

QUESTION 1

① 3.75cm / 1.5"

② Symbol

③ :

★ ★ CONTRACT OF THE TOUR OPERATORS

④ u/c +
20 pt

DEFINITIONS: UNLESS INCONSISTENT WITH THE CONTEXT IN THESE CONDITIONS

THE CUSTOMER ⑤ l/s

shall mean the person undertaking to purchase the tour and travel thereon as the CUSTOMER

THE COMPANY ⑦ Bold (3x) + u/c

shall mean The Tour Operators (Pty) Ltd.

⑨ 1. # PAYMENT ⑧ u/c (x9)

Payment of the full contract price due shall be paid, with a minimum deposit of R500,00 (five hundred rand) per person and the balance not later than 6 (six) weeks prior to the scheduled departure date of the Tour, provided that:

1.1 if the booking is made 6 (six) weeks or less before the said departure date, the full contract price is to be paid on acceptance hereof, and

1.2 there shall be no contract between the COMPANY and CUSTOMER until the deposit has been paid or until the full contract price has been paid.

2. PRICE VARIATIONS

⑤ The Contract price is based on fares, hotel prices, and land costs. In the event of there being any increase in the costs before the scheduled date of the Tour, such variations shall be for the account of the CUSTOMER.

3. CANCELLATION FEES

Should the CUSTOMER wish to cancel the Tour, the COMPANY must be advised thereof in writing under the signature of the CUSTOMER. The full deposit will be subject to forfeiture.

4. UNUSED SERVICES AND REFUNDS

No refunds will be considered for no-shows or any unused services. No refunds will be considered on partially used accommodation or flights.

QUESTION 1

⑩

2
1

5. CANCELLATION BY COMPANY

In the event of the COMPANY cancelling the Tour, the full amount paid by the CUSTOMER on account of the Contract price shall be refunded to him/her.

6. AMENDMENTS

Amendments to confirmed reservations will be processed at a fee of R200 (two hundred rand) for each alteration made after the initial reservation. Administration charges will be levied on all documents/vouchers submitted for refund or re-issue.

7. PASSPORTS AND VISAS

The responsibility for the provision of current and valid Passports and Visas, is that of the CUSTOMER alone.

8. CREDIT CARD PAYMENT

Credit cards are accepted for payment of published airfares. Credit cards may, in certain instances, not be accepted for payment. Further information will be supplied on request.

⑪

Centre +
Headings in u/c

METHOD OF PAYMENT

⑫

Column width
+ 9 pt

⑮
4/s

NAME OF CUSTOMER	SIGNATURE	CASH	CREDIT CARD

9. AIRPORT TAXES

⑦ Bold

Tour prices **EXCLUDE** all airport taxes.

WITNESSES

⑬

£ and u/c

6.25 cm 7.5 cm

(2.5") (3")

⑭

1.
CUSTOMER

2.
FOR THE COMPANY

Q 1	CONTRACT	Accuracy	36 (12e ^{max})
50		Layout	14

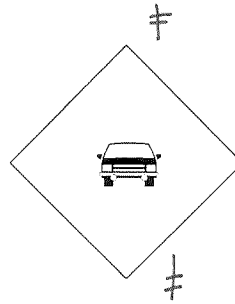
1	Left margin 3.75 cm (1.5").	✓
2	Insert symbol (C/N 20 pt. (2x).	✓
3	Symbols left-aligned next to heading.	✓
4	Heading: 20 pt and u/c.	✓
5	Introductory section: open lines, one open line before and after a paragraph heading and l/s in table.	✓
6	Full justification.	✓
7	Words in u/c and bold (3x).	✓
8	Paragraph headings: u/c (9x).	✓
9	Paragraph numbers: 2 spaces/tab, alignment of text. (also 1.1 + 1.2)	✓
10	Page no. 2: align left and one open line after, page break before paragraph 5.	✓
11	Centre heading of Table and column headings in u/c.	✓
12	Column width, and "credit card" in 9 pt.	✓
13	Closure: 3 open lines and u/c for CUSTOMER etc.	✓
14	" leader dots – 6.25 cm (2.5") and 7.5 cm (3") from margin.	✓

QUESTION 2

EDIT: FIN STATEMENT

① 2.54 cm (1").

DIAMOND TRAVEL CLUB



② 16pt

③ Bold

④ #

⑤ AutoShape

⑥ Size (3cm x 3cm)
(1.2" x 1.2")

⑦ Centre

⑧ Car

⑨ 36pt.

⑩ pt.

PROPOSED BUDGET FOR THE PERIOD
1 MARCH 2006 - 1 MARCH 2007

NOTES

PRO-
POSED
BUDGET

ACTUAL

BUDGET

⑫ Bold
Right-align
R

INCOME

⑬ Shading (3x) # 15%
TAXABLE INCOME

R	R	R
206 558	176 111	177 338
5 736	5 291	5 428

Interest bank account
Rental income (Parking)

1

134	131	268
5 600	5 160	5 160

EXPENSES

189 542 196 110 177 278

MUNICIPAL

⑭ Numbering 9
Assessment rates
Electricity
Refuse removal
Sanitation
Water

⑮ sp

2
3
4
5
6

28 032	25 648	25 742
10 380	9 729	10 022
18 884	17 264	17 154
18 608	14 392	14 199
31 012	29 078	23 912

