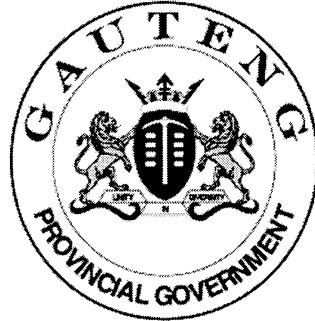


**SENIOR CERTIFICATE
EXAMINATION
SENIORSERTIFIKAAT-EKSAMEN**



**FEBRUARY / FEBRUARIE
MARCH / MAART**

2005

TYPING

TIK

**(First Paper: Timed Accuracy
Test)
(Eerste Vraestel: Vasgestelde-
tydnoukeurigheidstoets)**



408-2/1

TYPING SG: Paper 1

**5 pages
5 bladsye**



408 2 1

SG

X05



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GAUTENGSE DEPARTEMENT VAN ONDERWYS
SENIORSERTIFIKAAT-EKSAMEN

TIK SG
(Eerste Vraestel: Vasgesteldetyd-
noukeurigheidstoets)

TYD: 10 minute

PUNTE: 60

INSTRUKSIES AAN KANDIDATE:

LEES DIE ONDERSTAANDE INSTRUKSIES NOUKEURIG DEUR VOORDAT JY MET DIE VRAESTEL BEGIN.

- Tik jou eksamennommer bo-aan elke vel wat vir die beantwoording van hierdie vraag gebruik word.
- Opsieners sal kandidate voorsien van inligting in verband met die vraag.

INSTRUKSIES AAN OPSIENERS:

1. Voorsien elke kandidaat van tien velle A4-papier (80g).
 2. Die tikopvoeder moet verseker dat alle tikmasjiene in goeie werkende toestand is.
 3. Geen kool- of korrigeerlente mag tydens die eksamen gebruik word nie.
 4. Dit is noodsaaklik dat 'n tikopvoeder een van die opsieners in die tiklokaal vir die duur van die eksamen moet wees ten einde hulp te verleen indien 'n tikmasjien onklaar raak.
 5. Kandidate moet ten minste 15 minute voor die aanvang van die eksamen by die tiksentrum aanmeld.
 6. Kandidate moet toegelaat word om eers vir ongeveer 10 minute deur die vraestel te lees voordat hulle met Vraag 1 begin. Hulle mag lyne trek en moeilike woorde onderstreep.
 7. Beide opsieners moet in besit wees van 'n stophorlosie vir tydsbeheer. Die vasgesteldetyd-noukeurigheidstoets moet deur die tikopvoeder waargeneem word. Opsieners mag nie gedurende die afneem van hierdie toets tussen die kandidate rondbeweeg nie.
 8. 8.1 Alvorens kandidate met hierdie vraestel begin, moet hulle opdrag gegee word om hulle eksamennommers bo in die **regterhoek** van die papier wat vir die spoedtoets gebruik word, te tik. Nadat al die kandidate hierdie instruksie uitgevoer het, word die teken gegee om met die vasgesteldetyd-noukeurigheidstoets te begin.
 - 8.2 Sodra die toegestane tyd vir die noukeurigheidstoets verstreke is, moet die opsiener al die toetse opneem en sy/haar voorletters na die **laaste getikte woord op elke bladsy** plaas. AL die bladsye wat 'n kandidaat gebruik het om **Vraag 1** te beantwoord, moet **aanmekeer vasgekram** word. **Slegs Vraag 1 se antwoordbladsye moet aanmekeer vasgekram word.**
 - 8.3 Dit is die verantwoordelikheid van die opsiener om elke kandidaat se vasgesteldetyd-noukeurigheidstoets na afloop van die tweede vraestel in die korrekte individuele omslag te plaas. Die omslag moet met die tweede vraestel aan die kandidate uitgedeel word.
 9. Tydens die afneem van die res van die vraestel, word beweging tussen die kandidate beperk tot die uitreiking van addisionele tikpapier, hulp ingeval van probleme met tikmasjiene, ensovoorts.
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GAUTENG DEPARTMENT OF EDUCATION
SENIOR CERTIFICATE EXAMINATION

TYPING SG
(First Paper: Timed Accuracy
Test)

TIME: 10 minutes

MARKS: 60

INSTRUCTIONS TO CANDIDATES:

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE YOU START THE PAPER.

