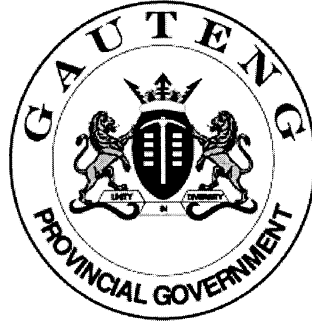


**SENIOR CERTIFICATE
EXAMINATION
SENIORSERTIFIKAAT-EKSAMEN**



**FEBRUARY / FEBRUARIE
MARCH / MAART**

2005

TYPING

TIK

**(Second Paper)
(Tweede Vraestel)**

SG

408-2/2

TYPING SG: Paper 2

**16 pages
16 bladsye**



408 2 2

SG

X05

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GAUTENGSE DEPARTEMENT VAN ONDERWYS
SENIORSERTIFIKAAT-EKSAMEN

TIK SG
(Tweede Vraestel)

TYD: 3 uur

PUNTE: 300

INSTRUKSIES AAN KANDIDATE:

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

- Tik jou eksamennommer bo-aan elke vel wat jy vir jou antwoorde gebruik.
- Begin elke vraag op 'n afsonderlike vel papier.
- Rangskik jou antwoorde in die korrekte numeriese volgorde in die eksamenomslag.
- Indien jy die vasgesteldetyd-noukeurigheidstoets in Afrikaans beantwoord, moet jy vrae 2, 3, 4, 5, 6, 7 en ook 8 in Afrikaans beantwoord.
- Gaan asseblief jou getikte antwoorde noukeurig na.
- Die opsieners sal jou inlig in verband met Vraag 1.
- Voltooi eers Vraag 1 en handig dit in voordat jy met die ander vrae begin.

INSTRUKSIES AAN OPSIENERS:

1. Voorsien elke kandidaat met agtien velle A4-papier (80g) in die eksamenomslag voor die aanvang van die eksamen.
2. Die tikopvoeder moet verseker dat alle tikmasjiene in goeie werkende toestand is.
3. Geen kool- of korrigeerlint mag tydens die eksamen gebruik word nie.
4. Dit is noodsaaklik dat 'n tikopvoeder vir die duur van die eksamen een van die opsieners in die tiklokaal moet wees om hulp te verleen indien 'n tikmasjien onklaar sou raak.
5. Kandidate moet ten minste 15 minute voor die aanvang van die eksamen 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 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 die vraestel begin, moet hulle opdrag gegee word om hulle eksamennommers bo in die REGTERHOEK van die papier wat vir die vasgesteldetyd-noukeurigheidstoets gebruik gaan word, te tik. Nadat al die kandidate hierdie instruksie uitgevoer het, word die teken gegee om met die toets te begin.
8.2 Sodra die toegestane tyd vir die tydnoukeurigheidstoets verstreke is, moet die opsniener al die toetse opneem en sy/haar voorletter na die **LAASTE GETIKTE WOORD OP ELKE BLADSY PLAAS**. Al die bladsye wat 'n kandidaat gebruik het om Vraag 1 te beantwoord, moet aanmekaar vasgekram word. **SLEGS VRAAG 1 SE ANTWOORD-BLADSYE WORD AANMEKAAR VASGEKRAM**.
8.3 Dit is die verantwoordelikheid van die opsniener om elke kandidaat se vasgesteldetyd-noukeurigheidstoets na afloop van die eksamen in die korrekte individuele eksamenomslag te plaas.
9. Tydens die afneem van die res van die vraestel, moet beweging tussen die kandidate beperk word tot die uitreiking van addisionele papier, probleme met tikmasjiene, ensovoorts.

**GAUTENG DEPARTMENT OF EDUCATION
SENIOR CERTIFICATE EXAMINATION**

**TYPING SG
(Second Paper)**

TIME: 3 hours

MARKS: 300

INSTRUCTIONS TO CANDIDATES:

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE YOU START WITH THE PAPER.