ADMINISTRATION AND
PROVISIONS

⑯ Lines 9
Bank charges 9
Management fees
Secretarial fees
Audit fees
Legal fees
Interest paid
Stationery

⑰

⑱ sp

⑲ l/c

⑳

㉑

Font:
Arial

1 450	1 306	1 157
14 345	12 924	12 923
501	-	501
2 306	2 077	2 077
-	598	1 078
-	174	-
1 371	1 235	2 000

NET SURPLUS/DEFICIT ㉒

Bold

21 982 20 124 21 546

㉓

㉔

Q 2	EDIT: FIN STATEMENT	Accuracy	-
25		Layout	25

1	Change margins to 2.54 cm (1").	✓
2	Heading 16 pt.	✓
3	" Bold.	✓
4	One open line before and after the AutoShape.	✓
5	Insert: a Diamond AutoShape.	✓
6	3 cm x 3 cm (1.2" x 1.2").	✓
7	Centre.	✓
8	Insert a symbol of a car.	✓
9	Symbol/car is 36 pt.	✓
10	Sub-heading 12 pt.	✓
11	Centre main, sub- and column headings.	✓
12	R-sign, right align and in bold.	✓
13	Shading headings (3x) $\pm$ 15%.	✓
14	Cancel automatic numbering in column 1 (MUNICIPAL).	✓
15	Hide lines in column 1 and 2 (ADMIN).	✓
16	Del: "of every bank" after "Bank charges".	✓
17	Spell check: Assessment	✓
18	" Audit fees	✓
19	L/c "Stationery".	✓
20	Bold: "NET SURPLUS/DEFICIT".	✓
21	Move figures to be in line with "PROVISIONS". (Align text correctly).	✓
22	Figure columns: Font - Arial 12 pt.	✓
23	" align right.	✓
24	Double underlining after total.	✓
25	Insert a double line page border.	✓

DIAMOND TRAVEL CLUB

(Reg No 1975/123/807)

PO Box/Posbus 45, Bedfordview, 2008

E-mail/E-pos admin@dtc.co.za

Tel (011) 616-4500

Fax/Faks (011) 616-4501

18 November 2006

① W/R

2.54 cm / 1"

CN 12 pt.

Accept date right-aligned

② #
Mr JB le Grange
416 Neptune Street
Clarensparck
EDENVALE
1609

Dear Sir

YOU, YOUR ^{or 2/c} 4x4 AND THE GREAT OUTDOORS ^{u/c} ③
#

Do the actions of 4x4 owners really have an impact on the planet? Consider what a simple action such as driving down a beach can do:

④ --- ♦ Ghost crabs are killed, some estimates suggest that up to three die for every kilometre travelled by a vehicle.

♦ Newly hatched turtles that normally race headlong for the sea can become trapped in the vehicle tracks, where they're easy meat for predators.

♦ Nesting birds such as terns and oyster-catchers are disturbed, or their eggs or young threatened by vehicle traffic.

⑤ 1. # BEFORE YOU GO ^{u/c} (3x) ⑥
#

1.1 Enrol for a recognised 4x4 course that includes eco-friendly driving techniques as part of the syllabus.

1.2 Research the area to which you are travelling so that you understand local customs and sensibilities. For example, it is considered extremely bad manners to enter a kraal uninvited - always announce your presence as you would at a neighbour's home. In Lesotho you should never camp on land without the local headman's consent.

2. ON THE MOVE

2.1 Stick to existing tracks.

Directors: A. Chinery (Chairman), M. Emmott (CEO), J. Carlin (Non-executive), R. Pickard (Non-executive), G. Lorentz (Operations)

QUESTION 3

BUSINESS LETTER

⑧ } Centre
2 }
‡

2.2 Remember that a road marked on a map does not automatically confer the right of way.

2.3 Obtain permission or permits in protected conservation or tribal areas.

2.4 Observe fire restrictions.

3. FELLOW TRAVELLERS

3.1 Respect the privacy of others and their right to peace and quiet.

3.2 Don't play loud music - your passion for *Lizzy*, or *The Big Boys* might not be shared.

3.3 Smile a lot. You'll be delighted at the response a friendly wave or greeting brings.

Kind regards

‡
‡
⑨

GEOFF MOLEKETI } u/c
MOTORING EDITOR }
‡

⑩

⑬ 3 pt.

⑪

✕

‡

l/s

1 1/2

ACT NOW!

⑫ Comic Sans 18 pt.

⑭ Shading 10%

Fill in and mail this form to DIAMOND Magazine (at the above address). One lucky reader can win a R100 000 trip for two to see the mighty Venus Falls in all its splendour. One of the 7 natural Wonders of the World!!! The Venus Falls are 1,7 km wide and 100 m high. The Falls is only 90 minutes' flight from Johannesburg.

