

**GAUTENG DEPARTMENT OF EDUCATION
SENIOR CERTIFICATE EXAMINATION**

**TYPING SG
(Second Paper)**

QUESTION 1

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 Shopping with plastic means that money is withdrawn directly from an account.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 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 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 or a~~ ²⁴ building society and ²³ use a debit card ²² ~~either~~ ²¹ to ²⁰ draw cash.

Tills in supermarkets became 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.

QUESTION 2

NEW GENERATION UNIT TRUST

INCOME STATEMENT FOR THE YEAR ENDED 30 SEPTEMBER 2005

	2005 R'000	2004 R'000
INCOME	148 163	122 352
Dividends	73 120	59 061
Interest	70 841	58 885
Income adjustments on creation and i.c. cancellation of units Commission	4 202 -	3 929 477
EXPENDITURE	11 409	9 827
Management Company's service charge	11 165	9 669
Audit fees	10	8
Regional service levies	234	150
NET INCOME	136 754	112 525
UNDISTRIBUTED INCOME AT BEGINNING OF YEAR	42 884	33 915

A=15
D=15

30

QUESTION 3

MENEGADE TEAMS AND INDIVIDUAL TRIATHLON SERIES 2004 }
 # }
 (600 m swim, 20 km cycle and 5 km run) }
 # }
 ✓ ms }
 ✓ equal margins }

DATE	Horizontal headings	TIME	CITY	VENUE
6 October		11:00	Port Elizabeth	Hobie Beach
13 October		09:00	Cape Town	Gordon's Bay
20 October		10:00	KwaZulu-Natal	Midmar Dam
27 October	✓ dls	09:00	Bloemfontein	Maselspoort
3 November		09:00	Gauteng	Vanderbijlpark
10 November		09:00	Namibia	Swakopmund
23 November		11:00	Pretoria	Roodeplaat
1 December		09:00	Gauteng	Germiston

✓
Vert. Line

Spacing bet after Lines

* Every entrant will receive a series T-shirt and Sports Bottle, Menegade Sports Bar and Menegade
 # or +
 * R7 800 prize money for top individuals per event plus spot prizes

A18 9^o max
 D18 9^x max

QUESTION 4

ms

11 October 2005
 ≠
 NOTICE OF A MEETING
 ≠
 Notice is hereby given of a meeting of Florence Nightingale Hospital to be held in the Boardroom, third floor, on Wednesday, 23 October 2005 at 18:00.

AGENDA

1. ✓ Acceptance of previous minutes
2. Access control
3. Residence inspection
4. **indent** Occupational Health and Safety
5. Human Nutrition
6. Storerooms and keys
7. Scope unit: Regarding ventilation problem
8. Staffing (Advertised posts)
9. Finance

10. General
 ≠
 By order of the board
 ≠
 (SGD) L. HUMAN
 ≠
 SECRETARY

AH
 Db
 T^omax

20

QUESTION 5

15° - 72°

ms

OPENPLAN MEDICAL SCHEME
 ≠
 Minutes of the Annual General Meeting held on Friday,
 24 August 2005, in the Netropolitan Ouditorium, Naturena,
 at 19:00.

PRESENT main headings

Mr S. Slabbert	Chairman
Mr E. Molefe	Vice-Chairman
Mr I. Barnard	Head-Official
Ms M. Khan	Trustee
Adv. M. Hufkie	Trustee

ATTENDANCE

≠ Line spacing

Representatives of Netropolitan Health Group
 Representatives of Mikel Malan Health Care Consultants
 Members of the OpenPlan Medical Scheme

APOLOGIES

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

1. # OPENING AND WELCOME paragraph headings

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

2. QUORUM

indent

The chairman confirmed that a quorum of at least 15 members were present and thus declared the meeting as proper.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the fourth Annual General Meeting, held on 28 July 2004, are confirmed and signed by the chairman.

4. NEW MATTERS

✓ 6 lines up

2
≠

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 Schemes investment policy and the results of activities and actuary appreciation.

