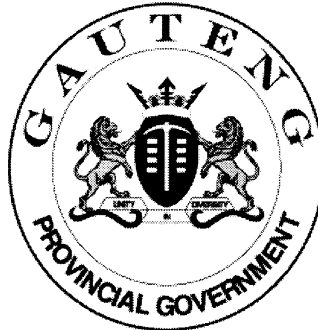


# SENIOR CERTIFICATE EXAMINATION



**FEBRUARY / MARCH**

**2007**

**TYPING**

**Second Paper**

TYPING SG: Paper 2



408 2 2E

SG

**SG**

**408-2/2E**

17 pages

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**GAUTENG DEPARTMENT OF EDUCATION  
SENIOR CERTIFICATE EXAMINATION**

**TYPING SG  
(Second Paper)**

**TIME: 3 hours**

**MARKS: 300**

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**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 commencement of 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****[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 w.p.m.  
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 w.p.m.  
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 w.p.m.  
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 w.p.m.  
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 w.p.m.

QUESTION 2

Use ONE sheet of A4 paper (LANDSCAPE) to type the tabular statement. Vertical lines must be typed or ruled in pen.

TIME: 20 minutes

[30]

*Office Management & Technology / in full / u.c.*

Year	Number of Students						Fees per student	
	Number of enrollment	Diploma		EX-periential learning	Repeaters	Fees per student		
		Graduated						
		Male	Female					
Full time studies	Part-time	Male	Female	%	%	%	%	R'000
2001	60	25	75	15	95	10	6 500	
2002	55	20	80	10	98	8	7 000	
2003	50	15	85	8	97	6	7 500	
2004	45	10	90	5	99	4	8 000	
Total	Not applicable						<del>29 000</del>	
1. Average age 20 years								
2. Average age 18 years								
3. Average age 25 years								

*u.c. / del*

QUESTION 3

Type the following on ONE sheet of A4 paper (LANDSCAPE). Horizontal lines must be typed on the typewriter. All vertical lines must be in ink or typed on the typewriter.

TIME: 15 minutes

[20]

Abridged shareholders' funds →  
Balance sheet - fair value

	Note	June unaudited 2004 R million	2003 R million
Assets		103	134
Fixed assets		369	333
sp/ Owner-occupied properties		353	-
Goodwill		5 664	5 471
Investments		8 867	6 632
Sanlam businesses	7	2 613	1 817
Investment management		6 254	4 545
liabilities and Equity		298	-
shareholders' funds		6 815	5 164
del/ Term finance		4 819	4 696
Deferred tax		391	5
Current liabilities		6 286	4 434
Total equity and liabilities		35 454	29 793
Net asset value per share (cents)		875	787

QUESTION 4

Use the letterhead and type the CIRCULAR LETTER correctly. Only TWO letterheads per candidate will be provided.

TIME: 30 minutes

[50]

Circular 200~~8~~<sup>6</sup>/32 ADC

ldel

Date: 5 September 200~~8~~<sup>6</sup>

ldel

Enquiries: Prof JLP Maseko

To: All staff

Applications for the following vacant post will close on 14

u/c

February 200~~8~~<sup>7</sup>

ldel

[In addition to merit on the basis of qualifications, experience and proven achievements, the <sup>UJBS</sup> ~~University~~ of ~~Johannesburg~~ is committed to taking the potential of historically disadvantaged individuals or groups into account for appointment.

ldel

ldel

Department of greek & latin studies ↗ in full 1h;

u/c

Part-time departmental secretary; ↗

Permanent appointment

1. Job description ~~φ~~ ldel

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

\* 1.2 Facilitate the functioning efficient of the office. ltr

\* 1.3 Arranging conferences and extracurricular course.

\* 1.4 Managing and scheduling of ~~academic~~ assistants. lstr

2. Requirements ~~φ~~ ldel

\* 2.1 Grade 12.

\* 2.2 Office administration or Secretarial Certificate/Diploma.

\* 2.3 A minimum of three years' secretarial experience.

\* 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

|del

\*3.1 Knowledge and experience of an academic department.

\*3.2 The ability to read and type classical and modern greek. |u/c

|u/c

\*3.3 WebCT.

Assumption of duties:

\*As soon as possible

|del

Enquiries

|del

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 3 referees) to the Chief Director: Human Resources, Ered. |in fut |u/c |#

Please state clearly the position for which you are applying. The <sup>UJB</sup>university accepts no responsibility for applications that do not comply with this requirement. |del

(Sgd.) S Mogwara

Chief Director: Human Resources

Typist  
Replace \* with numbers eg 1.1



## QUESTION 5

Type the following minutes of a meeting of shareholders.