‡

Title Initials Surname

‡

→ 20 pt. ⑮

Cell ID no

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Q 3	BUSINESS LETTER	Accuracy	30 (10e^{max})
45		Layout	15

1	Letterhead unchanged, margins 2.54 cm (1"), C/N 12 pt text.	✓
2	One open line before and after date and receiver's address. (Date left/right).	✓
3	Subject heading in u/c, correct position and one open line before/after.	✓
4	Bullets inserted (any style), alignment of text.	✓
5	Outline numbering/tab after paragraph numbers.	✓
6	Paragraph headings in u/c. (3x) Open line before and after.	✓
7	Alignment of paragraph text. (see memo)	✓
8	Centre page number on p. 2, one open line after page number.	✓
9	Three open lines for signature.	✓
10	Layout of conclusion: u/c + s/s.	✓
11	Tear off slip in 1½.	✓
12	" Heading: Comic Sans 18 pt, blocked left.	✓
13	Border 3 pt.	✓
14	Shading ± 10%.	✓
15	□ in 20 pt.	✓

Italic = max 1e (Accuracy).

4x4 = no spaces/lower case "x" = max 1e (Accuracy).

QUESTION 4

Centre
y/c
#

② Comic Sans
12 pt. VV DI

DIAMOND AIRLINE SCHEDULES¹

Double line

ulc Centre { DESTINATION	DAY	DEPARTS	ARRIVES	FLIGHT NO.	CURRENCY
Johannesburg - Cairo ² ⑨	Saturday	20:40	04:00	FMSA 840	Egyptian pound
Johannesburg - Dubai ⑩	Sunday	14:15	00:25	FSAB 7158	Saudi rial
	Daily	19:15	05:25	FSAC 7159	Saudi rial
Cairo - Johannesburg	Tuesday	01:45	11:00	FMSB 841	Rand
Dubai - Johannesburg	Saturday	03:40	10:00	FSAD 7160	Rand
	Daily	09:55	16:15	FSAE 7161	Rand

1 Airline schedules correct at time of going to print and are subject to amendment.

2 The following popular and recommended combinations may be used as a guide to designing your own, personal itinerary:

- ⑪ Centre columns 2-6
- ⑫ Column width
- ⑬ Correct $l/s + 6 \text{ pt}$
- ⑭ Horizontal lines

- ✈ 3 nights in Cairo, 1 night in Luxor plus 1 night in Aswan.
- ✈ 2 nights in Cairo plus a 4-night cruise aboard the Nile Intrepid.
- ✈ 3 nights in Dubai plus 3 nights in Aswan.
- ✈ 2 nights in Dubai, 3 nights in Cairo plus 2 nights in Aswan.
- ✈ 2 nights in Dubai with a City of Merchants tour.

19) Bullets

Q 4	TABLE	Accuracy	21 (7e^{max})
40		Layout	19

1	Landscape, margins 2.54 cm/1".	✓
2	Font: Comic Sans 12 pt.	✓
3	Main heading: Centre	✓
4	u/c	✓
5	one open line afterwards	✓
6	Outside border - double line	✓
7	Column headings: u/c	✓
8	" centred	✓
9	Superscript no 1 + 2.	✓
10	Leader dots in first column.	✓
11	Figures: centred	✓
12	Column widths appropriate to contents.	✓
13	Correct line spacing/6 pt. before and after text.	✓
14	Hide horizontal lines.	✓
15	One open line before and between footnotes.	✓
16	Footnote numbers in full size, not superscript, no full stops.	✓
17	Footnotes aligned left, bullets aligned under text of footnotes.	✓
18	Tab after footnote numbers.	✓
19	Aeroplane symbols/bullets inserted for bulleted list.	✓

QUESTION 5

MINUTES

- ① Right align
② u/c
③ Bold

DIAMOND TRAVEL CLUB

Minutes of a meeting of the Board of Directors held on 4 November 2006 at 14:00 in the Boardroom of Diamond Airways.

④ **PRESENT** u/c + Bold (6*)

A. Chinery (Chairman), M. Emmott (CEO), R. Pickard (Non-executive), G. Lorentz (Operations) and S. Abrahams (Secretary).

⑤ 1. **WELCOME**

Mr Chinery welcomed all present.

2. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 19 June 2006 were read. Proposed by Mr R. Pickard and seconded by Mr G. Lorentz.

3. **BENEFITS FOR BRITISH MEMBERS**

Mr G. Lorentz reported that Diamond Travel Club can offer these benefits to our British members.

- ⑥
Bullets +
Italics
- *If they book directly with Diamond Airways, they will receive 10% discount.*
 - *First, premium and business class passengers who purchase their tickets in England can now enjoy the added comfort of a chauffeur-driven ride to the airport.*
 - *We can offer first, premium and business class lounges at London Heathrow Airport, as well as shower facilities.*

Above-mentioned proposals were unanimously accepted.

4. **BONGANI BIDS FAREWELL**

Mr E. Emmott informed the meeting that as from June 2007, Bongani Hotels are no longer a Diamond Partner.

5. **CLOSE**

The Chairman thanked all present and the meeting closed at 15:30.

⑦ **CHAIRMAN** and u/c

CHAIRMAN

DATE:

8.75 cm (3.5")
7.5 cm (3")
SECRETARY

⑧

⑨ fits on one page

Q 5	MINUTES	Accuracy	21 (7e^{max})
30		Layout	9

1	Main Heading: Right align	✓
2	" u/c	✓
3	" bold	✓
4	Every heading u/c and bold (6x). Accept numbers bold (consistent).	✓
5	Paragraphs: two spaces/tab after the paragraph number, alignment of text.	✓
6	Bulleted paragraphs in Italics, aligned under text.	✓
7	Three open lines before CHAIRPERSON and SECRETARY (in same line), and one open line before DATE, as well as u/c.	✓
8	Leader dots – 7.5 cm (3"). (10 cm (4") from edge).	✓
9	Fits on one page.	✓

QUESTION 6

THEORY

SECTION A [4]

1.

