

GAUTENG DEPARTMENT OF EDUCATION
SENIOR CERTIFICATE EXAMINATION
TYPING SG
(Second Paper)

POSSIBLE ANSWERS SUPP 2007

QUESTION 1

TIMED ACCURACY TEST

[60]

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 (.....).

TIME: 10 minutes

The simple barter between two or more persons where, for example, hides were exchanged for food, or shoes for hats, has evolved through time into an elaborate process. By this process the products and services of a society are transferred to its members (that is, consumers as well as enterprises) for the satisfaction of their needs, preferences and objectives.

We experience facets of this process daily. We visit a supermarket, and from among thousands of products we select the few that we need and can afford. We visit a restaurant, a theatre, a museum and a church. We use the services of a bank, doctor, municipality, travel agent, stockbroker and an import agent. Each of these everyday incidents illustrates and contributes to our standard of living. The process which develops these products and services and transfers them to consumers, is called marketing.

Consumers provide factors of production such as raw materials, labour, capital and know-how to enterprises and receive an income in return. Part of their income, in turn, is spent on products and services which flow from the enterprises to the consumers. Marketing must ensure the efficient flow of these products and services.

Information on consumer needs and preferences is collected by enterprises which, in turn, communicate information about their products and services to the consumers. It is the task of marketing to direct the flow of these products and services in such a way that it results in the greatest possible need-satisfaction of society in general. In this regard a major driving force for profit-seeking enterprises is their profitability motive and for non-.... (35 wpm) profit-seeking enterprises such as a museum or a government department their efficiency motive.

Given the consumer demand for products and services, the market mechanism is the means through which limited factors of production are allocated to (40 wpm) enterprises. Thus consumer demand via the market mechanism leads to production decisions which, in turn, lead to the utilization of the factors of production. The consumers, in turn, buy the products and services because they are considered (45 wpm) to have the ability to satisfy consumer needs and preferences. Should consumers be able to buy competing products and services at lower prices, because of possibly lower production and/or marketing costs, they are likely to do so. This illus- (50 wpm) trates the value of competing enterprises products and services at lower prices, because of possible.

In a market-directed economy competition among enterprises together with free consumer choice form the corner-stones of the marketing system. These are also the major reasons why enterprises must strive (55 wpm)

QUESTION 2

✓ ① equal margins

✓ ⑤ lines
 ✓ ⑥ manuscript
 ✓ ⑦ line spaces before and after and lines
 ✓ ⑧ horizontal headings and spaces before
 and after lines

✓ ② OFFICE MANAGEMENT AND TECHNOLOGY

Year	Number of students							Fees per student
	Number of enrollment	Diploma			Experiential learning	Repeaters		
		Graduated						
		Male ¹	Female	Part-time				
	%	%	%	%	%	%	R' 000	
2001	60 ! Htu	25	75	15	95	10	6 500	
2002	55 ③ ✓	20	80	10	98	8	7 000	
2003	50	15	85	8	97	6	7 500	
TOTAL	Not applicable							21 000

✓ ④ 1 Average age 20 years

$$\frac{A16}{\Delta 14} = 30$$

QUESTION 3

✓ ① ABRIDGED SHAREHOLDERS' FUNDS BALANCE SHEET - FAIR VALUE

		June unaudited	
		2004	2003
		R million	R million
ASSETS		103	134
u/c ✓	FIXED ASSETS	369	333
u/c ②	OWNER-OCCUPIED PROPERTIES	353	-
	GOODWILL	5 664	5 471
	INVESTMENTS	8 867	6 362
	Sanlam businesses	2 613	1 817
	Investment management	6 254	4 545
	LIABILITIES AND EQUITY	298	-
	SHAREHOLDERS' FUNDS	6 815	5 164
	NET ASSET VALUE PER SHARE (CENTS)	875	787

HTU
③ ✓

frames
and total
lines

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QUESTION 4

margins ② ✓

better head ① ✓

UJB UJB UJB

Tel.: (011) 967 6543
Fax: (011) 967 6000

PO Box 45
SANDTON
2091

5 September 2006

CIRCULAR 2006/32 ADC

ENQUIRIES: PROF JLP MASEKO

TO: ALL STAFF

APPLICATIONS FOR THE FOLLOWING VACANT POST WILL CLOSE ON
14 FEBRUARY 2007

In addition to merit on the basis of qualifications, experience and proven achievements, the UJB is committed to taking the potential of historically-disadvantaged individuals or groups into account for the appointment.