TIME: 30 minutes

[40]

Minutes of a special meeting of Nedbank Golf Challenge held on Monday, 5 March 200~~7~~<sup>6</sup> at 18.00 in the boardroom, ~~1del~~ Bgreen 15, Auckland Park. |ulc

1. Welcome

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

Sandile Sayedwa, project manager of The Sports Trust, was recently named 200~~7~~<sup>5</sup> Distinguished Alumnus by Hartwick College in New York at a homecoming and reunion celebration in the USA. |in full

The award was in recognition for his community work in South Africa.

Since his appointment as project manager for The Sports Trust in 1999, Sayedwa has visited dozens of townships and villages delivering truck-loads of sports equipment. |del

3.2 Gloves and goodwill

~~del~~ | The walls of the Dube Boxing Club in Soweto is ~~lined~~ with ~~h~~ decorated quotations ~~in~~ by the ~~young~~ fighters who train there every ~~del~~ day after school. ~~stek~~

↑  
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.

In July 2003 40 Nedbank clients visited Dube and met Baby Jake who started boxing here in 1972 at the age of 10. /del

3.3. New balls &

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

Such is the success of the Irene Tennis Development Programmes, supported with tennis racquets, balls and clothing by The Sports Trust.

The programme was initiated in 1999 when the Irene Country Club approached the school with the idea of joining hands in tennis development. /del

3.4. The chance of a lifetime

Forty- 2 young soccer and rugby players have been given /in full  
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 ~~from~~ <sup>by</sup> The Sports /stet  
Trust.

4. Closing

The meeting closed at 19:30.

Chairman

Secretary

Today's date

AS<sup>o</sup>

/SP.

QUESTION 6

Type the AGREEMENT OF LEASE on A4 paper.

TIME: 20 minutes

[30]

Lease of immovable property  
(House/ Apartment/ Townhouse)

Memorandum of agreement by and between: |ulc

+ Master Blaster and Case Plastics |ulc  
(Hereinafter referred to as the Lessor)

[of [P.O. Box 345] 789, [Bramley, [2091 |c

and

Vanessa Ryan, [Identity number 590829/151 054), |ho  
(Hereinafter referred to as the Lessee) |ulc

of [14 Smith Street, [Roodepoort, [2001 1720 |del

The Lessor hereby lets to the Lessee, who hereby hires: |ulc

1. The Premises 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 |ulc  
rand) per month and shall be paid monthly in advance  
on or before the 1 day of every calendar month at 3 1/3 third  
Walker Road, Benoni, or at any other address that the

ulc/ | Lessor might determine. } 2.2 The rent shall be  
del/ | subject to an escalation of 10 % (ten per cent) per  
annum from the 1<sup>st</sup> day of January of each year.

3. Lease period 3.1 The lease shall be for a period of  
12 (twelve) calendar months and the lease shall

commence on the 1<sup>st</sup> day of January 200<sup>6</sup> and shall 1<sup>st</sup> first  
expire at midnight on the 31<sup>st</sup> day of December 200<sup>6</sup>. | del

As Witnesses

1. -----  
lessor
2. -----  
lessee

## QUESTION 7

Type the following report using the correct display.

TIME: 30 minutes

[40]

The Professional Provident Society of South Africa

In retrospect, the year 200<sup>5</sup> 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 8 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.

A Reuter's poll of economists showed that expectations for growth had deteriorated. Hopes for an interest rate cut were dampened by the release of considerably higher-than-expected producer inflation numbers.

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

Despite prevailing poor socio-economic trends, the Organisation 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 200<sup>5</sup>. 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 200<sup>5</sup>. The 96% retention rate in 2004 indicates that, of all the new Ordinary members

who joined PPS since the beginning of 2004, 96% were still members at the end of 2004.

/del

### 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

~~A~~ J D Wright  
Managing Director

/del

QUESTION 8

Type the following last will and testament.

TIME: 20 minutes

[30]

Will of Mpho Chauke and Tumi Chauke

~~Married or unmarried~~

/del

~~To whom it may concern~~

/del

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

1. We declare hereby <sup>1</sup> do, appoint and nominate Zandile Ikn.   
 zwane to be the sole and universal heir to our estate   
 and effects/movable or immovable, whether the same be/h,   
 in possession, reversion, remainder or expectancy,   
 nothing excepted.

2. We do ~~further~~ appoint Palesa Mtembu as Executor of ~~del~~   
 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 / Supreme Court to   
 dispense with security from our said Executor for   
 the administration of our said Estate.

Dated at Gauteng this 14 day of ~~September~~ in the year of /stat   
 Our / 200<sup>5</sup>.

~~del~~ /k Lord,   
 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 in the presence of each /#   
 other have hereunto set their names.

Provide for signatures of   
 Witnesses, Testator and Testatrix

END

*UJB UJB UJB*

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SANDTON  
2091

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