TRUE	FALSE	
x		

[1]

2.

TRUE	FALSE	The @ sign separates the name of the person from the domain in an e-mail address.
	x	

[3]

SECTION B [6 x 1 = 6]

1.	False
2.	True
3.	False
4.	False
5.	False
6.	True

SECTION C [10 x 2 = 20]

1.	F
2.	E
3.	G
4.	K
5.	J
6.	B
7.	C
8.	A
9.	L
10.	H

QUESTION 7

COLUMNS

① THE KHWAITI RIVER ^{u/c}

Words that you will use when visiting the Khwaiti River:

② ✓
u ✓
i ✓

ENVIRONMENT

③ Centre

FISHING

④ a-z

PENGUIN

⑤ "small caps" ✓

RIVERS

16 pt. ✓

SANDBANKS

⑥ l/s 1 1/2

SWAMPS

⑦ Text direction ✓

⑧ Picture

⑨ Size

⑩ Watermark

A N I M A L S

⑪ Picture behind text.

Hippos

Crocodile

Birds

Fish

⑫

The shorelines of rivers and swamps form an environment that hosts an extraordinary variety and abundance of creatures and plants. In addition to the permanent residents, multitudes of terrestrial creatures make daily visits to drink particularly during the dry season.

⑭ 9 water

With their specialist bills and varied hunting strategies, myriad fish-eating birds make their living along the water's edge. Amphibious creatures visit the littoral from the watery side. On cool, sunny days hippos and crocodiles slumber on small beaches, in the heat of summer they snooze below on submerged sandbanks.

⑬ 2 Columns ✓
Line between ✓

⑬ Right block

Thirsty travellers will march kilometres to slake their thirst. Most will drink cautiously and then move off, ever wary of predators. Only the very large will cavort and play in the water. Whether playing or drinking, fishing or hunting they all make a splash.

⑮

Along the Khwaiti River the lions are nonchalant about crossing shallow rivers, but are far more reluctant to swim the deeper stretches of water. Although African penguins are masters of the aquatic world, like all birds they must visit the land to breed. They are tough and waterproof.

⑯

You will enjoy it!

Q 7	EDIT: COLUMNS	Accuracy	-
20		Layout	20

1	Heading in u/c.	✓
2	Underline and Italics "Words that you will use ..."	✓✓
3	The 6 words: Centre	✓
4	Sort a - z	✓
5	Font: small caps and 16 pt.	✓✓
6	Line spacing 1½	✓
7	Table: Text direction and row height.	✓✓
8	Picture: Insert a fish or any animal.	✓
9	Size - 4 cm x 11.35 cm (2" x 4.50").	✓
10	Watermark	✓
11	Send behind the text of the table.	✓
12	2 newspaper-style columns with a line between.	✓✓
13	Paragraphs aligned right .	✓
14	Delete water in paragraph 1.	✓
15	Find and replace river with water in paragraphs 2 and 3. (2x)	✓
16	Footer: The words: "You will enjoy it!", centred.	✓

REKANAARTIK SG V2

KONTRAK

VRAAG 1

① 3.75 cm / 1.5"

② Simbolz



KONTRAK VAN DIE TOEROPERATEURS

④

b/k +
20 pt

③ ;

DEFINISIES: TENSY TEENSTRYDIG MET DIE KONTEKS IN HIERDIE OOREENKOMS

‡
DIE KLANT

⑤ r/a

⑥ J

‡
sal die persoon wees wat onderneem om die toer te koop en verder te toer as die KLANT

‡
DIE MAATSKAPPY ⑦ Vetdruk (4^x) + b/k

‡
is Die Toeroperateurs (Edms) Bpk.

‡
1. ‡ BETALING ⑧ b/k (9^x)

⑨

Betaling van die verskuldigde bedrag van die kontrak, sal gedoen word met 'n minimum deposito van R500,00 (vyf honderd rand) per persoon en die balans nie later nie as 6 (ses) weke voor die vertrekdatum van die Toer, met dien verstande dat:

1.1 indien die bespreking 6 (ses) weke of minder voor die gemelde vertrekdatum gemaak is, die kontrak prys met aanvaarding daarvan betaal moet word, en

1.2 daar sal geen kontrak tussen die MAATSKAPPY en die KLANT wees nie totdat die deposito betaal is, of die volle prys van die kontrak betaal is.

‡
2. PRYSSKOMMELINGE

⑤

‡
Die prys van die Kontrak is gebaseer op reisgeld, hotel pryse, en ekstras. Indien daar voor die vertrekdatum van die Toer enige prysstygings in die koste is, sal dit vir die rekening van die KLANT wees.

‡
3. KANSELLASIEFOOIE

Indien die KLANT die Toer wil kanselleer, moet die MAATSKAPPY skriftelik deur die KLANT in kennis gestel word. Die volle deposito sal verbeur word.

4. ONGEBRUIKTE DIENSTE EN TERUGBETALINGS

Geen terugbetalings sal gemaak word vir vertonings wat nie gesien is of vir ongebruikte dienste, asook vir gedeeltelike gebruik van akkommodasie of vlugte nie.

