

POSSIBLE ANSWERS FOR :

COMPUTYPING SG

PAPER 2

942-2/2

QUESTION 1

THEORY

QUESTION 1.1 What do the following manuscript signs mean? (10)

No.	Question	Answer	Marks
1.1.1	NP	Begin a new paragraph.	(1)
1.1.2	l/c	Type in lower case (small letters).	(1)
1.1.3	<i>Run on</i>	Do not start a new paragraph or line.	(1)
1.1.4	#	Leave one letter space.	(1)
1.1.5	¶	Press enter key once (one open line).	(1)
1.1.6	<i>del</i>	Delete text.	(1)
1.1.7	<i>trs</i>	Change word order.	(1)
1.1.8	→	Press Tab key once.	(1)
1.1.9	<i>In full</i>	Type abbreviation in full.	(1)
1.1.10	<i>Right justify</i>	Type text so that it ends against the right-hand margin.	(1)

10 x 1 = 10

QUESTION 1.2 What are the default settings for the following? (8)

No.	Question	Answer	Marks
1.2.1	Page size and orientation	① ✓ A4 + ② ✓ (210 mm x 297 mm) ② ✓ (8.27" x 11.69") Portrait	(2)
1.2.2	Margins (top/bottom/left/right)	2.5 cm (2.54 cm) 1"	(2)
1.2.3	Font size	12 points (10 characters per inch/2.5 cm)	(2)
1.2.4	Units of measurement	Centimetres or inches	(2)

4 x 2 = 8

QUESTION 1**THEORY**

QUESTION 1.3 Insert an appropriate symbol which you could use to illustrate the following in a letterhead. Enlarge the size of the symbol to 22 points.
(8)

No.	Question	Answer	Marks
1.3.1	Telephone	 or any other suitable.	(2)
1.3.2	e-mail	 or any other suitable.	(2)
1.3.3	A smiling face		(2)
1.3.4	The copyright sign	©	(2)

4 x 2 = 8

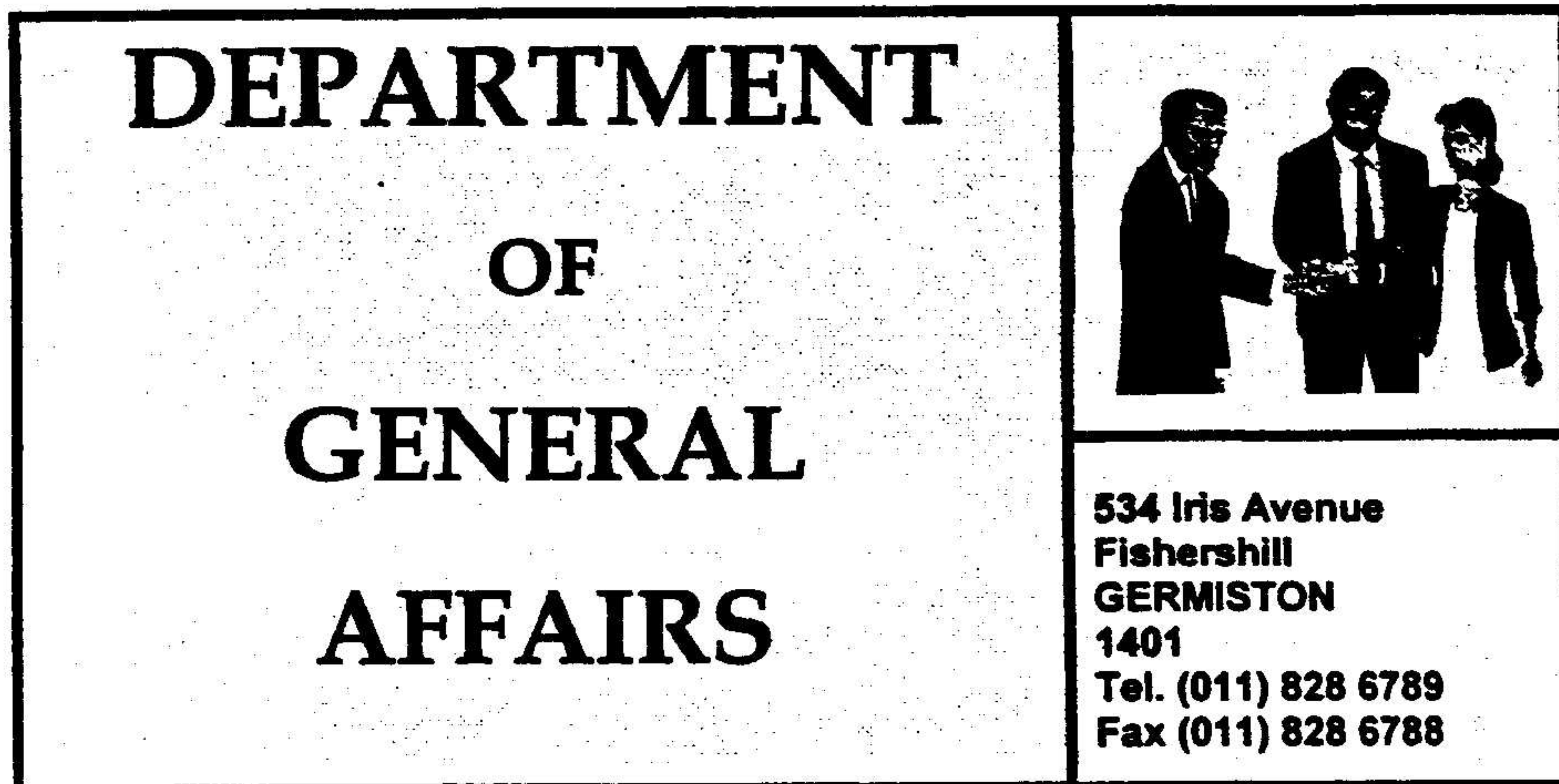
QUESTION 1.4 Place the following parts of a business letter in the correct order.
(4)

Question	Answer
Attention line	Reference
Reference	Attention line
Conclusion	Salutation
Salutation/Greeting	Subject heading
Subject heading	Conclusion

All correct = 4

QUESTION 2

LETTER ON LETTERHEAD



① 3.75 cm (1.5") + *l/h* + font

② 16 November 2003
‡

CIRCULAR NUMBER 13/2003

③ *ulc, s/s*

TO: ALL CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT OFFICES AND REGIONAL OFFICES
STAFF OF ALL INSTITUTIONS

THE ADVERTISING AND FILLING OF GENERAL POSTS

④ *ulc*

1. ADVERTISING

‡

1.1 The advertisement of general vacant posts must be self-explanatory and clear, and include the following:

1.1.1 minimum requirements,

1.1.2 preferable date of appointment,

1.1.3 names and telephone numbers of contact persons,
and

s/s or d/s ⑤ *correct order*

1.1.4 closing date for applications;

1.2 be accessible to all who may qualify (except during rationalisation) or are interested in applying for such post(s);

1.3 be non-discriminatory and in keeping with the provisions of the Constitution of the RSA; and

1.4 clearly state that the State is an affirmative action employer.

