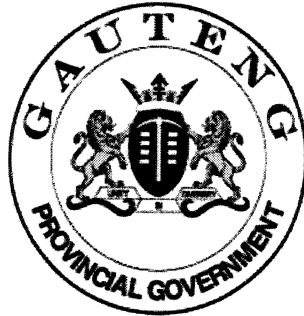


**SENIOR CERTIFICATE EXAMINATION  
SENIORSERTIFIKAAT-EKSAMEN**



**OCTOBER / NOVEMBER  
OKTOBER / NOVEMBER**

**2004**

**COMPUTYPING**

***REKENAARTIK***

**(First Paper: Speed)  
(Eerste Vraestel: Spoed)**

**SG**

**942-2/1**

**6 pages  
6 bladsye**

COMPUTYPING SG: Paper 1  
Speed Test



942 2 1

SG

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GAUTENGSE DEPARTEMENT VAN ONDERWYS

SENIORSERTIFIKAAT-EKSAMEN

REKENAARTIK SG  
(Eerste Vraestel: Spoed)

TYD: 10 minute

PUNTE: 60

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INSTRUKSIES AAN KANDIDATE

LEES DIE VOLGENDE INSTRUKSIES SORGVULDIG VOORDAT U BEGIN.

1. Gebruik die verstek-/standaardkantlyne (*default margins*) (2.54 cm **of** 1").
2. Gebruik A4-Portret bladsy grootte (210 mm x 297 mm **of** 8.27" x 11.69").
3. Gebruik Courier New 12.
4. Gebruik Afrikaans as die taal.
5. Stel reëlafstand op 1.5 (1½).
6. U mag die outomatiese koppelteken-funksie (*automatic hyphenation*) gebruik. Stel die regterkantlynsone in op 1 cm (0.4") of 4%.
7. Sleutel u eksamennommer (links) as 'n kopskrif (*header*) in (1.27 cm **of** 0.5").
8. U mag nie u antwoord nadat die tyd verstreke is, redigeer nie.
9. Stoor die lêer as Vraag 1 Spoed op die voorsiene disket.
10. Druk u antwoord.
11. Oorhandig die disket aan die toesighouer.

**GAUTENG DEPARTMENT OF EDUCATION**  
**SENIOR CERTIFICATE EXAMINATION**

**COMPUTYPING SG**  
**(First Paper: Speed)**

**TIME: 10 minutes**

**MARKS: 60**

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**INSTRUCTIONS TO CANDIDATES**

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN.**

1. Use the default margins (2.54 cm *or* 1").
2. Use A4 Portrait page size (210 mm x 297 mm *or* 8.27" x 11.69").
3. Use Courier New 12.
4. Use English (SA/UK/British) as the language.
5. Set line spacing on 1.5 (1½).
6. You may use the automatic hyphenation function. Set the right-hand margin zone on 1 cm (0.4") or 4%.
7. Key in your examination number (left) in a header (1.27 cm *or* 0.5").
8. You may not edit your answer after the time has elapsed.
9. Save the file as Question 1 Speed on the diskette provided.
10. Print your answer.
11. Hand the diskette to the invigilator.

## INSTRUKSIES AAN DIE TOESIGHOUERS

### LEES DIE ONDERSTAANDE INSTRUKSIES SORGVULDIG DEUR.

1. U word verwys na die omsendbriewe wat die spesifieke instruksies vir die Rekenaartik-eksamen bevat.
2. Die toesighouer moet verseker dat daar voldoende papier en inkkassette vir die druk van die harde kopieë is.
3. Dit is noodsaaklik dat die Rekenaartikonderwyser(es) een van die toesighouers moet wees ten einde hulp te verleen indien daar probleme met die rekenaars is.
4. Kandidate moet toegelaat word om eers vir ongeveer vyf (5) minute deur die vraestel te lees, lyne te trek en moeilike woorde te onderstreep.
5. Beide toesighouers moet in besit wees van 'n stophorlosie. Vraestel 1 (tydnoukeurigheidstoets) moet deur die Rekenaartikonderwyser(es) waargeneem word. Toesighouers mag nie gedurende die afneem van hierdie toets tussen die kandidate rondbeweeg nie.
6. Alvorens kandidate met die vraestel begin, moet hulle die opdrag gegee word om 'n nuwe dokument oop te maak en hul eksamennommers in 'n KOPSKRIF (*header*) teen die LINKERKANTLYN in te sleutel. Nadat al die kandidate hierdie instruksie uitgevoer het, word die teken gegee om met die tydnoukeurigheidstoets te begin.
7. Sodra die tyd vir die tydnoukeurigheidstoets verstreke is, moet die vraag op die voorsiene disket gestoor word en daarna **een keer** gedruk word.
8. Die toesighouer moet elke bladsy van die harde kopie, langs die laaste gedrukte woord parafeer.
9. Die toesighouer moet verseker dat geen tik na die einde van die 10 minute wat vir hierdie vraestel toegestaan word, plaasvind nie.

