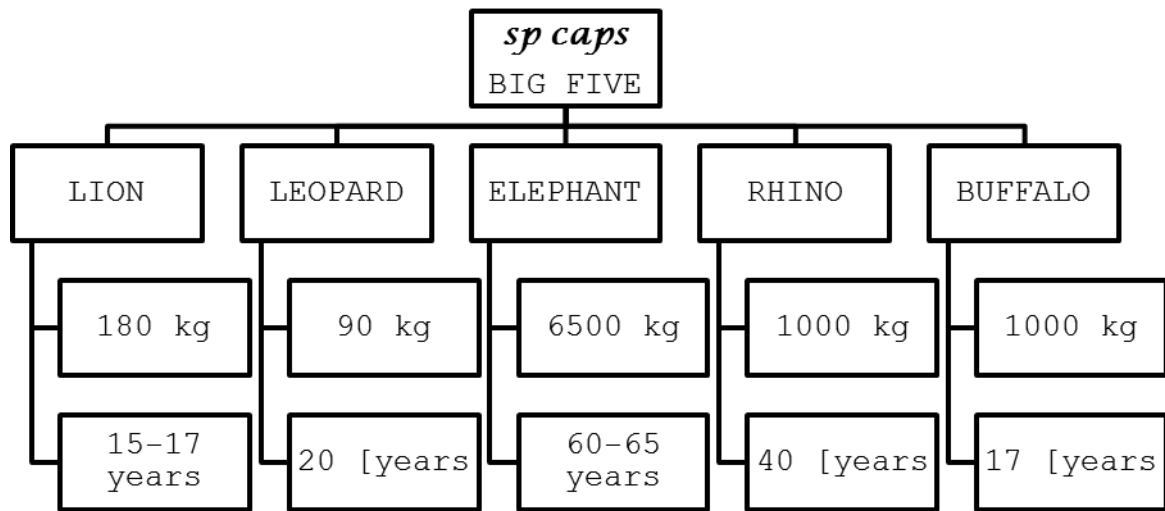
‡

/ hippo is very dangerous, but not <u>*dangeruos*</u> *to hunt.* **sp** *When hippos are in / water they are quite relaxed when approached on foot, making it very easy for a hunter to get close to them* ⋏ *much threat of an attack.* ⋏ *without*

‡

Why is / hippo not part of / <u>*Big Five*</u>*, as statistics* **italics** *show it kills more people in Africa than any other mammal?*

‡

```
                    ┌──────────────┐
                    │   sp caps    │
                    │  BIG FIVE    │
                    └──────┬───────┘
   ┌──────────┬──────────┼──────────┬──────────┐
┌──────┐  ┌────────┐ ┌─────────┐ ┌───────┐ ┌─────────┐
│ LION │  │LEOPARD │ │ELEPHANT │ │ RHINO │ │ BUFFALO │
└──────┘  └────────┘ └─────────┘ └───────┘ └─────────┘
```

| 180 kg | 90 kg | 6500 kg | 1000 kg | 1000 kg |

| 15-17 years | 20 [years | 60-65 years | 40 [years | 17 [years |

‡

/ lion and African bush elephant classified / are as   *trs*
endangered species.

‡
/ leopard <u>&</u> white rhinoceros are classified as   *in full*
vulnerable and endangered species. [/ black rhinoceros *NP*
is classified as critically ~~critically~~ endangered and   *del*
therefore cannot be hunted and is not available at all.
‡
/ buffalo is / most popular <u>Big Five</u> to hunt, as its   *italics*
conservation status is of less con cern.