QUESTION 2

LETTER ON LETTERHEAD

⑥ Centre page no.
#

2

2. # SIFTING

⑦ I + U

The Department shall handle the initial sifting process to eliminate applications of the candidates.

3. # SHORTLISTING AND INTERVIEWS

⑦ I + U

Interviewing Committees shall be established by governing bodies at institutions where there are advertised vacancies.

The following table must be completed in full:

⑧ layout/opt. l/c = 0

	NUMBER OF POSSIBLE CANDIDATES			
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
⑨ Male				
• Female				
• Date of Appointment	} X no. 8 2 lines			

⑨ #

HEAD: DEPARTMENT OF GENERAL AFFAIRS

⑩ X-----

Department has received Circular

⑪ #

number of and will send it directly to:

⑫ Bullets + s/s

- ☐ ALL CHIEF DIRECTORS
- ☐ DIRECTORS AT HEAD OFFICE
- ☐ STAFF OF ALL INSTITUTIONS

QUEST. 2	CIRCULAR LETTER	Accuracy	28
MARKS 40		Display	12

Accuracy -3 per error (Max 10 e)
Display marks allocated as follows:

(Mark with O)
(Correct ✓; Faulty ✕)

1. Left-hand margin at 3.75 cm (1.5")	✓
2. One open line before and after the date (blocked right)	✓
3. Block rec. list, u/c and s/s	✓
4. Paragraph headings: u/c, one open line before and after (align)	✓
5. Paragraph numbers in correct order (as well as 1.1.4)	✓
6. Page 2: Page no. centre, one open line after number and Par. 2 starts	✓
7. Words in Italic and Underline (par. 2 + 3)	✓
8. Table: sub-headings in 10 pt./layout	✓
9. 3 Lines open for the signature	✓
10. Scissors and horizontal line	✓
11. Layout of tear off slip in u/c and d/s	✓
12. Correct bullets and s/s	✓
TOTAL	12

u = ✕

QUESTION 3

TABLE

① A4 landscape

② Margins

⑤, 3 pt.

STATUS CAPITAL GROWTH } ③ Centre / ulc

ILLUSTRATIVE VALUES } ④ Arial 12 pt / ↓ CN 12 pt.

Investment Fund	Term	Cash value	Value of investment		Risk
			Management charge		
⑨		⑩			⑧
⑥ Centre		6% Net return			Italic
⑦ Underline					
Guaranteed Capital Fund	1	R546	1,1%	Low	⑮
Share Focus Fund	2	R2 236	12,8%	High	
Vesting Bonus Fund* ⑪ Superscript	2	R1 865	12,8%	Moderate	
Worldwide Property Fund	⑫ Centre 1	R12 783	12,8%	Very high	

⑰ #

* † Legislation limits the amount with respect to the above to one loan within the first year.
⑱ Any method ⑰ Shade ⑱

⑲ Alphabetical order

⑲ Leader dots

QUEST.	3	TABULATION	Accuracy	20
MARKS	40		Display	20

Accuracy; -3 per error
Display marks allocated as follows:

(Mark with O)
(Correct ✓; Faulty ✕)

1. A4 Landscape	✓
2. Margins	✓
3. Headings: Centr / u/c	✓
4. " Arial / 12 pt rest of table CN 12	✓
5. Border of 3 pt.	✓
6. Investment Fund centre	✓
7. " underline	✓
8. Column headings – Italic	✓
9. Column headings in the same row	✓
10. Column headings – in one row	✓
11. Worldwide – one word	✓
12. Centre figures of the "Term"-column	✓
13. Trs figures	✓
14. Figures blocked underneath each other or left-align	✓
15. Words in last column blocked	✓
16. Shade 'Risk' column	✓
17. One open line after the tabulation	✓
18. Table in alphabetical order	✓
19. Two spaces after the * in footnote and footnote against l/h margin	✓
20. Leader dots in first column	✓
TOTAL	20

QUESTION 4

LETTER: EDIT

①

~~~~~

## THE EYE DOCTOR

~~~~~

PO Box 80 2017

Telephone (011) 344 0182 x 234

E-mail eye@doctor.co.za

70 Glass Avenue

BRAAMFONTEIN

2001

② 2.64 cm (1")

20 May 2003

③ Courier New 12

④

Mr J.F.G. Maluti
35 Apple Road
MELVILLE
2092

Dear Sir

⑤ ~~Border~~SIGHT FOR SORE EYES

With our ^{sp} ⑭ reliance on computers ^⑥ run on comes the problem of tired, strained eyes.

⑦ u/c

COMPUTER SCREEN

⑧

Keep your computer ^⑨ screen in focus.

REFERENCE MATERIAL

Keep reference material ^⑩ nearby the ^⑨ screen.

DUST

Wipe dust off your computer screen. ^⑪ ⑫

LUBRICATE

Blink frequently to lubricate the eyes.

MESH FILTER

†

Use mesh filters to minimise glare and reflection on the screen.

⑮ ~~3~~

BREAKS

† ⑯

Take breaks periodically by looking up.

† ⑰

⑱ If you ^⑰ experience ^{sp} eye problems, visit an ophthalmologist frequently.

