

GAUTENG DEPARTMENT OF EDUCATION

SENIOR CERTIFICATE EXAMINATION

**OCTOBER / NOVEMBER 2005
OKTOBER / NOVEMBER 2005**

**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.
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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°. A minimum of 35 w.p.m. is expected and the limits are indicated by (w.p.m.).

TIME: 10 minutes

[60]

The effectiveness of the administrative service is determined to a large extent by the working environment. The layout of the office and the availability of resources should be such that they require minimum administration but are nevertheless effective.

Although the provision of these services is the responsibility of general management, their handling remains the primary function of the administrative manager.

The need for information grows with an enterprise. New employees are appointed and modern technological means are used to provide managers with the required information. A deliberate attempt should therefore be made to develop informational systems to such an extent that they will meet the needs of decision-makers. When an information system has achieved a reasonable measure of sophistication, we refer to it as a management information system. Proper planning, organisation, leadership and control are required to be able to meet the needs of decision-makers and achieve the objectives of the enterprise.

Planning can be defined as the identification of objectives and the concomitant tasks enabling these objectives to be achieved.

Organisation takes place where two or more people cooperate to achieve a common goal. This requires work to be demarcated and authority to be assigned. This type of division results in either the centralisation or decentralisation of activities and authority.

Leadership refers to the ability of managers to motivate their subordinates to do the work to the best of their ability. The relationship between managers and their subordinates is influenced to a large extent by the way they lead and control them. The most important..... 35 w.p.m.
factor in this process is communication.

Communication should not only take place horizontally, it is of the utmost importance that there should be effective communication between management and workers as well. Communication can take place by 40 w.p.m.
providing information, issuing instructions and supervising the execution of orders.

Another important aspect of this function includes the responsibility for motivating subordinates to commit themselves enthusiastically to the pursuit of the 45 w.p.m.
enterprise's objectives. Recognition, growth and pleasant working conditions are factors which can contribute to a motivated workforce.

There are various activities which have to be carried out in the management of information. It is therefore..... 50 w.p.m.
also important for the administrative or information manager to have the support and cooperation of management in formulating the enterprise's planning activities.

The administrative function, like the staff function, is chiefly directed at providing 55 w.p.m.

QUESTION 2

Type the following **balance sheet** using margins of 10°.

TIME: 20 minutes

[32]

Mikonos Trading Company Ltd	} u.c.	\ in full
Balance sheet as at 28 Feb. 2006		
	2006	2005
	R	R
<u>Capital Employed</u>		u/c
Ordinary Share Capital	100	100
Non-distributable Reserves	92 000	58 221
<u>Loss Accumulated</u>	<u>(8 292)</u>	<u>(5 796)</u> trs
<u>Shareholders' interest</u>	85 808	52 525
Long Term Liabilities	<u>6 715</u>	<u>1 755</u>
	<u>92 523</u>	<u>54 280</u>
<u>Employment of Capital</u>		\ sp
<u>Fixed Assets</u>	57 399	74 280 stet
<u>Current Assets</u>	50 124	60 047
Accounts receivable	1 693	22 987
Bank balance	<u>48 431</u>	<u>37 060</u>

Current Liabilities

15 000

80 047

accounts payable

35 124

⁰⁰⁰
20 888 | u.c.

Net Current

92 523

54 280

QUESTION 3

Type the following **table** on one sheet of **A4-LANDSCAPE** paper. Draw the vertical lines in ink or with the typewriter.

TIME: 25 minutes

[32]

THERE ARE TWO MAIN VARIETIES OF THE TEA PLANT: THE CHINESE VARIETY AND THE ASSAM VARIETY. } i.e.

Name Brand	The Chinese variety is grown in China and Japan				i.e.	
	* Insert here	Shape of tea bag	colour package	Packaged in grams		Estimated price range
Pitco		round	yellow	250	R15,99	10
Jo ko		round	red and gold	250	R15,99	10
glen Tea		square	red and yellow	250	R14,49	1trs
Lipton Yellow Label	square	Five Roses pyramid	red and green	250	R14,49	1trs
			yellow	250 230	R17,99	1stet

* The Assam variety is grown in Ceylon, India and Indonesia

QUESTION 4

Type the following **circular letter** correctly on the **TELEKOM** letterhead. An extra letterhead will be provided. Use the left-hand margin of 15° and a right-hand margin of 10°.

TIME: 35 minutes

[50]

2005 22 April

| Type date in
correct order

to all south africans

l.u.c.

TUNING IN TO YOUR NEEDS

/ Telekom is your public broadcaster - and it is our turn to tune in to you so that we can together build a broadcaster that we are all proud of. We want to hear from you - and we are therefore inviting all South Africans to give us their views on draft policies that will aspire what you see and in hear on air.

YOUR TELEKOM

The Telekom is guided by the South African Constitution and the laws of this country, including the Independent Broadcasting Authority Act and the Broadcasting Act. These set the framework for creating an equal society where all people are dignity with treated.