DEPARTMENT OF GREEK & LATIN STUDIES; PART-TIME DEPARTMENTAL
SECRETARY; PERMANENT APPOINTMENT u/c

1. # JOB DESCRIPTION u/c

1.1 General secretarial duties and administration of meetings, office and finance.

1.2 Facilitate the efficient functioning of the office.

1.3 Arranging conferences and extracurricular course.

1.4 Managing and scheduling of academic assistants.

2. # REQUIREMENTS

2.1 Grade 12.

2.2 Office administration or Secretarial Certificate/Diploma.

2.3 A minimum of three years' secretarial experience.

6 lines
2
#

- 2.4 Sound command of English and Afrikaans.
- 2.5 Computer literacy (MS Office, Excel, Internet Explorer, email and FrontPage).
- 2.6 Good interpersonal and intercultural skills.
- 2.7 The ability to thrive under pressure.
- 2.8 Good organizational and administrative abilities.
3. RECOMMENDATIONS
- 3.1 Knowledge and experience of an academic department.
- 3.2 The ability to read and type Classical and Modern Greek.
- 3.3 WebCT.

✓
(10) ENQUIRIES

Competitive fringe benefits are available. All administration regarding the filling of non-academic posts, including the acknowledgement of receipt, the scheduling of applications and correspondence with unsuccessful candidates, is handled by Puso in Recruitment. Please send a comprehensive CV (stating inter alia your current salary, date of last increase and the telephone numbers of at least three referees) to the Chief Director: Human Resources, ERed 2.

Please state clearly the position for which you are applying. The UJB accepts no responsibility for applications that do not comply with this requirement.

- ✓ (11) { (SGD.) S MOGWARA
- ✓ (12) { CHIEF DIRECTOR: HUMAN RESOURCES

Manuscript ✓ (13) ✓ (14) ✓ (15)

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50

QUESTION 5

margins ① ✓

manuscript ② ✓ ③ ✓

Minutes of a special meeting of the Nedbank Golf Challenge held on Monday, 5 March 2006 at 18:00 in the boardroom, BGreen 15, Auckland Park.

- ✓ ④
1. # WELCOME recordings ⑤ ✓ ⑥ ✓ ⑪ ✓
+
The Chairman bid everyone a hearty welcome.

2. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were read, approved and signed.

3. PLANNING

3.1 For the people ① ✓ ⑩ ✓ ⑫ ✓

Sandile Sayedwa, project manager of The Sports Trust, was recently named 2005 Distinguished Alumnus by Hartwick College in New York at a homecoming and reunion celebration in the United States of America.

3.2 Gloves and goodwill

The walls of the Dube Boxing Club in Soweto is decorated with quotations by the young fighters who train there every day after school. It's this kind of dedication that attracted the attention of The Sports Trust, which donated an international-class ring, gloves and other equipment to the club.

3.3 New balls please

Teenagers who had never held a tennis racquet until four years ago are now being selected, on merit, for the Gauteng North squad. There is a shortage of tennis balls.

3.4 The chance of a lifetime

Forty-two young soccer and rugby players have been given the opportunity to develop their full sports potential by being selected to attend a sports academy in the Free State, thanks to a R2 million donation by The Sports Trust.

4. CLOSING

The meeting closed at 19:30.

✓ ⑦ { CHAIRMAN
✓ ⑧ { Date

SECRETARY

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QUESTION 6

- ✓① LEASE OF IMMOVABLE PROPERTY
(HOUSE/APARTMENT/TOWNHOUSE)
- MEMORANDUM OF AGREEMENT BY AND BETWEEN:
- MASTER BLASTER AND CASE PLASTICS
(Hereinafter referred to as the LESSOR)
- of
- ✓② P.O. Box 345789
BRAMLEY
2091
- ✓③ and
- VANESSA RYAN
(Identity number 590829 0151 054)
- (Hereinafter referred to as the LESSEE)
- of
- 14 Smith Street
ROODEPOORT
1720
- The LESSOR hereby lets to the LESSEE, who hereby hires:
- ④ { 1. ~~#~~ THE PREMISES u/c
1.1 ~~#~~ House number 5 in the building situated at 3 Walker Road, Benoni, in the municipal area of Benoni.
2. RENT
- 2.1 The rent shall be R2 000 (two thousand rand) per month and shall be paid monthly in advance on or before the third day of every calendar month at 3 Walker Road, Benoni, or at any other address that the LESSOR might determine.
3. LEASE PERIOD
- 3.1 The lease shall be for a period of 12 (twelve) calendar months and the lease shall commence on the first day of

2 ⑤ ✓

January 2006 and shall expire at midnight on the
31 December 2006.

AS WITNESSES

✓ ⑥ ✓ ⑦	{	1. LESSOR
		2. LESSEE

Manuscript ⑧ ✓

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QUESTION 7

margins ① ✓

✓ ② THE PROFESSIONAL PROVIDENT SOCIETY OF SOUTH AFRICA

In retrospect, the year 2005 was a difficult year for South Africa. This was reflected throughout the economy. The fall in the consumer confidence index, which at one stage fell by a massive eight points, to a seven-year low was one indicator. Prospects for the Rand against the Dollar looked disheartening especially when the Rand sank to its ninth record low. South Africa continues to suffer from the prevailing trend of increasing emigration with the steady outflow of people and declining numbers of new immigrants.