Yours sincerely

⑲

3 open lines

DR S. NAIDOO

⑳ 4

㉑

One page

QUESTION	4	EDIT: LETTER	Accuracy	-
MARKS	25		Display	25

Display marks allocated as follows:

Correct ✓; Faulty ✗

1.	No changes to letterhead font	✓
2.	Change left-hand margin to 2.54 cm (1")	✓
3.	Courier New 12	✓
4.	Move date to left-hand margin	✓
5.	Frame subject heading	✓
6.	Run on in first paragraph	✓
7.	Paragraph heading (COMPUTER SCREEN) caps (change case)	✓
8.	Unindent content of COMPUTER SCREEN paragraph	✓
9.	Find and replace 'monitor' with 'screen' (x 2)	✓✓
10.	Transpose words in paragraph 2 (... nearby the screen.)	✓
11.	Transpose paragraphs DUST and LUBRICATE	✓✓
12.	Delete word (daily) in DUST paragraph	✓
13.	Insert open line after heading MESH FILTER	✓
14.	Spelling of 'reliance' in first paragraph	✓
15.	Take off bold in heading BREAKS	✓
16.	Delete extra line after heading BREAKS	✓
17.	Open line before new paragraph	✓
18.	New paragraph beginning with 'If you experience ...'	✓
19.	Spelling of 'experience' in last paragraph	✓
20.	Three open lines for signature	✓
21.	Name of signatory not underlined	✓
22.	Fits on one page (adjust line spacing)	✓✓
	TOTAL	25

QUESTION 5

INCOME STATEMENT

① Margins ② Centre ③ w/c ④ 16 pt

NATIONAL SPORT ASSOCIATION OF SOUTH AFRICA

⑤ 14 pt ⑥

NOTES TO THE DETAILED INCOME STATEMENT FOR THE SIX MONTHS ENDED 28 FEBRUARY 2003

⑦	⑧	⑩ w/c UNAUDITED ⑪ 2003 centre R'000	AUDITED 2002 R'000	} \$s or d/s
⑨ 1/5	⑫ w/c ⑬ B (x4) ⑭ I			
LOAN ACCOUNTS				
Trust Fund for the National Sport Association of South Africa		⑮ 4 410,00	4 410,00	
SUPER 16 SPONSORS		2 336,80	2 305,00	
Pick & Save		⑯ 1 020,50	1 000,60	
Shop till you drop		716,30	804,40	
General Bank		600,00	500,00	
EQUALISATION INCOME		3 130,00	2 200,00	
Netball		⑰ 750,00	300,00	
Aquatics		1 200,00	1 100,00	
Athletics		390,00	⑱ -	✓
Tennis		780,00	800,00	
SOCCER		4 160,00	4 200,00	
Transport		2 410,00	2 200,00	
Accommodation		1 000,00	1 250,00	
Administration		750,00	750,00	
		⑲	⑳	

OR

SOCCER

Transport
Accommodation
Administration

4 160,00		4 200,00	
2 410,00		2 200,00	
1 000,00		1 250,00	
750,00		750,00	

Open row method

NATIONAL SPORT ASSOCIATION OF SOUTH AFRICA

NOTES TO THE DETAILED INCOME STATEMENT FOR THE SIX MONTHS ENDED 28 FEBRUARY 2003

	UNAUDITED	AUDITED
	2003	2002
	R'000	R'000
LOAN ACCOUNTS		
Trust Fund for the National Sport Association of South Africa	4 410,00	4 410,00
SUPER 16 SPONSORS	2 336,80	2 305,00
Pick & Save	1 020,50	1 000,60
Shop till you drop	716,30	804,40
General Bank	600,00	500,00
EQUALISATION INCOME	3 130,00	2 200,00
Netball	750,00	300,00
Aquatics	1 200,00	1 100,00
Athletics	390,00	-
Tennis	780,00	800,00
SOCCER	4 160,00	4 200,00
Transport	2 410,00	2 200,00
Accommodation	1 000,00	1 250,00
Administration	750,00	750,00

Corel

NATIONAL SPORT ASSOCIATION OF SOUTH AFRICA

NOTES TO THE DETAILED INCOME STATEMENT FOR THE SIX MONTHS ENDED 28 FEBRUARY 2003

	UNAUDITED	AUDITED
	2003	2002
	R'000	R'000
LOAN ACCOUNTS		
Trust Fund for the National Sport Association of South Africa	4 410,00	4 410,00
SUPER 16 SPONSORS	2 336,80	2 305,00
Pick & Save	1 020,50	1 000,60
Shope till you drop	716,30	804,40
General Bank	600,00	500,00
EQUALISATION INCOME	3 130,00	2 200,00
Netball	850,00	300,00
Aquatics	1 200,00	1 100,00
Athletics	390,00	-
Tennis	780,00	800,00
SOCCER	4 160,00	4 200,00
Transport	2 410,00	2 200,00
Accommodation	1000,00	1 250,00
Administration	750,00	750,00

QUEST.	5	BALANCE SHEET	Accuracy	20
MARKS	40		Display	20

Accuracy; -3 per error
Display marks allocated as follows:

(Mark with O)
(Correct ✓; Faulty ✕)

1. Margins	✓
2. Heading: Centre	✓
3. u/c (both headings)	✓
4. 16 pt	✓
5. Sub-heading: Mleft	✓
6. 14pt	✓
7. One open line before and after the horizontal line	✓
8. Insert a line	✓
9. Consistent and attractive line spacing	✓
10. Column headings: u/c	✓
11. Centre	✓
12. Headings: u/c (4x)	✓
13. Bold (4x)	✓
14. Italic (4x)	✓
15. Double underlining	✓
16. Frames	✓
17. Trs	✓
18. Hyphen right blocked	✓
19. Figures right blocked	✓
20. Small open column	✓
TOTAL	20

QUESTION 6

EDIT: REPORT

① Courier New 12

HEALTH AND HEALING^② ulc
③ Centre
④ 20 pt.

Make sun safety a

habit for life!!!^⑤ Centre

⑦

⑧ ↓

⑨

⑩ ✓ 2 Columns

The importance of teaching safe sun habits to your children cannot be stressed enough. Most skin changes that can lead to skin cancer occur by the age of 18.

The Cancer Association of South Africa warns that just one severe sunburn as a child increases the risk of melanoma.

To protect skin from the sun's rays, choose densely woven fabric in dark colours, broad-brimmed hats and lotion.