[It is up to all of us, viewers and listeners together with the Board and staff of Telekom, to turn these dreams into reality. #

[Each one of us has different needs - dependent on our ages, home language, where we live, our gender and so on.

The Telekom has to balance all ~~these~~ these different expectations to create Radio and Television services relevant to each of us.

EVERYBODY'S TELEKOM

The policies cover areas such as the languages we broadcast in, how we decide what to air and when.

[You can comment on all of them - or just two or one that particularly interest you.

[All suggestions, views and comments must reach us by 13/09/2005. in full

HOW TO MAKE YOUR VIEWS HEARD

Write to Telekom with your comments, and send to:

Telekom Policies, Private Bag 41, Auckland park, 2006 } in address form

Fax your ≠ comments to Telekom at 011 714 2253

E-mail your ≠ comments to Telekom at policies@tele.co.za

We look forward to hearing from you.

Warm regards

Roxanne Still

Chairperson: Telekom Board

QUESTION 5

Type the following **last will and testament** correctly, using the correct display.

TIME: 24 minutes

[36]

WILL AND TESTAMENT

This is the last will and testament of Sheehaam Miller (8912290346 01 8) at present residing at 229 Kamoetie Street, Alberton.

1. I hereby revoke all prior wills, codicils and other testamentary dispositions made by me and declare this to be my last will and testament.
2. I hereby bequeath / total proceeds of life policies, numbers 933, 935 and 934 concluded in my name |trs with the Verimark Insurance Company Limited, to my nephew:
‡
Roscoe Sylvester Reece.
‡
4. I reserve the right at any time hereafter to make such alterations to this, my will, as I may desire.
3. I ~~We~~ hereby appoint the Rand Bank Limited as the ^{|stet} executor of this will and the administrator of my estate with the power of assumption.

Thus done and executed at Alberton on this 10th of ^{|in full}
March 2005, in the presence of the undersigned
witnesses, who signed in [|] presence and in the ^{|my}
presence of each other.

As witnesses:

1.
.....
~~Testator~~
Testatrix

2.

QUESTION 6

Type the following **report**. Adhere to all manuscript signs.

TIME: 20 minutes

[36]

Report

/ tough one 2006

/ tough one has now been run ³³ ~~thirty three~~ times. 9

We attracted a large pre-entry runners with the offer of one of our striking "i" shirts to all pre-entries. 1 sp.

Here we must acknowledge the commitment of unothenteza financial services for making the race possible. We have also received assistance from various other sources, such as, Asics our official footwear supplier. Coca-Cola for once again supplying our drinks tables with their product. Mageu No. 1 for providing a post race "meal" for many runners. 1 a
1 u.c.
1 s

general misconception It is a that when the race is over and everything has been packed away - that it is the end. This is true for some, but for others - late early entries have to be captured, results processed and sent to the press. ←
Final results have to be printed then posted. 1 s
1 run on

[Bills have to be paid / yes road races do cost money]. 1 s

[Some costs for this Event were: 1 l.c.

Entry form flyers etc.

R27 000

Race numbers

6 600

18 000	←	→	Water
Ice			5 000
Tables			5 000
Traffic department			20 000

To everyone we owe our grateful thanks.

← { Sheila Tovell
Chairman

QUESTION 7

Type the following **testimonial** on the SHOTOKAN KARATE letterhead. An extra letterhead is provided. Take all manuscript instructions into consideration.

TIME: 28 minutes

[32]

To Whom It May Concern

15 November 2006

This is to certify that Mr Robert Pitt has been a permanent member of our Karate Club for the past ten years. [Mr Pitt joined this club as a member when he was just 12 years old and progressed to the position of a sensei.

l.u.c.

[During this time he has proved himself to be an industrious and diligent worker, with an intelligence, far above the average.] He successfully completed courses and progressed from a white belt to a black belt.

[Mr Pitt is a well balanced person, who also made a contribution to / community. He made use of his knowledge and trained junior members, senior members as well as adults in karate.

adults

He also compiled a self defence course for junior adults and senior citizens and trained them to defend themselves. [I can thus recommend him to any position where reliability, cooperation and diligence are required.]

(SGD) O.P. Weenon

Director

QUESTION 8

Type the following **agenda** correctly.

TIME: 15 minutes

[22]

by give that / 11
ub will be held in
00. | in fu

hairn
s of the attend
, annual general meet

s arise
for corresponden
nominations
n / officers, bearers and Committe

6. General
7. Date for next meeting

By order of the

SECRETARY

TOTAL: 300

END

TYPING / TIK SG
(Second Paper / Tweede Vraeste)
408-2/2 K

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TELEKOM

**64 Drodent Street/Drodentstraat 64
Auckland Park
2006**

 **SHOTOKAN KARATE** 

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