VRAAG 1

⑩ 1
2
1
5. KANSELLASIE DEUR DIE MAATSKAPPY

Indien die MAATSKAPPY die Toer kanselleer, sal die volle bedrag wat deur die KLANT betaal is, aan die KLANT betaal word.

6. WYSIGINGS

Wysigings aan bevestigende besprekings sal gedoen word teen 'n fooi van R200 (twee honderd rand) vir elke wysiging wat na die oorspronklike bespreking gemaak word. Administrasiekoste sal gevra word vir heruitreiking van alle dokumente/bewysstukke.

7. PASPOORTE EN VISUMS

Die verkryging van algemene en geldige Paspoorte en Visums is die KLANT se verantwoordelikheid.

8. KREDIETKAARTBETALINGS

Kredietkaarte word aanvaar vir betaling van gepubliseerde vliegtariewe. In sekere gevalle mag Kredietkaarte nie vir betaling aanvaar word nie. Verdere inligting is op aanvraag beskikbaar.

⑪ Sentraer +
Opskrifte in blk

METODE VAN BETALING

⑫ Kolomwydte
+ 9 pt

⑮ r/a

NAAM VAN KLANT	HANDTEKENING	KONTANT	KREDIETKAART

9. LUGHAWE BELASTING

Toerpryse SLUIT alle lughawe belasting UIT.

⑦ Veldruk

AS GETUIES

⑬ # en blk

6.25 cm
(2.5")

7.5 cm
(3")

⑭

1. KLANT

2. VIR DIE MAATSKAPPY

Vr 1	KONTRAK	Noukeurigheid	36 (12f ^{maks})
50		Uitleg	14

1	Linker kantruimte 3.75 cm (1.5").	✓
2	Voeg simbole in (C/N 20 pt. (2x).	✓
3	Simbole links geblok langs opskrif.	✓
4	Opskrif: 20 pt en b/k.	✓
5	Inleidingsparagraawe: oop reëls, een oop reël voor en na 'n paragraaf-opskrif en r/a in tabel.	✓
6	Volle justering.	✓
7	Woorde in b/k en vetdruk (4x).	✓
8	Paragraafopskrifte: b/k (9x)	✓
9	Paragraafnommers: 2 spasies/tab, blok van teks. (asook 1.1 + 1.2)	✓
10	Bladsy 2: blok links en een oop reël daarna, bladsybreek voor paragraaf 5.	✓
11	Sentreer opskrif van Tabel en kolomopskrifte in b/k.	✓
12	Kolomwydte, en "kredietkaart" in 9 pt.	✓
13	Slot: 3 oop reëls en b/k vir KLANT ens.	✓
14	" gidsstippies – 6.25 cm (2.5") en 7.5 cm (3") vanaf die kantlyn.	✓

VRAAG 2

EDIT: FIN STAAT

① 2.54 cm (1").

DIAMANT REISKLUB

② 16 pt.

③ Veldruk

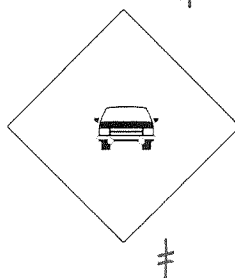
④ #

⑤ AutoShape

⑥ Grootte (3cm x 3cm)
(1.2" x 1.2")

⑦ Sentr.

⑧ Kar ⑨ 36 pt.



⑩ 12 pt.

VOORGESTELDE BEGROTING VIR DIE TYDPERK
1 MAART 2006 - 1 MAART 2007

NOTA

VOOR-
GE-
STELDE
BEGRO-
TING

WERKLIK

BEGRO-
TING⑪ Sentr.
Opskrifte⑫ Veldruk
Regsblok

INKOMSTE

⑬ Skadu (3x) = 15%

BELASBARE INKOMSTE

R	R	R
206 558	176 111	177 338

5 736	5 291	5 428
-------	-------	-------

Renterekening
Inkomste (Parkerings)

1

134	131	268
5 600	5 160	5 160

UITGAWES

189 542	196 110	177 278
---------	---------	---------

MUNISIPAAL

⑭ Nummering 9

Eiendomsbelasting
Elektrisiteit
Vullisverwydering
Sanitasie
Water

⑮ sp

2	28 032	25 648	25 742
3	10 380	9 729	10 022
4	18 884	17 264	17 154
5	18 608	14 392	14 199
6	31 012	29 078	23 912

ADMINISTRASIE EN
VOORRAAD

⑯ Lyne 9

Bankkoste 9
Bestuurskoste
Sekretariële kostes
Ouditeurskoste
Regskoste
Rente
Skryfbehoeftes

⑰

⑱ sp

⑲ dk

⑳ 21 982 20 124 21 546 ㉑

㉒ Font:
Arial

1 450	1 306	1 157
14 345	12 924	12 923
501	-	501
2 306	2 077	2 077
-	598	1 078
-	174	-
1 371	1 235	2 000