- Type your examination number at the top of every sheet of paper used in answering the questions.
- Begin each question on a separate sheet of paper.
- Arrange your answers in the examination cover provided, in the correct numerical order.
- If you answer the timed accuracy test in English you are to answer Questions 2, 3, 4, 5, 6, 7 and 8 in English as well.
- Please read through your typed answers carefully.
- The invigilators will give you instructions about Question 1.
- You are to complete Question 1 and hand it in before answering the other questions.

INSTRUCTIONS TO INVIGILATORS:

1. Place at least eighteen sheets of A4 paper (80 g) in the examination cover prior to the examination.
 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 test.
8.2 After the time allowed for the timed 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 sheets used by a candidate to answer Question 1 are to be stapled together. ONLY THE ANSWER SHEETS TO 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 examination.
 9. During the rest of the paper, moving among candidates is to be restricted to handing out additional paper, assisting with faulty typewriters, etc.
-
-

VRAAG 1
TYDNOUKEURIGHEIDSTOETS

Die tydnoukeurigheidstoets moet in dubbel- of $1\frac{1}{2}$ reëlaafstand op slegs een kant van die bladsy getik word. Gebruik kantruimtes van 10° . 'n Minimum van 35 w.p.m. word verwag en die grense word deur (.....) aangedui.

TYD: 10 minute

[60]

Mense het vandag die gerief van hul geldsake elektronies te hanteer. Maar inkopies met plastiekgeld beteken dat 'n mens se rande direk uit jou bankrekening onttrek word. Die meeste mense is al gewoond aan die outomatiese tellermasjien, en nou gaan ons ook te doen kry met elektroniese inkopies.

Banke hanteer al hoe meer tjeks, en miljoene kredietkaartstrokies word jaarliks uitgereik. Dit is dus geen wonder dat banke gretig is om hul administratiewe werk te verminder nie. Om die stroom te keer, bestee banke baie tyd en geld om 'n stelsel van kontantvrye inkopies te ontwikkel. Dit is iets waarna kleinhandelaars en banke al lank uitsien.

Tans is daar verskeie maniere om vir goedere te betaal. Vir eers op die tradisionele wyse, naamlik kontant. Dit is eenvoudig, maar stygende pryse het dit heel onprakties gemaak.

Weens toenemende grypdiefstalle in groot winkels is dit vandag baie veiliger om eerder 'n tjekboek of 'n kredietkaart te gebruik.

As jy 'n lopende rekening by 'n bank het, kry jy 'n tjekboek, hou deeglik rekord van jou uitgawes op die genommerde teenblaadjies. Die bank stuur maandeliks 'n staat, en jy betaal kommissie na gelang van die bedrag van die tjek. Hiernaas kan jy 'n spaarrekening by 'n bank of 'n bouvereniging open en 'n debietkaart gebruik om kontant te trek.

Kasregisters in supermarkte raak al hoe meer gevorderd sodat die verbruiker vir sy aankope sal kan betaal en terselfdertyd kontant sal kan onttrek. 'n Paar winkels in die land het reeds die gerief. Jy kan jou krediet- of debietkaart betaal.

QUESTION 1
TIMED ACCURACY TEST

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

TIME: 10 minutes

[60]

People today are offered the facility of controlling their money electronically. Shopping with plastic means that money is withdrawn directly from an account. Most people are already familiar with the procedure of drawing cash from automatic teller machines. We are now faced with electronic shopping.

Banks process an ever-increasing number of cheques. Millions of credit card receipts are issued every year and banks are keen to cut down on their paperwork. To reduce the number of cheques and receipts that come flooding in daily from retailers, they are spending a good deal of time and money developing schemes for cash free shopping. This system is good news for the banks and the retailers.

There are now several ways a consumer can pay for goods. Of course, there is the traditional method of using cash. Although this is simple, rising costs have made it impractical.

Due to the high incidence of pick-pocketing in large stores, it has become safer to carry either a cheque book or a credit card to make large purchases.