## INSTRUCTIONS TO INVIGILATORS

### READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. You are referred to the circulars that contain the specific instructions for the Computyping examination.
2. The invigilator is to ensure that there is sufficient paper and spare ink cartridges for the printing of the hard copies.
3. It is essential that the Computyping teacher be one of the invigilators for the duration of the examination to assist with possible problems with the computer.
4. Allow candidates approximately five (5) minutes to read through the examination paper before timing begins. They may rule lines and underline words.
5. Both invigilators are to use stopwatches for time control. Paper 1 (timed accuracy test) is to be timed by the Computyping teacher. Invigilators may not move among candidates during this test.
6. Before the candidates start with this paper, they should be instructed to open a new document and key in their examination numbers in a HEADER against the LEFT-HAND MARGIN. After all the candidates have done this, the signal may be given to begin the timed accuracy test.
7. After the time allowed for the accuracy test has expired, the question must be saved on the diskette provided and then printed **once only**.
8. The invigilator must initial every page of the hard copy after the last printed word.
9. The invigilator should ensure that no typing takes place after the end of the 10 minute timing.

## VRAAG 1

## TYDNOUKEURIGHEIDSTOETS

Tik die onderstaande stuk so akkuraat as moontlik in 1½-reëlafstand. Gebruik Courier New 12 en kantlyne van 2.54 cm (1"). Die minimum spoedvereiste is 35 wpm en die snelheidsgrense word tot op 80 wpm met (... wpm) aangedui.

Elke mens op aarde kan die mensdom se blyplek hier 'n beter plek maak deur gemors te herwin. Al hoe meer mense woon in stede en soos die bevolking groter raak, word die rommel ook meer. Daar is maniere waarop jy ook kan help.

Rommel word na stortterreine toe weggeroep, verbrand of chemies behandel - alles dinge wat die lug en water besoedel. Lug- en waterbesoedeling hou 'n ernstige gevaar vir ons gesondheid in. Dit kan gebeur dat daar gifstowwe in ons liggaam beland deur die lug wat ons inasem en die kos wat ons eet. Gifstowwe kom in ons kos deur die plante wat weer deur die water en grond besoedel word. Die diere eet die plante en mense eet weer die vleis van die diere.

Alle mense behoort te help om rommel te skei en herwin. Sorg dat jy die feite ken, weet wat met die goed gebeur wat ons daagliks weggooi en hoe dit ons omgewing en beperkte natuurlike hulpbronne raak. Nie-organiese materiale is die natuur se grootste vyande. Dit is materiale wat stadig afbreek, soos (20 wpm) alle soorte plastiek - van houers tot bottels en sakke - asook blikke en tinfoelie.

Rommel kan weer gebruik word, maar dan moet die verskillende materiale geskei word. En dit is waar jy 'n groot rol kan speel. Maak of jy snuffelhond is vir 'n (25 wpm) dag. Skei die plastiekgoed, glas en papier wat jy wil weggooi in jou huis en sit dit in aparte bokse. Gaan

## QUESTION 1

### TIMED ACCURACY TEST

Type the following text in 1½ line spacing. Use Courier New 12 and margins of 2.54 cm (1"). A minimum of 35 wpm is required and the limits up to 80 wpm are indicated as (... wpm).

Everyone on earth should help to make the world a better place by recycling waste. More and more people are living in cities and as population numbers grow, so does the amount of waste we produce. You can also contribute to solve the problem of littering.