4.2 Appointment of auditors for the present book year

The meeting took cognisance that Optimum-Health has been appointed as external auditors for the OpenPlan 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 further points for discussion, the meeting was adjourned.

u.c. {
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✓

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CHAIRMAN

.....
SECRETARY

≠

✓

.....
DATE

oox
if omitted

A35
D15

50

QUESTION 6

LAST WILL AND TESTAMENT

We, the undersigned,

VUZI MALEKANE (640303 0178 01 8)

and

DELCA MALEKANE (670311 0134 01 7)
(born Zungu)

spouses married in community of property and presently residing at 24 Vulcan Street, Naturena, declare this to be our last will and testament.

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

2. We appoint as executor of our will, AFRICAN BANK LIMITED, granting unto the said AFRICAN BANK LIMITED all such powers and authority as are allowed by law including specifically the power of assumption.

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

Thus done and executed at GAUTENG on this first day of August 2004, in the presence of the undersigned witnesses, who signed in our presence and in the presence of each other.

AS WITNESSES

1. _____
TESTATOR

2. _____
TESTATRIX

A24
D10
12^o max

34

QUESTION 7

EDUCATION SAVINGS PLAN

✓ heading

✓ ms

≠
Education is the key to a bright future!

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

The cost of education increases daily - in ten years' time, class fees for a three-year university degree will amount to approximately R76 000.

Line Spacing

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!

1. CONTRIBUTIONS ✓ numb. heading

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

15° - 72°

1.1 # Minimum Contribution:

Monthly	100	HTU ✓
Annually	1 200	
Single	5 000	

1.2 | Protection against inflation

✓ indent

The Plan provides the facility to automatically increase contribution each year to protect the investment against the effect of inflation. This facility is voluntary and may be cancelled at any time.

1.3 The value of R1 000 over 25 years

Vehicle	1974
Motorcycle	1984
Bicycle	1994
A pair of sneakers	1999

A21
D9

30



SPOTTY DOG FOOD

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

SPOTTY HONDEKOS

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

777

Ref./Verw.: 15/04

≠

Date/Datum: 15 November 2004

≠

CIRCULAR 20 OF 2004

≠

TO ALL PET OWNERS

≠

GIVE YOUR PUPPY THE VERY BEST START IN LIFE

≠

Letterhead

ms

u.c.

Bringing a new puppy home is one of life's joyous moments. Most people intend only the 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 chew and eat anything, and usually appear ravenous, so the temptation is to over-feed them. Many well intentioned new owners are unaware of the harm this can cause.

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

2. WITH SPOTTY DOG FOOD, YOUR DOG GETS:

- * 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
- * Controlled levels of fat and calories for a proper growth rate

✓ 6 lines up
2

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 senior years.

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

77
 u.c. {

 DR V.J. HUFF

 VETERINARIAN

 ≠

 CIRCULAR 19 OF 2004

 ≠

 TO ALL PET OWNERS

A 28 14⁰ max
D 12

40

**GAUTENGSE DEPARTEMENT VAN ONDERWYS
SENIORSERTIFIKAAT-EKSAMEN**

**TIK SG
(Tweede Vraestel)**

VRAAG 1

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 nie dat banke gretig is om hul administratiewe werk te verminder. 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 maak.

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 terselftertyd kontant sal kan onttrek. 'n Paar winkels in die land het reeds die gerief. Jy kan jou krediet- of debietkaart betaal.

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
 kasterigsterstrokie dui die datum en die tyd van aankope
 aan, asook die nommer van die kassier en die winkel waar die
 transaksie gedden 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.

