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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.
- 8.1 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.

QUESTION 1 TIMED ACCURACY TEST

The timed accuracy test is to be typed in double line or $1\frac{1}{2}$ 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

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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.

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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.

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

TIME: 20 minutes

[32]

Mikonos Trading Company Ltd Balance Sheet as at 28 Feb. 200	26 } u.c.	\ in full \ in full
	2006	2005
	R	R
<u>Capital Employed</u>		Чc
Ordinary share Capital	100	100
Non-distributable Reserves	92 000	58 221
Loss Accumulated	(8 292)	(5796) \trs
shareholders' interest	85 808	52 525
Long Term Liabilities	6 715	1755
	<u>92 523</u>	54 280
Employment of Cappital		\sp
Fixed Assets	-57 <u>311</u>	74 280 istet
Current Assets	50 124	60 047
Accounts receivable	1693	22 987
Bank balance	48 431	37 060

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Current Liabilities	15 000	80 047
accounts payable	<u>35 124</u>	20 888 U.C.
Net Current	<u>92 523</u>	<u>54 280</u>

P.T.O.

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

TIME: 25 minutes

The Chinese variety is grown in China and Japan * Insert here shape of teass Colour package round round round round red and gold square Five Roses red and green pramid pramid vellow Packaged ins red and gold 2.50 Ris,99 R

[32]

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

2005 22 April

Type date in correct order

to all south africans

lu.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 λ spire what you see and λ 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 differ Cent needs - dependent on our ages, home language, where we live, our gender and so on.

The Telekom has to balance all these these different 9 expectations to create Radio and Television services relevant 11.c. to each of us.

EVERYBUDY'S TELEKUM

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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 13/02/2005. How TO MAKE YOUR VIEWS HEARD Write to Telekom with your comments, and send to: Telekom Policies, Private Bag 41, auckland park, 2006 form Fax your comments to Telekom at 011 714 2253 Email your comments to Telekom at policies tele.co.za We look forward to hearing from you. Warm regards

Roxanne still Chairperson: Telekom Board

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

TIME: 24 minutes

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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.

I. 3. 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 March 2005, in the presence of the undersigned witnesses, who signed in) presence and in the Imy presence of each other.

As witnesses:

۱.

- Testator Testatrix

۲.

408-2/2 K

QUESTION 6

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

TIME: 20 minutes

Report / tough one 2006

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

We attracted a large pre-entry runners with the offer of one of our strikking "T" shirts to all pre- Isp. entries.

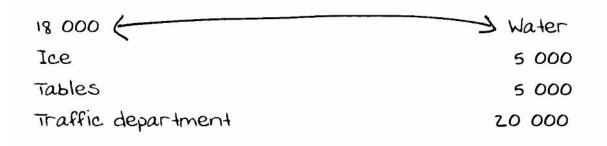
Here we must Acknowledge the commitment of λa unotherteza financial services for making the race lu.c. possible. We have also received assistance from various other sources, such as, Asics our official footwear supplier. Cold-Coca for once again supplying Itrs our drinks tables with their product. Mageu No. 1 for providing a post race "meal" for many run ners. 15 general misconception It is at that when the race Itrs 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. Irun on LFinal results have to be printed then posted. Bills have to be paid lyes road races do cost money . () some costs for this <u>Event</u> were: \1.c.

Entry form flyers etc. Race numbers

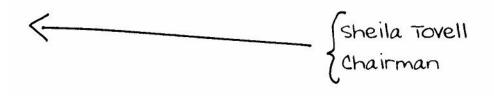
RZ7 000

6 600

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To everyone we owe our grateful thanks.



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

TIME: 28 minutes

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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. [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 j. 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) in karate. [adults]

He also compiled a self defence course for junior d 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) U.P. Weenon

Director

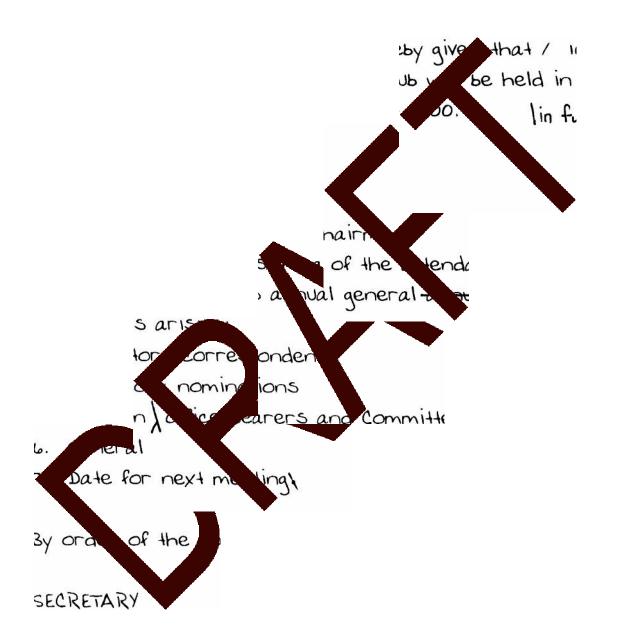
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QUESTION 8

Type the following agenda correctly.

TIME: 15 minutes



TOTAL: 300



64 Drodent Street/Drodentstraat 64 Auckland Park 2006

SHOTOKAN KARATE

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