If you have a current account at a bank, you are issued with a cheque book and should keep a record of your transactions on the numbered sheet attached to the cheque to enable you to keep record of your spending. You also receive a monthly statement from the bank and are charged a fee per cheque transaction. Another option is to operate a savings account at the bank or a building society and use a debit card to draw cash.

Skandering is 'n stelsel waardeur 'n gerekenariseerde kasregister 'n staafkode op die produk lees vir 'n beskrywing van die produk en die prys. 35 w.p.m.

Die kasregister is gekoppel aan 'n hoofrekenaar wat al die toepaslike inligting bevat oor die goedere wat in die winkel verkoop word. Foute ontstaan alleen weens inligting wat verkeerd geprogrammeer is. As die prys van 'n produk of 'n artikel op die 40 w.p.m.
rak verskil van die prys op die rekenaar, betaal die verbruiker die prys op die rekenaar.

Die verbruiker word teen die soort onreëlmatigheid beskerm deurdat hy 'n kasregisterstrokie ontvang waarop die naam, grootte en prys van elke artikel verskyn, 45 w.p.m.
sodat hy tuis alles sorgvuldig kan nagaan. Die kasregisterstrokie dui die datum en die tyd van aankope aan, asook die nommer van die kassier en die winkel waar die transaksie gedoen is.

As jy dit kan bekostig, kan jy jou geldsake van jou huis 50 w.p.m.
af hanteer. Dit word tuisbank genoem. Tuisbank is reeds sedert die middel jare tagtig in Brittanje beskikbaar. Daar is twee basiese stelsels. Die een is gekoppel aan 'n videoteksstelsel deur die televisieskerm. Die ander stelsel werk deur 55 w.p.m.

Tills in supermarkets have become so sophisticated that consumers will be able to pay both for purchases and draw cash simultaneously. A few stores in South Africa have this facility already, 35 w.p.m.
You will be able to use a credit or a debit card at the point of sale.

Scanning is simply a system whereby a computerised till reads a barcode on a product to access the description and price.

The till is computerised and linked to a mainframe 40 w.p.m.
computer which stores all the relevant information on the products stocked in the store. Any errors are caused by human incompetence. If the store marks a price on the shelf edge below the product and enters a different price in the computer, the 45 w.p.m.
computer will charge you accordingly.

The consumer is protected against this type of discrepancy by receiving a detailed printout slip describing each item by name, size and price. You have the opportunity to double check the list yourself. The till 50 w.p.m.
slip will record the date and time of purchase, the number of the till and the name of the store where the transaction took place.

If you can afford it, you will be able to conduct your own finances from home. This is called home banking.
Home 55 w.p.m.

VRAAG 2

Tik die volgende INKOMSTESTAAT met kantlyne van 10°.

TYD: 20 minute

[30]

Nuwe Generasie effeketruust
Inkomstestaat vir / jaar geëindig 30 Sept. 2005 } dls
voluit

	2005 R'000	2004 R'000	
<u>Inkomstes</u>	148 163	122 352	
Dividende	73 120	59 061	
Reïnte	70 841	58 885	10
Inkomsteaanpassing op skepping			
En kanselasie van trust	4 202	3 929	10k.
Kommissie	-	477	
uitgawes	9 827	11 409	1 trs.
Bestuursmaatskappy diens	11 165	9 669	1 loop aan
fooie			
fooie Oudit	10	8	1 trs
Omgewingsdienste fooie	234	150	
<u>Netto Inkomste</u>	136 754	112 525	
Onverspreidelike inkomste teen begin.			
/ -einde van die jaar	42 884	33 915	1 stet.

Tikster: Geen gidsstippies nie

QUESTION 2

Type the following INCOME STATEMENT using margins of 10°.