<table>
<tr><td colspan="2">QUESTION 6: AFRICAN LANGUAGE
TIME: 10 minutes   MARKS: 20</td></tr>
<tr><td>MARGINS:
LEFT: 2.5 cm (1", 10°)
RIGHT: 2.5 cm (1", 10°)
LINE SPACING: Single (1)
(Except where indicated otherwise)</td><td>PAPER: A4 Portrait
HYPHENATION: No/Off
JUSTIFICATION: No/Off/Left
FONT: Courier New 12 (CN12)</td></tr>
<tr><td colspan="2">1. Key in your examination number, the question number and your station/ computer number.
2. Key in the following text exactly as it is.
3. Proofread, print and save or proofread, save and print the document as Q6.
4. Put the printout in your cover.</td></tr>
</table>

```
LION
Sotho – Tau
Tsonga/Shangaan – Ngala
Tswana – Tau
Swahili – Simba
Xhosa – Isigidi
Zulu – Ingonyama
Afrikaans – Leeu
♯
LEOPARD
Sotho – Nkwe
Swahili – Chui
Tsonga/Shangaan – Yingwe
Tswana – Nkwe
Xhosa – Ingwe
Zulu – Ingwe
Afrikaans – Luiperd
♯
CARACAL
Sotho – Thoane
Tsonga – Nandzana
Tswana – Thwane
Xhosa – Ingqawa
Zulu – Indabushe
Afrikaans – Rooikat
♯
```

```
SERVAL
Sotho - Tlodi
Tsonga/Shangaan - Ndloti
Tswana - Tadi
Xhosa - Hlosi
Zulu - Ndlozi
Afrikaans - Tierboskat
```
‡
```
CIVET
Sotho - Leqaqane
Tsonga/Shangaan - Mfungwe
Tswana - Tsaparangaka
Xhosa - Inyhwagi
Zulu - Iqaqa
Afrikaans - Siwet
```

WORD PROCESSING

(SECTION B)

YOU HAVE TO WORK VERY FAST

AND ACCURATELY

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

MARGINS: LEFT: 2.5 cm (1", 10°) RIGHT: 2.5 cm (1", 10°) LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 Portrait HYPHENATION: Yes/On JUSTIFICATION: Yes/On/Full FONT: Courier New 12 (CN12)

1. Create a macro with your examination number, the question number and your station/computer number.
2. Proofread, print and save or proofread, save and print the document as Q1A.
3. You may use Spell Check when proofreading.
4. Put the printout in your cover.

Black Rhino
‡
It is smaller than the white rhino.

‡
A large bull weighs around 1000 kg.
‡
They have a rather small hooked shaped mouth for feeding on trees and shrubs.
‡
The black rhino's natural head posture is face upward, so there is no need to lift its head when feeding off trees.
‡
Black rhinos are often found in thick vegetation which is possibly the reason why the female will often run in front of her calf to ensure its safety.
‡
They are solitary and will seldom join up with other individuals.

QUESTION 1B: DISPLAY	
TIME: 12 minutes	**MARKS: 20**
MARGINS: **LEFT: 1.25 cm (0.5", 5°)** **RIGHT: 1.25 cm (0.5", 5°)** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A5 Landscape** **HYPHENTATION: Yes/On** **JUSTIFICATION: Yes/On/Full** **FONT: Courier New 12 (CN12)** **(Except where indicated otherwise)**

1. **Retrieve the document saved as QUESTION 1A.**
2. **Change the question number in the macro to QUESTION 1B.**
3. **Process according to the instructions.**
4. **Proofread, print and save or proofread, save and print the document as Q1B.**
5. **Put the printout in your cover.**

Insert as a header in CN20 and align right: Rhinoceros

Insert a footer in CN16 and alight right: Family Rhinocerotidae

Insert as footnote 1: Hooked-lip Rhino

Black Rhino[1]   *CN24*
‡
It is smaller than the white rhino[i]. *Insert as endnote 1:* There is no colour difference between the two rhinos
‡
A large bull weighs around 1000 kg.
‡
They have a rather small hooked shaped mouth for feeding on trees and shrubs.
‡
The black rhino's natural head posture is face upward, so there is no need to lift its head when feeding off trees.
‡
~~Black rhinos are often found in thick vegetation which is possibly the reason why the female will often run in front of her calf to ensure its safety.~~   *delete*

They are solitary and will seldom join up with other individuals.