- Type your examination number at the top of each sheet used to answer this question.
- Invigilators will provide candidates with the information regarding this question.

INSTRUCTIONS TO INVIGILATORS:

1. Provide each candidate with ten sheets of A4 paper (80g).
 2. The typing educator is to ensure that the typewriters are in perfect working order.
 3. Neither carbon ribbon nor correcting ribbons may be used during the examination.
 4. It is essential that a typing educator be one of the invigilators for the duration of the examination to assist with malfunctioning typewriters.
 5. Candidates are to report to the typing centre at least 15 minutes before the examination commences.
 6. Candidates should be given approximately 10 minutes to read through the examination paper before beginning Question 1. They may rule lines and underline words.
 7. Both invigilators are to use stopwatches for time control. The timed accuracy test is to be timed by the typing educator. Invigilators may not move among candidates during this test.
 8. 8.1 Before the candidates start with this paper, they should be instructed to type their examination numbers in the top **right-hand corner** of the paper used for the timed accuracy test. After all the candidates have done this, the signal may be given to begin the timed accuracy test.
8.2 After the time allowed for the accuracy test has expired, the invigilator is to collect all the tests and initial them after the **last word typed on every sheet used for the speed test**. ALL the answer sheets used by a candidate to answer **Question 1** are to be **stapled together**. **Only the answer sheets for Question 1 are to be stapled together**.
8.3 It is an invigilator's responsibility to place each candidate's timed accuracy test in the correct examination cover on completion of the second paper. This cover is to be handed out to the candidate with the second paper.
 9. During the rest of the paper, moving among candidates is to be restricted to handing out additional paper, assisting with faulty typewriters, etc.
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VRAAG 1
TYDNOUKEURIGHEIDSTOETS

Die tydnoukeurigheidstoets moet in dubbel- of 1½ reëlafstand op slegs een kant van die bladsy getik word. Gebruik kantruimtes van 10 spasies. 'n Minimum van 35 w.p.m. word verwag en die grense word deur (...) aangedui.

TYD: 10 MINUTE

[60]

Die misbruik van alkohol kan net so gevaarlik wees as die misbruik van ander, gevaarliker dwelmmiddels.

Tog is die gebruik van alkohol nie net wettig in ons samelewing nie maar by baie geleenthede, soos partytjies, word dit van mense verwag om dit te gebruik.

Dit kos maatskappye miljoene deurdat dit veral 'n invloed het op werkafwesigheid, ongelukke in die werksituasie en mediese koste gekoppel aan alkoholmisbruik.

Aangesien alle misbruik van alkohol nie noodwendig tot verslawing lei nie, is dit moeilik om te besluit wanneer 'n persoon 'n alkoholis is. Afhanklikheid of verslawing kan beide fisies en sielkundig wees.

Fisies kan die langdurige misbruik van alkohol daartoe lei dat 'n persoon 'n behoefte of sug na alkohol ervaar. Onthouding van alkohol kan tot onttrekkingsimptome lei, soos byvoorbeeld hallusinasie, akute vrees, bewerasies, stygende koors en 'n vinnige maar swak hartklop.

QUESTION 1
TIMED ACCURACY TEST

The timed accuracy test is to be typed in double line or 1½ line spacing, on one side of the paper only. Use margins of 10 spaces. A minimum of 35 w.p.m. is expected and the limits are indicated by (...).

TIME: 10 MINUTES

[60]

Alcohol abuse can be just as dangerous as the abuse of other, more potent drugs. The use of alcohol is not only legal in our society but at many events such as parties people are expected to use it.

Alcohol costs companies millions, because alcohol abuse has an influence on absenteeism, accidents at the workplace as well as on medical expenses related to alcohol abuse.

Since not all abuse of alcohol necessarily results in addiction, it is difficult to decide whether a person is an alcoholic. Dependency or addiction can both be physical and psychological.