NETTO SURPLUS/TEKORT ㉓

Veldruk

17 016	-20 198	2 614
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㉔

Vr 2	REDIGEER: FIN STAAT	Noukeurigheid	-
25		Uitleg	25

1	Verander kantruimtes na 2.54 cm (1").	✓
2	Hoofopskrif 16 pt.	✓
3	" Vetdruk	✓
4	Een oop reël voor en na die AutoShape.	✓
5	Voeg in: 'n Diamant AutoShape.	✓
6	3 cm x 3 cm (1.2" x 1.2").	✓
7	Sentreer.	✓
8	Voeg in: 'n simbool van 'n kar.	✓
9	Simbool/Kar is 36 pt.	✓
10	Subopskrif 12 pt.	✓
11	Hoof-, sub- en kolomopskrifte gesentreer.	✓
12	R-teken, regsblok en vetdruk.	✓
13	Skadu opskrifte (3x) ± 15%.	✓
14	Kanselleer outomatiese numering in kolom 1 (MUNISIPALE).	✓
15	Kanselleer lyne in kolom 1 en 2 (ADMIN).	✓
16	Delete: "van al die banke" na "Bankkoste".	✓
17	Spelling: Elektrisiteit	✓
18	" Regskoste.	✓
19	O/k "Skryfbehoeftes".	✓
20	Vetdruk: "NETTO SURPLUS/TEKORT".	✓
21	Getalle ingevoeg in lyn met "VOORRAAD". (Blok teks korrek).	
22	Syferkolomme: Font - Arial 12 pt.	✓
23	" Regsblok.	✓
24	Dubbel onderstreping na totale.	✓
25	Voeg 'n dubbellyn bladsyraam in.	✓

DIAMANT REISKLUB

(Reg No 1975/123/807)

PO Box/Posbus 45, Bedfordview, 2008

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Tel (011) 616-4500

Fax/Faks (011) 616-4501

② 18 November 2006

Mnr JB le Grange
Neptunestraat 416
Clarensparck
EDENVALE
1609

① B/hooft

2.54 cm/1"

CN 12 pt.

Aanvaar datum regs geldok.

Meneer

JY, JOU 4X4 EN DIE BUILELEWE

③

Het die optrede van 4x4 eienaars regtig 'n impak op die pla-
neet? Neem in ag wat 'n eenvoudige optrede soos 'n rit op die
strand kan doen:

④ Krewes word doodgery, volgens raming word tot drie doodgery
vir elke kilometer wat 'n voertuig beweeg.

◆ Pasgebore skilpaaie wat normaalweg blindelings na die water
beweeg, kan in die voertuigspore val, waar hulle maklik
prooi vir roofvoëls word.

◆ In die broeityd word voëls soos seeswaels en oester-vangers
gepla, of hul eiers of kleintjies word deur voertuie be-
dreig.

⑤ 1. # VOOR JOU REIS ^{blk (3x)} ⑥

1.1 Registreer vir 'n erkende 4x4 kursus wat eko-vriendelike
bestuurstechnieke as deel van die sillabus insluit.

1.2 Doen navrae oor 'n area voordat jy reis, sodat jy die
plaaslike leefwyse verstaan. Dit is byvoorbeeld, is dit
uiters swak maniere om 'n kraal ongenooit binne te gaan -
kondig altyd jou teenwoordigheid aan soos wat jy by jou
buurman se huis sou doen. In Lesotho mag jy nie kamp
voordat toestemming van die hoofman verkry is nie.

2. OP DIE PAD

2.1 Ry op bestaande spore.

Direkteure: A. Chinery (Voorsitter), M. Emmott (UD), J. Carlin (Nie-uitvoerend), R. Pickard (Nie-
uitvoerend), G. Lorentz (Toere)

VRAAG 3

SAKEBRIEF

(8) 2 } Sentr
‡

- 2.2 Onthou dat 'n gemerkte pad op 'n kaart nie outomaties die regte weg aandui nie.
- 2.3 Verkry toestemming of permitte vir ingang in bewaringsgebiede of stameiendom.
- 2.4 Eerbieding vuurmaakbepalings.

3. REISGENOTE

- 3.1 Respekteer die privaatheid van ander en die reg tot stilte en vrede.
- 3.2 Moenie harde musiek speel nie - almal waardeer dalk nie jou passie vir *Lizzy*, of *Die Manne* nie.
- 3.3 Glimlag. Jy sal verbaas wees wat 'n vriendelike groet of wuif kan doen.

Die uwe

‡ (9)

GEOFF MOLEKETI } (10)
MOTORWESE REDAKTEUR } blk

(11)

× ‡
‡

(13) 3 pt.

r/a

1 1/2

SKRYF IN! (12) Comic Sans 12 pt.

(14) Skadu ‡ 10%

Vul in en pos hierdie vorm aan DIAMANT Tydskrif (na die adres hierbo). Een gelukkige leser kan 'n R100 000 reis vir twee wen om die magtige Venusval te sien. Een van die 7 Wonders van die Wêreld!!! Die Venusval is 1,7 km wyd en 100 m hoog. Die Val is slegs 90 minute se vlug van Johannesburg.