Remember to reapply sun-screen if your child is swimming, and teach older children to reapply sun-screen if they are swimming. ✓ ⑪

Only word in I = ✓
This report was prepared with the help of: ⑫ Centre.
⑬ Italic

Bienkie
Karen
Sonet
Verna

⑭ A-3
sorted

⑮ ↑ ✓✓

⑯ Even right-hand /
hyphenation

QUEST.	6	REPORT: EDIT	Accuracy	
MARKS	20		Display	20

Accuracy; **-0 per error**
Display marks allocated as follows:

(Mark with O)
(Correct ✓; Faulty ✕)

1. Courier New 12	✓
2. Main heading in u/c	✓
3. " Centre	✓
4. " 20 pt.	✓
5. Insert any Picture, 2 cm x 2 cm	✓✓
6. Centre the line with the picture	✓
7. 1/2 open lines before and after the line containing the picture	✓
8. Insert a line	✓
9. One open line after the horizontal line	✓
10. Convert to 2 columns	✓✓
11. Sunscreen in Bold 2x	✓✓
12. Last paragraph: centred	✓
13. sub-heading typed in Italic	✓
14. names sorted alfabetically	✓
15. Document centred vertically	✓✓
16. Even right-hand (hyphenation)	✓
TOTAL	20

QUESTION 7

WILL

JOINT WILL

We, the undersigned,

JOHN MICHAEL WILLIAMS (770413 067 006 7)

① u/c and #
and

SUSAN CANDICE WILLIAMS (801018 003 008 7)
(born Anderson)

married in community of property and at present residing at Worcester, hereby make our last will and testament as follows:

② No.

1. We revoke, cancel and annul all previous wills, ^③ codicils and/or other testamentary writings, heretofore made or executed by us, whether jointly or severally.

2. We hereby nominate, constitute and appoint the survivor ^{u/c or t/c} of us as the sole and universal heir of all the estate.

3. We nominate as executor ^{u/c or t/c} of our will and administrator of our estate NATIONWIDE BANK.

4. We direct that the Master of the Supreme Court shall dispense with the necessity that security be furnished by the said NATIONWIDE BANK, the executor. ^{④ u/c}

THUS DONE AND EXECUTED at WORCESTER ^{⑤ u/c} on this second day of November 2003, in the presence of the undersigned witnesses, who signed in our presence and also in the presence of each other.

AS WITNESSES

⑥ #

1.

.....
TESTATOR

⑦ u/c and correct order

2.

.....
TESTATRIX

QUEST.	7	WILL	Accuracy	18
MARKS	25		Display	7

Accuracy; -3 per error (Max 6 E)
Display marks allocated as follows:

(Mark with O)
(Correct ✓; Faulty ✕)

1. Names of Persons in u/c and correct line spacing	✓
2. Numbering of paragraphs in correct order	✓
3. Margins and justification	✓
4. NATIONWIDE BANK 2x in u/c	✓
5. First words and WORCESTER (in last paragraph) in u/c	✓
6. 3 Open lines for signature	✓
7. TESTATOR and TESTATRIX in u/c and correct order	✓
TOTAL	7

QUESTION 8

MINUTES

① ulc + M. Left

MANHATTAN TENNIS CLUB

Minutes of the Annual General Meeting of the Manhattan Tennis Club held in Bloemfontein, on Thursday, 5 December 2002 at 19:00.

PRESENT

A. Moodley (Chairman)
H. Raubenheimer (Secretary)
J. Sekati (Treasurer)
B. Marais
S. Moloko
E. Stevenson

② Blocked +
correct order

④ ulc + blocked

1. NOTICE OF MEETING

The notice of the meeting was sent out two weeks in advance and the meeting is therefore duly constituted.

2. MINUTES

The Minutes of the previous meeting were read and duly adopted and signed.

3. ELECTION OF SECRETARY

Mr Raubenheimer was elected as secretary.

4. FUNCTION: MERIT AWARDS

The function will take place on 16 March 2003.
Mr Raubenheimer will make the necessary arrangements.

5. DEVELOPMENT

Mr Moodley tabled the report of the National Development Conference. The Conference was a success and a copy of the report will be circulated.

③ # ulc
ACTION⑤ ulc +
correct
HR place

AM

⑥ ulc
correct linespacing
leader dots

CHAIRMAN

SECRETARY

10 January 2003 ← OO If omitted (Acc)

[20]

QUEST.	8	MINUTES	Accuracy	14
MARKS	20		Display	6

Accuracy; -3 per error (Max 5 E)
Display marks allocated as follows:

(Mark with O)
(Correct ✓; Faulty ✕)

1. Heading u/c, Margin Left	✓
2. Names blocked and in correct order	✓
3. Action column: ACTION in u/c and one open line before and after the word	✓
4. Paragraph headings in u/c and blocked underneath heading	✓
5. ACTION column: abbreviations in u/c	✓
6. Display conclusion correctly: u/c, open lines, leader dots	✓
TOTAL	6

PRO RATA ACCURACY FOR OCTOBER 2003

Question	Third	M	Half	M	Two-thirds	M	Three-quarters	M
2 (Circular) (40)	End para 1.1.4	9	End para 1.4	14	End para 3	18	Before tear-off slip	21
3 (Table) (40)	After table headings	7	End first row after hdgs	10	End second-last row	13	End of table	15
5 (I/S) (40)	After Loan accounts	7	After Super 16	10	After Equalisation	13	After Aquatics	15
7 (Will) (25)	End para 1	6	End para 2	9	End para 4	12	Midway closing para	14
8 (Minutes) (20)	Midway in para 1	5	End para 2	7	Midway para 4	9	Before last para	11

Maximum error penalty for continuous omissions, insertions and repetitions (*aaneenlopende weglatings, invoegings of herhalings*) is 50% of total mark for accuracy:

Question 2	14 marks	5 errors
Question 3	10 marks	3 errors
Question 5	10 marks	3 errors
Question 7	9 marks	3 errors
Question 8	7 marks	2 errors

**MOONTLIKE ANTWOORDE VIR :
REKENAARTIK SG**

VRAESTEL 2

942-2/2

VRAAG 1

TEORIE

VRAAG 1.1 Wat beteken die volgende manuskriptekens?