VRAAG 2

		✓ ms	
NUWE GENERASIE EFFEKTETRUST INKOMSTESTAAT VIR DIE JAAR GEËINDIG 30 SEPTEMBER 2005		}	
		{ 2005	2004
		{ R'000	R'000
INKOMSTES		148 163	122 352
Dividende		73 120	59 061
Rente		70 841	58 885
✓ Inkomsteaanpassings op skepping en kanselasie van trusts		4 202	3 929
o.k. Komissie		-	477
UITGAWES		11 409	9 827 ^{Om}
spasiëring	Bestuursmaatskappy diensfooie	11 165	9 669
✓ Oudit fooie		10	8
	Omgewingsdienste fooie	234	150
NETTO INKOMSTE		136 754	112 525
ONVERSPREIDELIKE INKOMSTE TEEN DIE BEGIN VAN JAAR		42 884	33 915

A 15
u 15

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VRAAG 3

MENEGADE SPANNE EN INDIVIDUELE DRIEHOEKIGE REEKS 2004

(600 m swem, 20 km fietsry en 5 km hardloop)

ms
gelyke kantruiantes

DATUM	Horisontale opskrifte	TYD	STAD	PLEK
6 Oktober		11:00	Port Elizabeth	Hobistrand
13 Oktober		09:00	Kaapstad	Gordonsbaai
20 Oktober		10:00	KwaZulu Natal	Midmar Dam
27 Oktober		09:00	Bloemfontein	Maselspoort
3 November	dls	09:00	Gauteng	Vanderbijlpark
10 November		09:00	Namibië	Swakopmund
19 November	Vertikale lyn	11:00	Pretoria	Roodeplaat
1 Desember		09:00	Gauteng + Spasiëring	Germiston

* Elke inskrywing sal n reeks T-hempde ontvang asook n sportbottel, Menegade sportstafie en Menegade

6+

* R7 800 prysgeld vir top individu per item plus spotpryse

✓

AIR a°

VRAAG 4

Vms

11 Oktober 2005

KENNISGEWING VAN 'n VERGADERING

77 Kennis word hiermee gegee van 'n vergadering van Florence Nightingale Hospitaal wat gehou sal word in die Raadkamer, derde verdieping, op Woensdag, 23 Oktober 2005 om 18:00.

AGENDA

1. ~~+~~ Aanvaarding van vorige notule
2. Toelatingsbeheer
3. Inwonersinspeksie
4. ~~+~~ **indent** Beroepsgerigte Gesondheid en Veiligheid
5. Menslike Voeding
6. Stoorkamers en sleutels
7. Omvangeenheid: Aangaande ventilasieprobleem
8. Personeel (geadverteerde poste)
9. Finansies
10. Algemeen
 - ~~+~~
 - Op las van die raad
 - ~~+~~
 - (GET.) L. HUMAN
 - ~~+~~
 - SEKRETARESSE

A14
D67^o max20

VRAAG 5

15^o - 72^o

777 ms

OPENPLAN MEDIESE SKEMA

Notule van die Algemene Jaarvergadering gehou op Vrydag, 24 Augustus 2005, in die Netropolitan Ouditorium, Naturena, om 19:00.

TEENWOORDIG

opskrifte

Mnr. D. Slabbert

Voorsitter

Mnr. E. Molefe

Ondervoorsitter

Mnr. I. Barnard

Hoofbeampte

Me. M. Khan

Trustee

Adv. M. Hufkie

Trustee

≠

BYWONEND

≠

Lyn spasiëring

Verteenwoordigers van Netropolitan Gesondheidsgroep

Verteenwoordigers van Mikel Malan Gesondheidsorgkonsultante

Lede van die OpenPlan Mediese Skema

VERSKONINGS

Mnr. M. Holland

Trustee

Mnr. E. More

Trustee

Me. V. Dasen

Trustee

1. # OPENING EN VERWELKOMING

paragraaf opskrifte

Die voorsitter open die vergadering en verwelkom almal.

2. KWORUM

indent

Die voorsitter bevestig dat 'n kworum van ten minste 15 lede teenwoordig is en dus word die vergadering as behoorlik saamgestel verklaar.

3. NOTULE VAN DIE VORIGE VERGADERING

Die notule van die vierde Algemene Jaarvergadering, gehou op 28 Julie 2004, word bevestig en onderteken deur die voorsitter.

4. NUWE SAKE

6 lyne op

2
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✓

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 bedrywigheide en akturiële waardering toe.

4.2 Aanstelling van ouditeure vir die huidige boekjaar

Die vergadering neem daarvan kennis dat Optimum-Health as eksterne ouditeure vir die OpenPlan 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.