Physically, the long-term use of alcohol can result in a person experiencing a need or craving for alcohol. Abstinence can result in withdrawal symptoms, for example, hallucinations, acute fear, trembling, fever and a fast but weak heartbeat.

A psychological dependency on alcohol often develops before a physical dependence. This can occur when people use alcohol to escape depressive moods or to escape from the stresses of life and then they can only relax with the help of alcohol.

Sielkundige afhanklikheid van alkohol ontwikkel dikwels voordat fisiese afhanklikheid ontwikkel en kom voor as mense alkohol gebruik om uit depressiewe buie te kom, alkohol as ontsnappingsmiddel van lewenstres gebruik en net met die hulp van alkohol kan ontspan.

Die lewensspan van die gemiddelde alkoholis is twaalf jaar korter as die lewensspan van mense oor die algemeen. Dat alkoholmisbruik oor die lang termyn baie nadelig is vir die mens, is dus nie te betwyfel nie. Alle alkohol wat ingeneem word moet uiteindelik deur die liggaam geabsorbeer word. Hierdie absorpsie geskied deur die lewer. Indien 'n persoon alkohol langdurig misbruik, word die lewer ooreis, en dit lei tot sklerose van die lewer, wat in een uit tien gevalle ernstige drinkers tot die dood kan lei.

Alkohol is 'n 35 w.p.m.
hoë kalorie dwelmmiddel, wat tot gevolg het dat mense wat baie drink dikwels etes oorslaan. Die voedingswaarde van alkohol is egter laag en die verbruik van 'n groot hoeveelheid alkohol voorkom dikwels die absorpsie van belangrike vitamieene. Die langdurige 40 w.p.m.
misbruik lei dus dikwels tot wanvoeding. Dit lei verder ook tot kroniese moegheid, oormatige sensitiwiteit en depressie. Ironies genoeg begin mense dikwels drink juis om depressie te oorkom.

The lifespan of the average alcoholic is twelve years shorter than the lifespan of non-alcoholics. It is, therefore, undoubtedly true that long-term alcohol abuse is very detrimental to a person. All alcohol that is consumed must eventually be absorbed by the body. This absorption takes place through the liver. If a person continuously abuses alcohol, the liver is over-exerted and this results in cirrhosis of the liver which is fatal in one in ten cases of serious drinkers.

Alcohol is a high calorie drug which means that people who drink a lot often skip meals. The nutritional value of alcohol, however, is low and the consumption of large quantities 35 w.p.m.
of alcohol often inhibits the absorption of essential vitamins. The continued abuse often results in malnutrition. Continued abuse further results in chronic fatigue, excessive sensitivity and depression. Ironically, people often start 40 w.p.m.
drinking in order to overcome depression.

Lastly, continued alcohol abuse can result in the collapse of the person's career and social life. People often lose their jobs and experience marital problems as well. Alcoholics often develop shaky ... 45 w.p.m.
hands, a need to start the day with a drink, periods of memory loss, periods of uncontrolled drinking and loss of control of their liquor consumption.

Laastens lei langdurige alkoholmisbruik 45 w.p.m.
gewoonlik ook tot die ineenstorting van 'n persoon se
beroeps- en sosiale lewe. Mense verloor dikwels
hulle werk en ondervind dikwels ook huweliksprobleme.
Alkoholiste ontwikkel dikwels bewerige hande. 'n
Behoefte om die dag met drank te begin, tye 50 w.p.m.
van geheueverlies, tye van ongekontroleerde drink en
verlies aan kontrole vir hulle drankgebruik.

Die grootste enkele probleem by die behandeling van
'n alkoholis is waarskynlik die verkryging van die
persoon se samewerking. Alkoholiste ontken dikwels
..... 55 w.p.m.

TOTAAL: 60

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The single biggest problem in the treatment of an alcoholic is probably obtaining the person's 50 w.p.m. cooperation. Alcoholics often deny that they have a problem and refuse help. If the alcoholic really wants to be helped, however, a cure is possible.

With the aid of medication in an institution or hospital, the alcoholic's withdrawal symptoms 55 w.p.m.

TOTAL: 60

END