(10)

Nr.	Vraag	Antwoord	Punte
1.1.1	NP	Begin 'n nuwe paragraaf.	(1)
1.1.2	o/k	Tik in onderkas (kleinletters).	(1)
1.1.3	Loop aan	Moenie 'n nuwe paragraaf of teksreël begin nie.	(1)
1.1.4	#	Laat een letterspasie.	(1)
1.1.5	¶	Druk enter-toets een keer (een oop reël).	(1)
1.1.6	del	Skrap (delete) teks.	(1)
1.1.7	trs	Verander woordorde.	(1)
1.1.8	→	Druk Tab-toets een keer.	(1)
1.1.9	Voluit	Tik afkorting voluit.	(1)
1.1.10	Regs-justering	Teks moet teen die regterkant-lyn geblok word. REGSBLOK	(1)

VRAAG 1.2 Wat is die standaard-/verstekwaardes (defaults) vir die volgende?
(8)

Nr.	Vraag	Antwoord	Punte
1.2.1	Bladsy grootte en bladsy orientasie	① A4 ✓ + ② (210 mm x 297 mm) ✓ + (8.27" x 11.69") ③ Portret ✓	(2)
1.2.2	Kantlyne (bo/onder/links/regs)	2.5 cm (2.54 cm) 1"	(2)
1.2.3	Lettergrootte (font size)	12 punte (10 karakters per duim/2.5 cm)	(2)
1.2.4	Maateenhede (Units of measurement)	Centimeter of duim	(2)

VRAAG 1

TEORIE

VRAAG 1.3 Voeg 'n toepaslike simbool in wat jy kan gebruik om die volgende in 'n briefhoof te illustreer. Vergroot die simbool tot 22 punte.

(8)

Nr.	VRAAG	Antwoord	Punte
1.3.1	Telefoon	 of enige ander toepaslike simbool.	(2)
1.3.2	e-pos	 of enige ander toepaslike simbool.	(2)
1.3.3	'n Glimlaggende gesiggie	 (slegs simbool)	(2)
1.3.4	Die kopieregteken	©	(2)

VRAAG 1.4 Rangskik die volgende dele van 'n sakebrief in die korrekte volgorde.

(4)

VRAAG	Antwoord
Aandaglyn	Verwysing
Verwysing	Aandaglyn
Slot	Aanhef
Aanhef	Inhoudsopskrif
Inhoudsopskrif	Slot

VRAAG 2

BRIEF OP BRIEFHOOF

DEPARTEMENT VAN ALGEMENE SAKE	 Irisweg 534 Fishershill GERMISTON 1401 Tel. (011) 828 6789 Faks (011) 828 6788
---	---

① 3.75 cm (1.5") + BRIEF Hoof + Font

② 16 November 2003

OMSENBRIEF 13/2003

③ Bk, dr

AAN: ALLE HOOFDIREKTEURE
DIREKTEURE VAN HOOFKANTOOR
DISTRIKSKANTORE EN STREEKSKANTORE
PERSONEEL VAN ALLE INRIGTINGS

DIE ADVERTEER EN VUL VAN ALGEMENE POSTE

④ Bk

1. ADVERTEER

†

1.1 Die advertensie van algemene poste moet selfbeskrywend en duidelik wees, en die volgende insluit:

1.1.1 minimum vereistes,

1.1.2 voorkeurdatum van aanstelling,

1.1.3 name en telefoonnommers van kontakpersone, en

⑤ Korrekte volgorde

1.1.4 sluitingsdatum vir die ontvang van aansoeke;

1.2 aanneemlik wees vir almal wat mag kwalifiseer (behalwe gedurende rasionalisasie) of wat belang sou stel om aansoek te doen vir so 'n pos(te);

1.3 nie diskriminerend en voorsiening maak vir die bepaling van die Konstitusie van die RSA; en

1.4 duidelik meld dat die Staat regstellende aksie toepas.

al
of
dr

- ⑥ { Sentr. bl. no. 2
 ≠
 2. # SIFTING
 ⑦ I + U

Die Departement sal die aanvanklike siftingsproses hanteer, om al die onvolledige aansoeke van kandidate te elimineer.

3. KORTLYS EN ONDERHOUDE

⑦ I + U

Onderhoudskomitees sal aangewys word deur beheerliggame by inrigtings waar daar geadverteerde poste is.

Die onderstaande tabel moet volledig ingevul word:

Indien kursief →
= 0

⑧ Uitleg/10 pt. $dk = 0$

GETAL MOONTLIKE KANDIDATE				
	POS 1	POS 2	POS 3	POS 4
• Dames				
• Mans				
• Datum van Aanstelling	Oorloop in 2 reëls $X_{no.8}$			

Kdpunte weggebaat - 0

⑨ ≠

HOOF: DEPARTEMENT VAN ALGEMENE SAKE

⑩ ~~X~~ Gebroke lyn

≠
 Departement neem kennis van

d/r ⑪ ≠
 Omsendbrief van en sal dit dadelik
 ≠
 stuur aan:

- ☐ ALLE HOOFDIREKTEURE
- ☐ DIREKTEURE VAN HOOFKANTOOR
- ☐ PERSONEEL VAN ALLE INRIGTINGS

⑫ → Dop blokkie kdpunte + elr

VRAAG	2	OMSENDBRIEF	Noukeurigheid	28
PUNTE	40		Uitleg	12

Noukeurigheid -3 per fout (Maks 10 f)
 Uitlegpunte soos volg toegeken:

(Merk met O)
 (Korrek ✓; Foutief ✗)

1. ML 3.75 cm / 1.5", font, briefhoof	✓
2. Een reël oop voor en na datum en regsblok	✓
3. Ontvangersadres: geblok, b/k, e/r	✓
4. Paragraafopskrifte: B/k en Een reël oop voor en na	✓
5. Paragraafnommers in korrekte volgorde (en invoeg van 1.1.4)+ ≠	✓
6. Bl. 2: Bl. no. sentreer, een oop reël na die no. en Par. 2 begin.	✓
7. Woorde in Kursief en Onderstreep (Par. 2 + 3)	✓
8. Tabel: sub-opskrifte in 10 pt./uitleg	✓
9. 3 Reëls oop vir die handtekening	✓
10. Skêr en horisontale lyn	✓
11. Skeurstrokie in B/k en d/r	✓
12. Korrekte kolpunte en e/r	✓
TOTAAL	12