15°

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

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✓

u.c.

VOORSITTER

SEKRETARIS

≠

✓

DATUM

oox
indien uitgelaat

A35
D15

50

VRAAG 6

ms

77
77
77
77
77
77
77
77

LAASTE WIL EN TESTAMENT

≠
Ons, die ondergetekendes,
≠
VUZI MALEKANE (640303 0178 01 8)
≠
en
≠
DELCA MALEKANE (670311 0134 01 7)
(gebore Zungu)
≠

eggenote getroud in gemeenskap van goedere en tans woonagtig te Vulcanstraat 24, Naturena, verklaar dat hierdie ons uiterste wilsbeskikking en testament is.

1. # Ons herroep en kanselleer alle geskifte van testamenteêre aard wat ons afsonderlik of gesamentlik verly het.
2. Ons benoem AFRICAN BANK BEPERK, as eksekuteur van ons boedel en verleen aan die gemelde AFRICAN BANK BEPERK alle mag en outoriteit deur die wet toegelaat veral dié van assumpsie.
3. Ons behou ten slotte die volle mag en reg voor om hierdie testament te enige tyd te wysig.

15°

Aldus gedoen en geteken te GAUTENG op hierdie eerste dag van Augustus 2004 in die teenwoordigheid van ondergetekende getuies, wat in ons teenwoordigheid en in die teenwoordigheid van mekaar hierdie testament onderteken het.

≠
AS GETUIES

1. ^{40°} ^{45°}
		TESTATEUR
2.
		TESTATRICE

A24 ± 12° max
D10

34

VRAAG 7

ms

ONDERRIGSPAARPLAN

Opskrif

Opvoeding is die sleutel tot 'n suksesvolle toekoms.

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

Studiekoste verhoog daaglik - oor tien jaar sal klasgeld vir 'n driejaargraad aan 'n universiteit sowat R76 000 kos.

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

Indien jy jou kind 'n voorsprong in die lewe wil gee, moenie uitstel nie. BEGIN VANDAG NOG SPAAR!

1. BYDRAES genom. opskrif

Bydraes kan gereeld (maandeliks of jaarliks) betaal word, of 'n enkelbedrag kan aan die begin van die beleggings-termyn betaal word.

1.1 # Minimum bydrae:

Maandeliks	100	HTU
Jaarliks	1 200	✓
Enkel	5 000	

1.2 Beskerming teen inflasie

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

1.3 Die waarde van R1 000 oor 25 jaar

Voertuig	1974
Motorfiets	1984
Fiets	1994
'n paar slenterskoene	1999

A 21
D 9

30



SPOTTY DOG FOOD

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

SPOTTY HONDEKOS

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

Ref./Verw.: 15/04

≠

Date/Datum: 15 November 2004

≠

OMSENBRIEF 20 VAN 2004

≠

AAN ALLE TROETELDIEREIENAARS

≠

GEE JOU HONDJIE DIE BESTE VOORSPRONG IN DIE LEWE

Om 'n nuwe hondjie in 'n mens se lewe huistoe te bring is een van die lewe se mooiste oomblikke. Meeste mense wil net die beste vir die nuwe aankomeling hê, maar hoeveel van ons sal soe goed vir hulle sorg soos hul troeteldier se ma?

1. GROOTGETEELDE HONDE HET SPESIALE BEHOEFTE

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

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

2. MET SPOTTY SE HONDEKOS, KRY U HOND:

* Die regte daaglikse hoeveelhede sleutelvoedingstowwe
bv. proteïne

* hoë kwaliteitbestanddele vir die beste smaak

* Die regte balans van minerale om die korrekte skeletale groei te bevorder

✓ 6 lyne op
2
≠

- * Gekontroleerde hoeveelheide vet en kalorië vir die regte groei tempo

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

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

≠

DR. V.J. HUFF
VEEARTS

≠

OMSENBRIEF 19 VAN 2004

≠

AAN ALLE TROETELDIEREIENAARS

b.k.

77