TIME: 20 minutes

[30]

New Generation Unit Trust
Income Statement for / year ended 30 Sept. 2005 } dls
| in full

	2005 R'000	2004 R'000	
<u>Income</u>	148 163	122 352	
Dividends	73 120	59 061	
Interest	70 841	58 885	IS
Income adjustments on creation			
And cancellation of units	4 202	3 929	.c.
Commission	-	477	
Expenditure	9 827	11 409	
Management Company's service	11 165	9 669	run on
Charge			
fees Audit	10	8	trs
Regional service levies	234	150	
<u>Net Income</u>	136 754	112 525	
<u>Undistributed income at end</u>			stet
<u>of / year</u>	42 884	33 915	

Typist: No leader dots

VRAAG 3

Tik die volgende TABEL op een vel A4-landskappapier.

TYD: 25 minute

[36]

(600m swem, 20 km fietsry en 5 km hardloop) | behou in o.k. } d/s
 Menegade Spanne en Individuele Driehoekige Reeks | o.k. }

Tyd	Datum	Stad	Plek
d/s { 6 Okt. 13 Okt.	11:00	Port Elizabeth	Hobiestrand
	09:00	Kaapstad	Gordonsbaai
20 Okt.	10:00	KwaZulu Natal	Midmardam 9
27 Nov. Okt.	09:00	Bloemfontein	Maselspoort
3 Nov.	09:00	Gauteng	Vanderbijlpark C
10 Nov.	09:00	← Namibië	Swakopmund
19 Nov. 1 Des.	09:00	Gauteng	Germiston 5 Hrs.
	11:00	Pretoria	(Roodeplaat)

- 1 Elke inskrywing sal 'n reeks t-hempde ontvang asook 'n sportbottel, menegade sportstafie en menegade sportpryse | b.k.
- 2 R7-800 prysgeld vir top individu per item plus sportpryse | stet.

Tikster: Tik maande voluit
 Verander numering in voetnotas na
 Kolom opskrifte in blk

QUESTION 3

Type the following TABULATION on one sheet of A4 paper landscape.

TIME: 25 minutes

[36]

600m swim, 20 km cycle and 5 km run } d/s
 Menegade Teams and Individual Triathlon Series } u.c.
 | Keep in l.c. |

Time	Date	City	Venue
6 Oct.	11:00	Port Elizabeth	Hobie Beach
13 Oct.	09:00	Cape Town	Gordon's Bay
20 Oct.	10:00	KwaZulu-Natal	Midmar Dam
27 Nov. Oct.	09:00	Bloemfontein	Maselspoort
3 Nov.	09:00	Gauteng	Vanderbijlpark
10 Nov.	09:00	Namibia	Swakopmund
19 Nov.	09:00	Gauteng	Germiston
1 Dec.	11:00	Pretoria	Roodeplaat

1 Every entrant will receive a series t-shirt and Sports Bottle, u.c.
 menegade Sports Bar and menegade

2 ~~R7-900~~ prize money for top individuals per event plus spot prizes | stat.

Typist: Type months in full
 Change numbering in footnotes to R
 Column heading in u/c

VRAAG 4

Tik die volgende AGENDA korrek. Neem al die manuskriptekens in ag.

TYD: 20 minute

[20]

✓ Oktober 11 2005

Kennisgewing van 'n Vergadering

| b.k.

Kennis word meë hier gegee van 'n vergadering van Florence Nightingale hospitaal wat gehou sal word in die Raadkamer, 3^{de} verdieping, op Woensdag, 23 Oktober 2005 om 18:00.

| trs.

| b.k.

| voluit

1. Aanvaarding ~~en goedkeuring~~ van vorige notule
2. Toelatingsbeheer
3. Inwonersinspeksie
4. Beroepsgerigte Veiligheid en Gesondheid
5. Menslike voeding
6. Stoorkamers en sleutels
7. Omvangeenheid: Aangaande ventilasieprobleem
8. Personeel (geadverteerde post)
9. Finansies
10. Algemeen

| 9

| b.k.

| 9

| e

Op las van / raad

SEKRETARESSE
(GET.) L. HUMAN

} Tik korrek

QUESTION 4

Type the following AGENDA correctly. Take all the manuscript signs into consideration.