W = ✗

VRAAG	3	TABEL	Noukeurigheid	20
PUNTE	40		Uitleg	20

Noukeurigheid -3 per fout
Uitlegpunte soos volg toegeken:

(Merk met O)
 (Korrek ✓; Foutief ✕)

1. A4 Landskap	✓
2. Kantruimtes	✓
3. Hoofopskrifte: Sentr. / b/k	✓
4. " Arial / 12 pt [Res van inhoud in CN 12]	✓
5. Raampie 3 pt	✓
6. Beleggingsfonds Sentr.	✓
7. " Onderstreep	✓
8. Kolomopskrifte – Kursief	✓
9. Kolomopskrifte in dieselfde reël	✓
10. Kolomopskrifte in een reël	✓
11. Eiendomsfonds – een woord	✓
12. Sentreer syfers in 'Termyn'-kolom	✓
13. Trs – Ruil syfers om	✓
14. Eenhede van syfers onder mekaar / links geblok	✓
15. Woorde in laaste kolom links geblok	✓
16. Skadu 'Risiko'-kolom	✓
17. Een oop reël na die Tabel	✓
18. Tabel in alfabetiese volgorde	✓
19. Twee spasies na die * in voetnota en kantlyn van voetnota	✓
20. Gidsstippels in eerste kolom	✓
TOTAAL	20

VRAAG 3

TABEL

① A4 landskap

② Kontruimtes

⑤, 3pt

STATUS KAPITAALGROEI

③ Sentr. / blk

ILLUSTRATIEWE WAARDES

④ Atrial 12 pt. / res is CN12

Beleggingsfonds	Termyn	Kontantwaarde	Waarde van belegging		Risiko	Kusies
			Bestuursheffing			
Gewaarborgde Kapitaalfonds	1	R546	1,1%		Laag	
Sakpas Fokusfonds	2	R2 236	12,8%		Hoog	
Vestigende Bonusfonds*	2	R1 865	12,8%		Matig	
Wêreldwye Eiendomsfonds	1	R12 783	12,8%		Baie hoog	

! ①7 ≠

* Wetgewing beperk die bedrag ten opsigte van bogenoemde tot een lening in die eerste jaar.

①

①6 Skadu

- ①8 Alfabeties
- ②0 Gidsstippels

VRAAG 4

BRIEF: REDIGEER

① FONT/BRIEFHOOF

DIE OË DOKTER

Posbus 80 2017

Telefoon (011) 344 0182 x 234

E-pos oë@dokter.co.za

Glasweg 70

BRAAMFONTEIN

2001

② 2.54 cm (1")

20 Mei 2003

③ Courier New 12 ✓

↑ Geen horisontale lyn
op Afr. stiftie.

④

Mnr. J.F.G. Maluti
Appelweg 35
MELVILLE
2092

Geagte Meneer

⑤

Raam

PAS JOU OË OP

Saam met ons afhanklikheid van ^⑥hoop aan rekenaars, kom die probleem van
moeë oë.

⑦

REKENAARSKERM

⑧

Hou jou rekenaarskerm in fokus.

WERKSDOKUMENTE

Hou werksdokumente ^⑩trs naby aan die ^⑨skerm.

✓✓

⑪

STOF

⑫ 7

Vee die stof van jou skerm af.

VOG

Knip jou oë om hulle vogtig te hou.

⑬

MAASFILTER

Gebruik 'n maasfilter oor die ^①skerm om skerp lig en ^⑭sp
sing uit te skakel.

⑮

RUS

⑯

Rus deur gereeld weg te kyk.

⑰

As jy gereeld ^⑰oogprobleme ondervind, besoek 'n oogarts ge-
reeld.

Die uwe

⑲

3 Dop Reëls

⑳

Een bladsy ✓

㉑

DR. S. NAIDOO

VRAAG	4	REDIGEER: BRIEF	Noukeurigheid	-
PUNTE	25		Uitleg	25

Uitlegpunte soos volg toegeken:

Korrek ✓; Foutief x

1.	Geen veranderinge aan briefhoof font	✓
2.	Verander linkerkantlyn na 2.54 cm (1")	✓
3.	Courier New 12	✓
4.	Skuif datum na linkerkantlyn	✓
5.	Omraam inhoudsopskrif	✓
6.	Loop aan in eerste par.	✓
7.	Par. opskrif (REKENAARSKERM) b/k (verander kas)	✓
8.	Verwyder inkeping van inhoud van REKENAARSKERM-par.	✓
9.	Vind en vervang 'monitor' met 'skerm (x 2)	✓✓
10.	Transponeer woorde in par. 2 (... naby aan die skerm.)	✓
11.	Transponeer par. STOF en VOG	✓✓
12.	Delete woord (daagliks) in STOF-par.	✓
13.	Voeg in oop reël na opskrif MAASFILTER	✓
14.	Spel van 'weerkaatsing' in MAASFILTER-par.	✓
15.	Haal vetdruk af in opskrif RUS	✓
16.	Verwyder ekstra reël na opskrif RUS	✓
17.	Oop reël voor nuwe par.	✓
18.	Nuwe par. begin met 'As jy gereeld ...'	✓
19.	Spel van 'oogprobleme' in laaste par.	✓
20.	Drie oop reëls vir handtekening	✓
21.	Naam van afsender nie onderstreep nie	✓
22.	Pas op een bladsy (verander reëlafstand) / (multiple .9)	✓✓
	TOTAAL	25

VRAAG 5

INKOMSTESTAAT

- ① Kontreimtes ② Sentr. ③ blk ④ 16 pt.

NASIONALE SPORTVERENIGING VAN SUID-AFRIKA

- ⑤ ⑥ 14 pt.