Insert a page break

Insert as footnote 2: Broad-mouthed Rhino

<u>White Rhino</u>[2]   *CN24, Insert*
‡
Larger than the black rhino.
‡
Large bulls reach a weight of 2500 kg.
‡
They have a very broad flat mouth which aids in feeding large quantities of grass.
‡
A white rhino's head faces downward so its mouth is always close to the ground while grazing.
‡
They have a very distinct hump above the shoulders as well as a very prominent fold at the lower parts of the shoulders.

Insert a page break

Because they are social animals it is not uncommon to see 10 to 15 white rhinos moving together.
‡
White rhinos are normally found in very open areas such as plains.

Number the pages at the bottom, right as pages 1, 2 and 3

QUESTION 2A: MAIL MERGE	
TIME: 6 minutes	MARKS: 10

1. Create the following fields/field names.
2. Ensure that your examination number, the question number and your station/computer number appear on the printout.
3. Use Arial, Courier New or Calibri font and a font size to fit.
4. Proofread, print and save, or proofread, save and print the document as Q2A.
5. Put the printout in your cover.

FIELD NAMES	*CLIENT 1*	*CLIENT 2*	*CLIENT 3*
TO	Mr JH Viljoen	Ms GD Masemola	Ms AB Metseeme
FROM	Ms JB Molefe	Ms KH Botha	Mr IL Molotsane
FAX	012 555 6979	013 444 3254	014 333 4234
PHONE	012 555 6978	013 444 3255	014 333 4235
E-MAIL	jhviljoen@tourism.co.za	gdmasemola@touring.co.za	abmetseeme@bigfive.co.za
CC	Manager	Director	Manager
RE	Transport	Administration	Tourism and Conservation

QUESTION 2B: MAIL MERGE	
TIME: 12 minutes	MARKS: 20
MARGINS: **LEFT: 2.5 cm (1", 10°)** **RIGHT: 2.5 cm (1", 10°)** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A4 Portrait** **JUSTIFICATION: No/Off/Left** **FONT: Courier New 12 (CN12)** **(Except where indicated otherwise)**

1. **Retrieve the macro with your examination number, the question number, your station/computer number and change it to QUESTION 2B.**
2. **Insert the fields/field names as indicated and key in the following text. Process according to the instructions.**
3. **You may use Spell Check when proofreading.**
4. **Proofread, print and save or proofread, save and print the document as Q2B. Put the printout in your cover.**
5. **Merge the documents and save as Q2C. Print the merged documents and put the printouts in your cover.**

FAX   *Insert in CN24, bold*
‡

Insert in CN12

```
TO:          «TO»_____
‡
FROM:        «FROM»_____
‡
FAX:         «FAX»_____
‡
PHONE:       «PHONE»_____
‡
E-MAIL:      «E-MAIL»_____
‡
PAGES:       _____
‡
DATE:        [Today's date]_____
‡
CC:          «CC»_____
‡
RE:          «RE»_____
‡
```

Insert in CN10

	Urgent		For Review		Please Comment		Please Reply		Please Recycle

‡

Insert in CN20, bold

COMMENTS:

Insert in CN12

International tourist arrivals have surged, making tourism one

of the fastest growing sectors. The tourism industry is well-

established with an exciting sector of emerging entrepreneurs.

The country is strong on adventure, sport, nature and wildlife

travel and is a pioneer and global leader in responsible

tourism.

QUESTION 3A: AFRICAN LANGUAGE	
TIME: 09 minutes	MARKS: 15
MARGINS: LEFT: 2.5 cm (1", 10°) RIGHT: 2.5 cm (1", 10°) LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 Portrait HYPHENATION: No/Off JUSTIFICATION: No/Off/Left FONT: Courier New 12 (CN12)