TIME: 20 minutes

[20]

October 11 2005

Notice of a Meeting

| u.c.

Notice is by here given of a meeting of Florence Nightingale hospital to be held in the Boardroom, 3rd floor, on Wednesday, 23 October 2005 at 18:00.

lrs. / u.c.
| u.c.
| in full

Agenda

1. Acceptance ~~and adoption~~ of previous minutes
2. Access control
3. Residence inspection
4. Occupational safety and Health
5. Human nutrition
6. Storerooms and keys
7. Scope unit: Regarding ventilation problem
8. Staffing (Advertised post)
9. Finance
10. General

| 8

| u.c.

| 8

| 15

By order of / board

SECRETARY
(SGD) L. HUMAN

} Type correctly

VRAAG 5

Tik die volgende NOTULE deur die korrekte uiteensetting te gebruik. Gee uitvoering aan al die manuskripinstruksies.

TYD: 35 minute

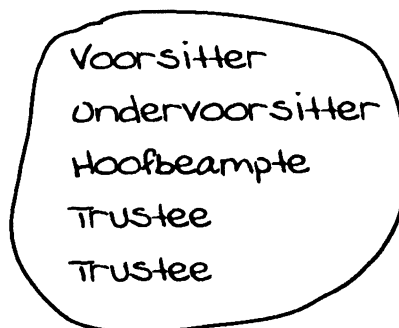
[50]

OpenPlan Mediese skema

Notule van / Algemene Jaarvergadering gehou op vry., 1 voluit
24 Augustus 2005, in / Netropolitan Auditorium,
Naturena, om 19:00

Teenwoordig

Mnr. D. Slabbert
Mnr. E. Molefe
Mnr. I. Barnard
Me. M. Khan
Adv. M. Hufkie



10

1b.k.

Right flush

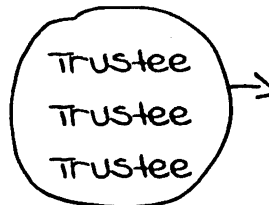
Bywonend

Verteenwoordigers van Netropolitan Gesondheidsgroep
Verteenwoordigers van Mikel Malan Gesondheidsorg-
konsultante
Lede van die OpenPlan Mediese skema

1b.k.

Verskonings

Mnr. M. Holland
Mnr. E. More
Me. V. Dasen



Right flush

1. Opening en verwelkoming

*

2. Kworum [Die voorsitter bevestig dat 'n kworum van ten minste 5 lede teenwoordig is en dus word die vergadering as behoorlik saamgestel verklaar. | behou syfer

QUESTION 5

Type the following MINUTES using the correct display. Take all manuscript instructions into consideration.

TIME: 35 minutes

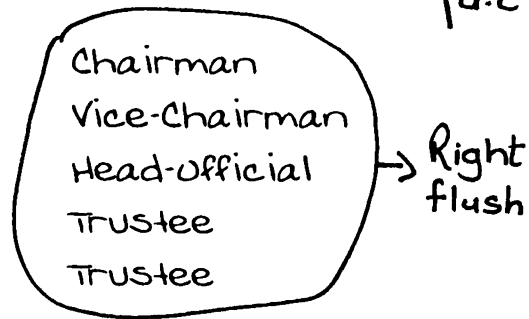
[50]

Openplan Medical Scheme

Minutes of / Annual General Meeting held on Fri., | in full
24 August 2005, in / Metropolitan Auditorium,
NATURENA, at 19:00 |

Present

Mr S. Slabbert
Mr E. Molefe
Mr I. Barnard
Ms M. Khan
Adv. M. Hufkie

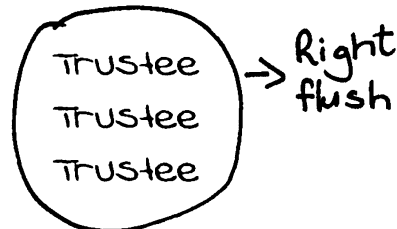


Attendance

Representatives of Metropolitan Health Group
Representatives of Mikel Malan Health Care Consultants
Member of the OpenPlan Medical Scheme

Apologies

Mr M. Holland
Mr E. More
Ms V. Dasen



1. Opening and Welcome



2. Quorum [The chairman confirmed that a quorum of
at least 5 members were present and thus declared
the meeting as proper.