INLIGTING VAN DIE VOLLEDIGE INKOMSTESTAAT VIR DIE SES
MAANDE GEËINDIG 28 FEBRUARIE 2003

⑦ ↗

⑧ ↗

⑨ Reëlafstande

⑩ blk
NIE GEOUDIT
⑪ 2003
Sentr. R'000

GEOUDIT
2002
R'000

Op 2
reëls
= ✓
elr / dlr ✓

LENINGS ⑫ blk
⑬ Veldruk (x4)
⑭ Kursief

Trustfonds vir die Nasionale
Sportvereniging van Suid-Afrika

⑮ 7 4 410,00

4 410,00

SUPER 16 BERGE

2 336,80

2 305,00

Koop & Spaar

Koop tot jy neerval

Algemene Bank

⑯

Rampies

1 020,50

716,30

600,00

1 000,60

804,40

500,00

GELYKSTELLEDE INKOMSTE

3 130,00

2 200,00

Netbal

Swem

Atletiek

Tennis

⑰ krs

750,00

1 200,00

390,00

780,00

300,00

1 100,00

⑱

800,00

SOKKER

4 160,00

4 200,00

Vervoer

Akkommodasie

Administrasie

2 410,00

1 000,00

750,00

2 200,00

1 250,00

750,00

⑲

⑳

OF

SOKKER

4 160,00

4 200,00

Vervoer

Akkommodasie

Administrasie

2 410,00

1 000,00

750,00

2 200,00

1 250,00

750,00

VRAAG 5

INKOMSTESTAAT

Oop ry-metode

NASIONALE SPORTVERENIGING VAN SUID-AFRIKA

INLIGTING VAN DIE VOLLEDIGE INKOMSTESTAAT VIR DIE SES
MAANDE GEËINDIG 28 FEBRUARIE 2003

	NIE GEOUDIT	GEOUDIT
	2003	2002
	R'000	R'000
LENINGS		
Trustfonds vir die Nasionale Sportvereniging van Suid-Afrika	4 410,00	4 410,00
SUPER 16 BERGE	2 336,80	2 305,00
Koop & Spaar	1 020,50	1 000,60
Koop tot jy neerval	716,30	804,40
Algemene Bank	600,00	500,00
GELYKSTELLENDEN INKOMSTE	3 130,00	2 200,00
Netbal	750,00	300,00
Swem	1 200,00	1 100,00
Atletiek	390,00	-
Tennis	780,00	800,00
SOKKER	4 160,00	4 200,00
Vervoer	2 410,00	2 200,00
Akkommodasie	1 000,00	1 250,00
Administrasie	750,00	750,00

Corel

NASIONALE SPORTVERENIGING VAN SUID-AFRIKA

INLIGTING VAN DIE VOLLEDIGE INKOMSTESTAAT VIR DIE SES
MAANDE GEËINDIG 28 FEBRUARIE 2003

	NIE GEOUDIT	GEOUDIT
	2003	2002
	R'000	R'000
LENINGS		
Trustfonds vir die Nasionale Sportvereniging van Suid-Afrika	4 410,00	4 410,00
SUPER 16 BORGE	2 336,80	2 305,00
Koop & Spaar	1 020,50	1 000,60
Koop tot jy neerval	716,30	804,40
Algemene Bank	600,00	500,00
GELYKSTELLENDEN INKOMSTE	3 130,00	2 200,00
Netbal	850,00	300,00
Swem	1 200,00	1 100,00
Atletiek	390,00	-
Tennis	780,00	800,00
SOKKER	4 160,00	4 200,00
Vervoer	2 410,00	2 200,00
Akkommodasie	1 000,00	1 250,00
Administrasie	750,00	750,00

VRAAG	5	INKOMSTESTAAT	Noukeurigheid	20
PUNTE	40		Uitleg	20

Noukeurigheid -3 per fout
Uitlegpunte soos volg toegeken:

(Merk met O)
(Korrek ✓; Foutief ✕)

1. Kantruimtes	✓
2. Opskrif: Sentr	✓
3. b/k [Beide opskrifte]	✓
4. 16 pt	✓
5. Sub-opskrif: Linkerkantruimte	✓
6. 14 pt	✓
7. Een reël oop voor en na die horisontale lyn	✓
8. Voeg 'n lyn in	✓
9. Konsekwente + aanvaarbare/aantreklike reëlafstand	✓
10. Kolomopskrifte: b/k	✓
11. Sentr	✓
12. Opskrifte: b/k (4x)	✓
13. Vetdruk (4x)	✓
14. Kursief (4x)	✓
15. Dubbel onderstreping	✓
16. Raampies	✓
17. Trs	✓
18. Koppelteken regs geblok	✓
19. Syfers regs geblok	✓
20. Smal oop kolom	✓
TOTAAL	20

VRAAG 6

REDIGEER: VERSLAG

① Courier New 12

GESONDHEID EN GENESING

② B/K

③ Sentr.

④ 20 pt.

Wees die res van



#

jou lewe gelukkig!!! ⑥ Sentr.

⑦

⑧ ↓

⑨

⑩ 2 Kolomme ✓

Dis lewensbelangrik om jou kinders veilige songewoontes te leer. Die meeste velveranderings wat tot velkanker kan lei, vind voor die ouderdom van 18 plaas.

Om die vel teen die son te beskerm, moet jy diggeweefde materiale in donker kleure dra, asook 'n wye randhoed en 'n sonbrandmiddel. ⑪ ✓

Die Kankervereniging van Suid-Afrika waarsku dat net een voorval van erge sonbrand in die kinderjare die risiko van melanoom verhoog.

Wend die sonbrandmiddel herhaaldelik aan as jou kind swem en leer ouer kinders om dit self te doen

slegs woord in kurs. = ✓

Hierdie verslag is voorberei met die hulp van: ⑫ Sentr. reël

⑬ Kurs. reël

Bienkie
Karen
Sonet
Verna

⑭ A-3 gesorteer

✓ ⑮ ↑

⑯ Regter kantlyn /
koppelteken

VRAAG	6	VERSLAG:	Noukeurigheid	
PUNTE	20	REDIGEER	Uitleg	20

Noukeurigheid -0 per fout
Uitlegpunte soos volg toegeken:

(Merk met O)
 (Korrek ✓; Foutief ✕)