MEMBERSHIP GROWTH AND PRODUCT PERFORMANCE ✓ ③ ✓ ④

Despite prevailing poor socio-economic trends, the Society has continued to show a consistent growth in membership, which has increased from 20 600 Ordinary members in 1979 to 114 800 Ordinary members at the end of 2005. In terms of the retention of Ordinary members, this has shown a steady increase from 74% in 1988 to a phenomenal high of 96% in 2005.

Division
of name
dates
⑤ ✓s/s
✓ ⑥

BENEFITS

The core benefits of PPS being sick pay, partial and total permanent incapacity and exit benefits paid during the year amounted to R225.4m. The total benefits during the year on all schemes within the Society represented by the core benefits, the Group Life Scheme, and the Retirement Annuity were R766.1m or R2.1m per day.

COMPARATIVE FIGURES

Where necessary, prior year comparative figures have been reclassified to conform with changes in presentation in the current year.

BOARD

In terms of the current rules of the Society, the following Board members retire by rotation at the Annual General Meeting. We are pleased that Dr A Koller and Dr F van Duuren, being eligible, offer themselves for re-election for a three year term that will expire at the Society's Annual General Meeting in 2007.

(By order of the Board

✓ ⑦
✓ ⑧
✓ ⑨

JD WRIGHT
MANAGING DIRECTOR

Manuscript

✓ ⑩ ✓ ⑪ ✓ ⑫

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QUESTION 8

③ Manuscript

✓ ① { WILL
of
✓ ② { MPHO CHAUKE
and
TUMI CHAUKE

✓ ④ { We, the undersigned, of 45 Bunting Road, do hereby revoke
all former testamentary dispositions and declare this to be
our Last Will and Testament.

u/c ⑤ ✓

1. We do hereby declare, nominate and appoint ZANDILE ZWANE to be the sole and universal heir to our estate and effects, movable or immovable, whether the same be in possession, reversion, remainder or expectancy, nothing excepted.
2. We do further appoint PALESA MTEMBU as Executor of this our will granting to her all power and authority allowed by law and especially that of assumption.
3. We do further direct the Master of the Supreme Court to dispense with security from our said Executor for the administration of our said Estate.

✓ ⑥ { Dated at GAUTENG this 14 day of September in the year of Our Lord, 2005.

Signed and acknowledged as our last Will and Testament in the presence of us, the subscribed Witnesses, being present at the same time, and who at his request and in his presence and in the presence of each other have hereunto set our names.

✓ ① { AS WITNESSES
1.
✓ ② { 2.

TESTATOR

TESTATRIX

if left
out
3° + 2°

A 22
18
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ANNEXURE II - GRADE 12

MARK SCHEME FOR TIMED ACCURACY TEST WITH A 10 MINUTE TIME LIMIT

		MAXIMUM NUMBER OF ERRORS TO PASS									
		8	10	11	12	14	16	18	20	22	24
w.p.m.		15	20	25	30	35	40	45	50	55	60
Marks		60	60	60	60	60	60	60	60	60	60
Errors	1	56	57	57	57	57	58	58	58	58	59
	2	51	53	54	54	55	56	56	56	57	57
	3	47	49	50	51	52	53	54	55	55	56
	4	42	45	47	48	50	51	52	53	54	54
	5	38	42	44	45	47	49	50	51	52	53
	6	33	38	40	42	45	47	48	49	50	51
	7	29	35	37	39	42	44	46	47	49	50
	8	<u>24</u>	31	34	36	39	42	44	46	47	48
	9	20	28	31	33	37	40	42	44	45	47
	10	15	<u>24</u>	27	30	34	38	40	42	44	45
	11	11	21	<u>24</u>	27	32	35	38	40	42	44
	12	6	17	21	<u>24</u>	29	33	36	38	40	42
	13	2	14	18	21	27	31	34	37	39	41
	14	0	10	14	18	<u>24</u>	29	32	35	37	39
	15		7	11	15	21	26	30	33	36	38
	16		3	7	12	19	<u>24</u>	28	31	34	36
	17		0	3	9	16	22	26	29	32	35
	18			0	6	14	20	<u>24</u>	28	31	33
	19				3	11	17	22	26	29	32
	20				0	9	15	20	<u>24</u>	27	30
	21					6	13	18	22	26	29
	22					3	11	16	20	<u>24</u>	27
	23					1	8	14	19	22	26
	24					0	6	12	17	21	<u>24</u>
	25						4	10	15	19	23
	26						2	8	13	18	21
	27						0	6	11	16	20
	28							4	10	14	18
	29							2	8	13	17
	30							0	6	11	15
	31								4	9	14
	32								2	8	12
	33								1	6	11
	34								0	4	9
	35									3	8
	36									1	6
	37									0	5
	38										3
	39										2
	40										0

Speed adjustment: If the minimum speed or the following speed limit is not attained, the first five strokes omitted are regarded as an error and every subsequent ten strokes as an additional error. Candidates obtaining a minimum of 40% in this way qualify for the applicable speed endorsement.