Retain
figure

3. Notule van die vorige vergadering [Die notule van die vierde algemene jaarvergadering, gehou op 28 Julie 1b.k. 2004, word bevestig en onderteken deur die voorsitter.

4. Nuwe sake

* Voeg in

Die voorsitter open die vergadering en verwelkom almal.

4.1 Verslag van die raad van trustees [Die vergadering neem kennis van die verslag van die Raad van Trustees. Die Voorsitter lig kortliks aangeleenthede soos die skema se beleggingsbeleid en die resultate van bedrywighede en aktueriële waardering toe. 1c 1#

4.2 Aanstelling van 1 vir die huidige boekjaar [Die Auditore vergadering neem daarvan kennis dat optimum-Health as eksterne auditeure vir die open Plan Mediese skema aangestel is.

5. Algemeen [Korrespondensie is ontvang van mnr R. Devon, P. Chubb en P. Polani. Geskrewe terugvoer om hulle besorgdheid aan te spreek, sal voorsien word.

[Aangesien daar geen ander verdere sake vir bespreking was nie, het die voorsitter die vergadering as afgehandel verklaar.

.....
Voorsitter

.....
sekretaris

} Tik
korek

.....
Datum

3. Minutes of the previous meeting [The minutes of the fourth annual general meeting, held on 28 July 2004, is u.c. confirmed and signed by the chairman.

4. New matters

*insert

The meeting was opened by the chairman and he welcomed everyone.

4.1 Report of the board of trustees [The meeting takes cognisance of the report of the Board of Trustees. The Chairman briefly highlights certain matters like the scheme investment policy and the results of activities and actuary appreciation. u.c. #

4.2 Appointment of λ for the present book year auditors [The meeting took cognizance that Optimum-Health has been appointed as external auditors for the open Plan Medical Scheme.

5. General [Correspondence has been received from Messrs R. Devon, P. Chubb and P. Polani. Written feedback to address their concerns will be given.

[In view of the fact that there were no other further points for discussion, the meeting was adjourned.

.....
Chairman

.....
Secretary

.....
Date

} Type correctly

VRAAG 6

Tik die volgende TESTAMENT volgens die reëls vir die tik van wetsdokumente.

TYD: 20 minute

[34]

← Laaste wil en Testament

ons, / ondergetekendes, / Malekane
(640303 1078 01 8) en Delca Malekane
(670311 0134 01 7) (gebore Zungu)

λ Vusi

eggenote getroud in gemeenskap van goedere en
tans woonagtig te Vulcanstraat 42, Naturena,
verklaar dat hierdie ons uiterste wilsbeskikking en
testament is.

2. Ons benoem African Bank Beperk, as eksekuteur
van ons boedel en verleen aan die gemelde African
Bank Beperk alle outoriteit en mag deur die wet
toegelaat veral die van assumpsie.

lo.k.

1. Ons herroep en kanselleer alle geskifte van
testamentêre aard wat ons afsonderlik of
gesamentlik verly het.

lo

3. Ons behou ten slotte die volle mag en reg voor
om hierdie testament teenigelyd te wysig.

l#

Aldus gedoen en geteken te Gauteng op hierdie 1^{ste}

l voluit

dag van die (agtsste maand) 2004 in die teenwoor-
digheid van ondergetekende getuies wat in ons
teenwoordigheid en in die teenwoordigheid van
mekaar hierdie testament onderteken het.

As getuies

1.

Testateur

Tik
korrek

Tik die maand
se naam

2.

TESTATRISE

QUESTION 6

Type the following WILL according to the rules for the typing of legal documents.