1. Font in Courier New 12	✓
2. Hoofopskrif: b/k	✓
3. Sentr	✓
4. 20 pt.	✓
5. Invoeg van Prentjie, 2 cm x 2 cm	✓✓
6. Sentreer reël met prentjie	✓
7. 1/2 oop reëls voor en na die reël van die prentjie	✓
8. Invoeg van 'n lyn van kantlyn tot kantlyn	✓
9. Een oop reël na die horisontale lyn	✓
10. Inhoud in 2 kolomme	✓✓
11. Vetdruk sonbrandmiddel 2x	✓✓
12. Slotparagraaf: Sentr	✓
13. Opskrif kursief	✓
14. Name alfabeties	✓
15. Verslag vertikaal gesentreerd	✓✓
16. Gelyke regterkantlyn / Gebruik van koppelteken	✓
TOTAAL	20

VRAAG 7

TESTAMENT

GESAMENTLIKE TESTAMENT

Ons, die ondergetekendes,

JOHANN WILLEM ROUX (770413 067 006 7)

① ~~Bk~~ en ~~en~~
en

SANTA MARIA ROUX (801018 003 008 7) ← Geen spasies op vraestel
(gebore Van der Merwe)

getroud binne die gemeenskap van goedere en tans woonagtig te Worcester, maak hiermee ons testament as volg:

② No.

1. Ons herroep hiermee alle vorige testamente, kodisille en/of ander testamentêre aktes deur ons voor die datum, hiervan gemaak, hetsy gesamentlik en/of afsonderlik. ③

2. Ons benoem en stel die ^{blk of o/k} langslewende van albei van ons aan as die enigste en algehele erfgenaam van die hele boedel en nalatenskap.

3. Ons benoem as ^{blk of o/k} eksekuteur van ons testament en beredderaar van ons boedel, NATIONWIDE BANK. ④ Bk

4. Ons bepaal dat die Meester van die Hooggeregshof moet afsien dat sekuriteit deur genoemde NATIONWIDE BANK, die eksekuteur, ingedien moet word.

⑤ Bk,
ALDUS GEDOEN EN GETEKEN te WORCESTER op die tweede dag van November 2003 in die teenwoordigheid van ondergetekende getuies, wat in ons teenwoordigheid en in die teenwoordigheid van mekaar hierdie testament as getuies onderteken het.

AS GETUIES

⑥ ~~en~~

1.

.....
TESTATEUR

⑦ Bk en regle volgorde

2.

.....
TESTATRICE

VRAAG	7	TESTAMENT	Noukeurigheid	18
PUNTE	25		Uitleg	7

Noukeurigheid -3 per fout (Maks 6 F)

(Merk met O)

Uitlegpunte soos volg toegeken:

(Korrek ✓; Foutief ✕)

1. Name van Persone in B/k en korrekte reëlafstande	✓
2. Nommers van Paragraawe in korrekte volgorde	✓
3. Kantruimtes en volle justering	✓
4. NATIONWIDE BANK 2x in B/k	✓
5. Eerste woorde en WORCESTER (in laaste paragraaf) in B/k	✓
6. 3 Reëls oop voor handtekening	✓
7. TESTATEUR en TESTATRISE in B/k en korrekte volgorde	✓
TOTAAL	7

VRAAG 8

NOTULE

① Blk + Linkerkantunie
MANHATTAN TENNISKLUB

Notule van 'n Algemene Jaarvergadering van die Manhattan Tennisklub gehou te Bloemfontein, op Donderdag, 5 Desember 2002 om 19:00.

TEENWOORDIG

A. Moodley (Voorsitter)
H. Raubenheimer (Sekretaris)
J. Sekati (Penningmeester)
B. Marais
S. Moloko
E. Stevenson

② Geblok +
blgorde

④ Blk + geblok

1. KENNISGEWING VAN VERGADERING

Die kennisgewing van die vergadering was twee weke voor die tyd uitgestuur en is die vergadering dus ten volle gekonstitueerd.

2. NOTULE

Die notule van die vorige vergadering is gelees, goedgekeur en onderteken.

3. VERKIESING VAN SEKRETARIS

Mnr. Raubenheimer is gekies as sekretaris.

4. FUNKSIE: PRYSUITDELING

Die funksie sal plaasvind op 16 Maart 2003.
Mnr. Raubenheimer sal die nodige reëlins tref.

5. ONTWIKKELING

Mnr. Moodley bespreek die verslag namens die Ontwikkelingskomitee. Hy sal 'n kopie van die verslag sirkuleer.

③ ≠ Blk
AKSIE
+

⑤ Blk
HR en
regte
plek

AM

VOORSITTER

10 Januarie 2003

⑥ Blk
Reëlfstande
Gidsstippies

SEKRETARIS

← OO Indien weggelaat (Atk)

VRAAG	8	NOTULE	Noukeurigheid	14
PUNTE	20		Uitleg	6

Noukeurigheid -3 per fout (Maks 5 F)
Uitlegpunte soos volg toegeken:

(Merk met O)
Korrek ✓; Foutief ✕

1. Hoofopskrif in B/k en op Linkerkantruimte	✓
2. Persoonsname geblok en in regte volgorde	✓
3. Aksiekolom: AKSIE in b/k en een reël oop voor en na die woord	✓
4. Paragraafopskrifte in B/k en Inhoud geblok onder opskrifte	✓
5. AKSIE kolom: Voorletters in B/k, op korrekte plek	✓
6. Slot: B/k, korrekte reëlafstande en gidsstippies	✓
TOTAAL	6

PRO RATA ACCURACY FOR OCTOBER 2003

Question	Third	M	Half	M	Two-thirds	M	Three-quarters	M
2 (Circular) (40)	End para 1.1.4	9	End para 1.4	14	End para 3	18	Before tear-off slip	21
3 (Table) (40)	After table headings	7	End first row after hdgs	10	End second-last row	13	End of table	15
5 (I/S) (40)	After Loan accounts	7	After Super 16	10	After Equalisation	13	After Aquatics	15
7 (Will) (25)	End para 1	6	End para 2	9	End para 4	12	Midway closing para	14
8 (Minutes) (20)	Midway in para 1	5	End para 2	7	Midway para 4	9	Before last para	11

Maximum error penalty for continuous omissions, insertions and repetitions (*aaneenlopende weglatings, invoegings of herhalings*) is 50% of total mark for accuracy:

Question 2	14 marks	5 errors
Question 3	10 marks	3 errors
Question 5	10 marks	3 errors
Question 7	9 marks	3 errors
Question 8	7 marks	2 errors