‡

Titel Voorletters Van

‡

→ 20 pt. (15)

Sel ID no ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Vr 3	OMSENDERBRIEF	Noukeurigheid	30 (10f maks)
45		Uitleg	15

1	Briefhoof onveranderd, kantruimtes 2.54 cm (1"), C/N 12 pt. teks.	✓
2	Een reël oop voor en na datum en ontvanger se adres. (Datum links/regs).	✓
3	Inhoudsopskrif in b/k en in korrekte posisie, een oop reël voor/na.	✓
4	Kolpunte ingevoeg (enige styl), inlynstelling van teks.	✓
5	<i>Outline numbering</i> /tab na paragraafnommers.	✓
6	Paragraafopskrifte in b/k. (3x) Oop reël voor en na.	✓
7	Inlynstelling van paragraafteks. (kyk memo)	✓
8	Sentreer bladsynommer op bl 2, een oop reël na bladsynommer.	✓
9	Drie oop reëls vir handtekening.	✓
10	Uitleg van slot: b/k + e/r.	✓
11	Afskeurstrokie in 1½.	✓
12	" Opskrif: Comic Sans 18 pt, links geblok.	✓
13	Raampie 3 pt.	✓
14	Skadu ± 10%.	✓
15	□ in 20 pt.	✓

Kursief = maks 1f (Akkurratheid).

4x4 = geen spasies/kleinletter "x" = maks 1f (Akkuraatheid).

① handskap ② Comic Sans

2.54 cm / 1"

12 pt. ✓✓

DIAMANT LUGREDERY SKEDULES¹

③ Sentr.

④ blk

⑤ #

⑥ Dubbellyn

blk Sentr.	BESTEMMING	DAG	VERTREK	ARRIVEER	VLUG NO.	VALUTA
⑦	Johannesburg - Kairo ² ⑨	Saterdag	20:40	04:00	FMSA 840	Egiptiese pond
⑧	Johannesburg - Dubai ⑩ ---	Sondag	14:15	00:25	FSAB 7158	Saoedi rial
		Daaglik	19:15	05:25	FSAC 7159	Saoedi rial
	Kairo - Johannesburg ⑪	Dinsdag	01:45	11:00	FMSB 841	Rand
	Dubai - Johannesburg ⑫	Saterdag	03:40	10:00	FSAD 7160	Rand
		Daaglik	09:55	16:15	FSAE 7161	Rand

10

⑬ #

⑭ 1 Lugredery skedules is korrek toe dit gedruk is en is onderhewig aan verandering.

→ ⑮

⑯ 2 Die volgende gewilde en voorgestelde kombinasies mag gebruik word as 'n riglyn om u eie persoonlike reisplan saam te stel.

⑪ Sentr. kolomne 2-6

⑫ Kolomwydte

⑬ Korrekte rla + 6 pt.

⑭ Horizontale lyne

→ 3 nagte in Kairo, 1 nag in Luxor plus 1 nag in Aswan.

→ 2 nagte in Kairo plus 'n 4-nag vaart op die Nyl.

→ 3 nagte in Dubai plus 3 nagte in Aswan.

→ 2 nagte in Dubai, 3 nagte in Kairo plus 2 nagte in Aswan.

→ 2 nagte in Dubai met 'n Stad- of Handelstoer.

⑰ Kolpunte

Vr 4	TABEL	Noukeurigheid	21 (7f maks)
40		Uitleg	19

1	Landskap, kantruimtes 2.54 cm (1").	✓
2	Font: Comic Sans 12 pt.	✓
3	Hoofopskrif: Sentr	✓
4	" b/k	✓
5	een reël daarna oop.	✓
6	Buiteraam: dubbellyn.	✓
7	Kolomopskrifte: b/k	✓
8	" sentreer.	✓
9	<i>Superscript</i> no 1 + 2.	✓
10	Gidsstippies in eerste kolom.	✓
11	Syferkolommer: sentreer.	✓
12	Kolomwydtes toepaslik vir inhoud.	✓
13	Korrekte reëlafstande/6 pt. voor/na.	✓
14	Horisontale lyne gekanselleer.	✓
15	Een oop reël voor en tussen voetnote.	✓
16	Nommers van voetnote in korrekte grootte, nie <i>superscript</i> en geen punte.	✓
17	Voetnote links geblok, kolpunte onder teks van voetnote geblok.	✓
18	Tab na nommers van voetnote.	✓
19	Vliegtuig simbole/kolpunte ingevoeg vir die kolpuntelys.	✓

- ① Regsblok
② blk
③ Veldruk

DIAMANT REISKLUB

NOTULE van 'n Raadsvergadering van Direkteure gehou op 4 November 2006 om 14:00 in die Raadsaal van Diamant Lugredery.

④ **TEENWOORDIG** blk + Veldruk (b*)

A. Chinery (Voorsitter), M. Emmott (UD), R. Pickard (Nie-uitvoerend), G. Lorentz (Toere) en S. Abrahams (Sekretaresse).

⑤ 1. **VERWELKOMING**

Mnr Chinery verwelkom almal teenwoordig.

2. **NOTULE VAN DIE VORIGE VERGADERING**

Die notule van die vergadering op 19 Junie 2006 word gelees. Voorgestel deur mnr R. Pickard en gesekondeer deur mnr G. Lorentz.

3. **VOORDELE VIR BRITSE LEDE**

Mnr G. Lorentz noem dat Diamant Reisklub die volgende aan die Britse lede kan bied.