TIME: 20 minutes

[34]

← Last Will and Testament

We, the undersigned, λ Malekane
(640303 0178 01 8) and Delca Malekane
(670311 0134 01 7) (born Zungu)

λ Vuzi

spouses married in community of property and
presently residing at 42 Vulcan Street, Naturena, Itrs.
declare this to be our last will and testament.

2. I We appoint as executor of our will, African
Bank Limited, granting unto the said African Bank
Limited all such authority and powers as are
allowed by Law including specifically the power of
assumption. ll.c.

1. We revoke and annul all testamentary acts
signed by us either jointly or severally. lc

3. Lastly we reserve the right to amend or revoke
this will at any time we deem fit.

Thus done and executed at Gauteng on this 1st day
of the eighth month 2004, in the presence of the
undersigned witnesses who signed in our
presence and in the presence of each other. l#

As Witnesses

1.

Testator

2.

Testatrix

} Display
correctly

Type the
month's name

VRAAG 7

Tik die volgende VERSLAG korrek. Neem alle manuskripinstruksies in ag.

TYD: 20 minute

[30]

Onderrigspaarplan

Opvoeding is / sleutel tot 'n suksesvolle toekoms.

'n Behoorlike opvoeding is uiters noodsaaklik in vandag se mededingende wêreld. ~~hier~~

[Studiekoste verhoog daaglik - oor ~~te~~ jaar sal klasgeld vir 'n driejaargraad aan 'n universiteit sowat R76 000 kos. | stet.

[In 2010 sal 'n driejaardiploma aan 'n tegnikon minstens R46 000 kos.

[Indien jy jou kind 'n voorsprong in die lewe wil gee, moenie uitstel nie. Begin Vandag Nog Spaar! | b.k.

1. Bydrae | s

[Bydraes kan gereeld (maandeliks of jaarliks) betaal word, of 'n enkelbedrag kan aan die begin van die beleggingstermyn betaal word.

1.1 MINIMUM BYDRAE: | o.k.

45°

Maandeliks

| 100

Jaarliks

| 200

Enkel

| 5 000

QUESTION 7

Type the following REPORT correctly. Pay attention to the manuscript instructions.

TIME: 20 minutes

[30]

Education Savings Plan

Education is / key to a bright future!

In today's competitive world, a proper education is absolutely essential.

[The cost of education increases daily - in ~~10~~ ^{ten} years ^{time}, class fees for a three-year university degree will amount to approximately R76 000. (stat.)

[In the year 2010, a three-year technikon diploma will cost no less than R46 000.

[If you want to give your child a head start in life, don't delay. Start Saving Today! (u.c.)

1. Contribution) (s

[Contributions may be paid regularly (monthly or annually) or a single amount may be paid at the beginning of the investment term:

1.1 MINIMUM CONTRIBUTION:

Monthly

Annually

single

45⁰

100

1 200

5 000

(l.c.)

1.2 Protection inflation against

(trs)

2

1.2 Beskerming inflasie teen

1 trs

[Die plan bied 'n fasiliteit wat die bydraes elke jaar outomaties verlaag om die belegging teen die uitwerking van inflasie te beskerm. Hierdie fasiliteit is 'n vrywillige opsie en kan enige tyd gekanselleer word.

1 b.k.
1 hoog

1.3 Die waarde van R1 000 oor 25 jaar

	45°	
Voertuig	1994	
<u>fiets</u> <u>Motor</u>	1984	1 trs
Fiets	1994	
'n paar slenter <u>skoene</u>	1999	1 c

2

[The plan provides the facility to automatically
in contributions each year to protect the
investment against the effect of inflation. This
facility is voluntary and may be cancelled at any
time.

u.c.
crease

1.3 The value of R1 000 over 25 years

Vehicle	45°	
<u>cycle</u> Motor	1974	
Bicycle	1984	ltrs
A pair of sneakers	1994	
	1999	

VRAAG 8

Tik die volgende BRIEF op die SPOTTY HONDEKOS briefhoof. 'n Ekstra briefhoof sal voorsien word.