1. Retrieve the macro with your examination number, the question number and your station/computer number and change it to QUESTION 3A.
2. Key in the following text exactly as it is.
3. Proofread, print and save or proofread, save and print the document as Q3A.
4. Put the printout in your cover.

```
English – African Wild Dog
Sotho – Lekanyane
Swahili – Mbwa mwitu
Tsonga/Shangaan – mahlolwa
Tswana – Lethalerwa
Xhosa – Ixhwili
Zulu – Inkentshane
Afrikaans – Wildehond
‡
English – Black-Backed Jackal
Sotho – Phokojwe
Swahili – Bweha
Tswana – Phokoje
Tsonga/Shangaan – Mangawana
Xhosa – Impungutye
Zulu – Impungushe
Afrikaans – Swartrugjakkals
‡
English – Spotted Hyena
Sotho – Sentawana
Swahili – Fisi
Tsonga/Shangaan – Mhisi
Tswana – Phiri
Xhosa – Mpisi
Zulu – Mpisi
Afrikaans – Gevlekte hiëna
```

QUESTION 3B: AFRICAN LANGUAGE	
TIME: 12 minutes	**MARKS: 20**
MARGINS: **LEFT: 2.5 cm (1", 10°)** **RIGHT: 2.5 cm (1", 10°)** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A4 Landscape** **HYPHENATION: No/Off** **JUSTIFICATION: No/Off/Left** **FONT: Courier New 12 (CN12)** **(Except where indicated otherwise)**
1. Retrieve the document saved as Q3A. 2. Change the question number in the macro to QUESTION 3B. 3. Process according to the instructions. 4. Proofread, print and save or proofread, save and print the document as Q3B. 5. Put the printout in your cover.	

Page 1   Page 2

Column 1   Column 2

Column 1   Column 2

```
ALL ABOUT AFRICAN WILDLIFE
```
Insert as header, CN24, bold, centre

Page 1, column 1:
```
English – African Wild Dog
```          *CN16, italics, u/line*
```
Sotho – Lekanyane
Swahili – Mbwa mwitu
Tsonga/Shangaan – mahlolwa
Tswana – Lethalerwa
Xhosa – Ixhwili
Zulu – Inkentshane
Afrikaans – Wildehond
‡
English – Black-Backed Jackal
```          *CN16, italics, u/line*
```
Sotho – Phokojwe
Swahili – Bweha
Tswana – Phokoje
Tsonga/Shangaan – Mangawana
Xhosa – Impungutye
Zulu – Impungushe
Afrikaans – Swartrugjakkals
```

Page 1, column 2:

<u>English – Spotted Hyena</u>   *CN16, italics, u/line*
Sotho – Sentawana
Swahili – Fisi
Tsonga/Shangaan – Mhisi
Tswana – Phiri
Xhosa – Mpisi
Zulu – Mpisi
Afrikaans – Gevlekte hiëna
‡
<u>English – Cheetah</u>   *CN16, italics, u/line, insert*
Sotho – Lengau
Tsonga/Shangaan – Xikankanka
Tswana – Lengau
Swahili – Duma
Xhosa – Ihlosi
Zulu – Ingulule
Afrikaans – Jagluiperd

Page 2, column 1 (copy from Question 6):

Insert [English –] *before* [Caracal]:
<u>English – Caracal</u>   *CN16, italics, u/line*
Sotho – Thoane
Tsonga – Nandzana
Tswana – Thwane
Xhosa – Ingqawa
Zulu – Indabushe
Afrikaans – Rooikat
‡
Insert [English –] *before* [Serval]:
<u>English – Serval</u>   *CN16, italics, u/line*
Sotho – Tlodi
Tsonga/Shangaan – Ndloti
Tswana – Tadi
Xhosa – Hlosi
Zulu – Ndlozi
Afrikaans – Tierboskat

Page 2, column 2:

English - Vervet Monkey   *CN16, italics, u/line, insert*
Sotho – Kgabo
Swahili – Tumbili
Tsonga/Shangaan – Nkawu
Tswana – Kgabo
Xhosa – Inkawu
Zulu – Nkawu
Afrikaans – Blou-aap
‡

AFRICAN ANIMAL NAMES
Insert below the columns on page 1 and 2, CN20, uc, centre horizontally

Number the pages, bottom, centre, as page 1 and 2