- ⑥
- Kolpunte → 10% afslag indien hulle direk by Diamant Lugdiens bespreek.
 - Kursief → Eerste, premium en besigheidsklas toeriste wat hul kaartjies in Engeland koop, kry die gerief van 'n chauffeur-rit na die lughawe.
 - Ons kan eerste-, premium- en besigheidsklas sitkamers asook stortfasiliteite by London Heathrow Lughawe aanbied.

Bogenoemde voorstelle is algemeen aanvaar.

4. **BONGANI GROET**

Mnr E. Emmott lig die vergadering in dat Bongani Hotels vanaf Junie 2007 nie meer 'n Diamant Vennoot sal wees nie.

5. **AFSLUITING**

Die Voorsitter bedank almal teenwoordig en die vergadering verdaag om 15:30.

⑦ $\neq$ en blk

VOORSITTER

DATUM:

7.5cm (3") 8.75cm (3.5")
SEKRETARIS

⑧ Pas in op een bladsy.

Vr 5	NOTULE	Noukeurigheid	21 (7f^{maks})
30		Uitleg	9

1	Hoofopskrif: regsblok.	✓
2	" b/k	✓
3	" vetdruk	✓
4	Elke opskrif b/k en vetdruk (6x). Aanvaar nommers in vetdruk. (konsekwent).	✓
5	Paragraawe: twee spasies/tab na die paragraafnommer	✓
6	Paragraawe met kolpunte in kursief, inlynstelling onder teks.	✓
7	Drie oop reëls voor VOORSITTER en SEKRETARIS (in dieselfde reël), en een oop reël voor DATUM, asook b/k.	✓
8	Gidsstippels – 7.5 cm (3"). (10 cm (4") vanaf die kant van die bladsy.)	✓
9	Pas in op een bladsy.	✓

AFDELING A [4]

1.

WAAR	ONWAAR	
x		

[1]

2.

WAAR	ONWAAR	Die @-teken skei die naam van die persoon en die domein in 'n e-posadres. ✓✓
	x ✓	

[3]

AFDELING B [6 x 1 = 6]

1.	Onwaar
2.	Waar
3.	Onwaar
4.	Onwaar
5.	Onwaar
6.	Waar

AFDELING C [10 x 2 = 20]

1.	F
2.	E
3.	G
4.	K
5.	J
6.	B
7.	C
8.	A
9.	L
10.	H

① DIE KHWAITI RIVIER ^{b/k}

②

Woorde wat jy sal gebruik as jy die Khwaiti Rivier besoek:

Onderstreep ✓
Kursief ✓

MOERASSE

③ Sentr.

OMGEWING

④ a-z

PIKKEWYN

⑤ "small caps" ✓
16 pt. ✓

RIVIERE

⑥ r/a 1 1/2

SANDBANKE

VISVANG

⑦ Rigting van teks ✓

⑧ Prentjie

⑨ Grootte

⑩ Watermerk

D I E R E

⑪ Prentjie agter
teks

Seeoëie	Krokodil	Voëls	Vis
---------	----------	-------	-----

⑫ Die randgebiede van riviere en moerasse vorm 'n omgewing met 'n buitengewone oorfloed en verskeidenheid van diere en plante. Bo en behalwe die permanente inwoners, besoek menige ander landdier die gebied gedurende die droë seisoen.

⑭ 9 water

Met hul gespesialiseerde snawels en jagvaardighede, leef tallose vis-etende voëls langs die waterkant.

Amfibiese wesens maak ook dikwels hulle opwagting daar. Op koel, sonnige dae sluimer seekoëie en krokodille op klein sandstroke en in die hitte van die somer slaap hulle onder die sandbanke onder die water.

⑮

⑬ 2 Kolomme ✓
Vertikale lyn ✓

⑬ Regs-
blok

Dorstige reisigers sal kilometers loop om hul dors te les. Die meeste sal behoedsaam drink en dan weg beweeg, altyd bewus van roofdiere. Slegs die grotes sal bokspring en in die water speel. Of hulle speel of drink, visvang of jag, almal plons in die water.

⑮

Langs die Khwaiti Rivier steek die leeus ongeërg die vlak riviere oor, maar is meer huiwerig om in dieper water te swem. Alhoewel Afrika pikkewyne meesters van die waterwêreld is, moet hulle soos alle voëlsoorte, op die land broei. Hulle is taai en waterbestand.

⑯

Jy sal dit geniet!

Vr 7	REDIGEER: KOLOMME	Noukeurigheid	-
20		Uitleg	20

1	Hoofopskrif in b/k.	✓
2	Onderstreep en Kursief: "Woorde wat jy sal gebruik ...".	✓✓
3	Die 6 woorde: Sentreer	✓
4	Sorteer a - z	✓
5	Font: "small caps" en 16 pt.	✓✓
6	Reëlafstande 1½	✓
7	Tabel: Rigting van teks en ryhoogte.	✓✓
8	Prentjie: 'n Vis of enige dier	✓
9	Grootte: 4 cm x 11.35 cm (2" x 4.50").	✓
10	Watermerk	✓
11	Prentjie agter die teks van die tabel.	✓
12	2 koerantstyl-kolomme met 'n lyn tussen-in	✓✓
13	Regsblok die paragrawe.	✓
14	Delete water in paragraaf 1.	✓
15	Vind en vervang rivier met water in paragraaf 2 en 3.	✓
16	Voetskrif: Die woorde: "Jy sal dit geniet!", sentreer.	✓