TYD: 25 minute

[40]

Datum: 15 November 2004

Verwysing: 15/04

Die is omsendbrief 20 van 2004

Aan alle Troeteldiereienaars

Onderwerp: Gee jou hondjie die regte voorsprong in die lewe

Om 'n nuwe hondjie in 'n mens se lewe huistoe te bring is een van / lewe se mooiste oomblikke. ←

loop aan

Meeste mense wil net die beste vir die nuwe aankomeling hê, maar hoeveel van ons sal so goed vir hulle sorg soos hul troeteldier se ma?

1. GROOTGETEELDE HONDE HET SPESIALE BEHOEFES

Die meeste hondjies sal enigiets kou en feet en vertoon gewoonlik vraatsugtig sodat / versoeking daar kan wees om hulle te oorvoed. Baie goedbedoelde nuwe eienaars is onbewus van / skade wat dit kan veroorsaak.

ltrs.

Grootgeteelde hondjies wat te veel kalsium en energie in hul kos kry, is meer vatbaar vir die ontwikkeling van beensiektes.

l.o.k.

2. MET SPOTTY SE HONDEKOS, KRY U HOND:

lsp.

Begin in b.k. / d.s.

- * die regte daaglikse hoeveelhede sleutelvoedingstowwe
bv. proteïne
- * hoë kwaliteitbestanddele vir die beste smaak

QUESTION 8

Type the following LETTER on the SPOTTY DOG FOOD letterhead. An extra letterhead is provided.

TIME: 25 minutes

[40]

Date: 15 November 2004

Reference: 15/04

This is Circular 20 of 2004

To All Pet Owners

Subject heading: Give your puppy the very best start in life run on

Bringing a new puppy home is one of life's joyous moments.

Most people intend only / best for their new arrival, but how many will provide for it as well as their pet's mother did?

1. LARGE BREED PUPPIES HAVE SPECIAL NEEDS

Most puppies will eat and chew anything, and usually appear ravenous, so / temptation is to over-feed them. Many well intentioned new owners are unaware of / harm this can cause. |trs

Large breed puppies who get too much calcium and energy in their food are significantly more susceptible to developmental bone diseases. |l.c.

2. WITH SPOTTY DOG FOOD, YOUR DOG GETS:

|sp.

- Start with u.c / d.s.
- * proper daily levels of key nutrients like protein
 - * high quality ingredients for great taste
 - * the right balance of minerals to help promote proper skeletal growth ~~fat~~
 - * controlled levels of ~~food~~ and calories for a proper growth rate |stet.

die regte balans van minerale om die korrekte
skeletale groei te bevorder ~~vet~~

gekontroleerde hoeveelhede ~~voedsel~~ en kalorieë
vir die regte groeitempo

1 stb .

[Daar is 'n Spotty Hondkasformule om u troeteldier deur al
die verskillende stadiums van hul lewens te sien - vanaf net 'n
paar weke oud tot reg deur hul junior senior jare.

8]

[Dit is dus nie verbasend om te sien dat al hoe meer veeartse
hulle eie honde met Spotty Hondkas voer nie.

Veearts
Dr. V.J. Huff

Omsendbrief 19 van 2004
Aan alle troeteldiereienaars

} TIK
korrek

TOTAAL: 300

[There is a Spotty Dog Food Diet formula to see your pets through all the different stages of their lives - from when they are just a few weeks old, right into their ~~junior~~ senior years. 8]

[Not surprisingly, more veterinarians feed their own pets Spotty Dog Food.

Veterinarian
Dr V.J. Huff

Circular 19 of 2004
To All Pet owners

} Type
correctly

TOTAL: 300

END



SPOTTY DOG FOOD

22 Mandoga Street, Vereeniging, 2004
Mandogastraat 22, Vereeniging, 2004

SPOTTY HONDEKOS

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Telefoon: (016) 455 3394, Faks: (016) 455 3395

Ref./Verw.:

Date/Datum:



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