Garbage is transported and dumped, burned or treated with chemicals - all of which pollute air and water. Air and water pollution present a serious health hazard. This is because air and water pollution allow toxins into our bodies through the air we breathe and the food we eat. Toxins in the water and soil reach the food we eat through the plants. Animals eat the plants and we eat the meat of animals.

Everyone should be aware and help to separate waste. Be aware of how the things we throw away influence the environment and our limited natural resources. Inorganic matter is one of nature's main enemies. This includes materials that break down slowly, like plastic in its various shapes and forms - from bottles, (20 wpm) to bags, jars, tins and tin foil.

All these can be recycled or re-used, and should be separated before being discarded. This is where you can play a major role. Separate the plastic, glass and paper waste in your home into different containers. (25 wpm) Take these to the appropriate drop-off points. It is usually at

**VRAAG 1 (vervolg)**

laai dit op die regte plekke af. Gewoonlik is dit by munisipale stortterreine, sommige supermarkte, biblioteke of dalk skole wat blikkies <sup>(30 wpm)</sup> en papier versamel.

Mense kan verder ook komposhope maak en hul eie groente plant. Hou hiervoor 'n aparte vuilgoedblik in die kombuis vir organiese afval soos broodkrummels en vrugte- en groenteskille. Gooi dit dan op die komposhoop sodra die <sup>(35 wpm)</sup> blik vol is. 'n Komposhoop help om 'n huishouding se rommel minder te maak, want dan word baie minder goed weggegooi. Dit verbeter ook die grond, voorkom dat voedingstowwe verlore gaan en werk erosie teen. Die kompos kan gebruik word wanneer jy <sup>(40 wpm)</sup> jou eie organiese groentetuin wil begin. Wortels, spinasie en tamaties groei maklik. Was dit net goed af voor jy dit eet. Dink aan die skoolhoof wat so 'n groentetuin by die skool begin het om daaglik kos aan baie honger kinders te kan voorsien. <sup>(45 wpm)</sup>

Die verpakkings van plastiek waarin ons kos koop, rig groot skade aan die omgewing aan en is een van die grootste oorsake van die berge rommel landwyd. Probeer om liever produkte te koop wat in karton of papier verpak is. Gebruik plastieksakke <sup>(50 wpm)</sup> meer as een keer. Die vervaardigers van die sakke reageer bloot op die vraag na hul produk. Dit beteken dat jy hulle produksie kan raak deur jou aankope. Vermo polistireen so ver as moontlik. Die meeste kitskosplekke verpak hul etes hierin. <sup>(55 wpm)</sup> Probeer die eienaar oorreed om ander verpakkings te oorweeg.

Skoliere en onderwysers behoort ook baie meer bewus te word van herwinning. Verpak jou toebroodjies vir werk of skool



**QUESTION 1 (continued)**

municipal grounds, some supermarkets, libraries or even schools that collect cans and paper.

People can also make compost heaps in their gardens and grow their own vegetables. Keep <sup>(30 wpm)</sup> a separate bin or container in the kitchen for organic matter such as breadcrumbs and all those vegetable and fruit peels. This should then be placed on a compost heap. Compost heaps help to reduce quantities of household waste because there <sup>(35 wpm)</sup> are fewer things to throw away. They also improve soil structure, help retain nutrients and combat erosion. You should use homemade compost to start your own organic veggie patch. Carrots, spinach and tomatoes are easy to grow. Just make sure <sup>(40 wpm)</sup> you wash the vegetables carefully before eating. The headmaster of a school in a rural area started a vegetable garden at her school and daily provides many hungry children with healthy food.

Plastic food packaging is harmful to the environment <sup>(45 wpm)</sup> and is becoming one of the major contributors to excessive waste and landfill countrywide. When out shopping, buy items that are packaged in cardboard or paper. Plastic bags should be re-used. Manufacturers of plastic bags are guided by the demand. <sup>(50 wpm)</sup> This means that you have the power to influence their production by your choices. Avoid polystyrene as far as possible. Most takeaways are served in this material. Ask the manager to consider alternative packaging.

Learners and educators <sup>(55 wpm)</sup> should also become more aware of recycling. Pack your lunch for school or work in a reusable container or wrap in wax paper. Tin foil for

**VRAAG 1 (vervolg)**

liewer in waspapier of in 'n kosblik wat weer gebruik kan word. <sup>(60 wpm)</sup> Tinfoelie vir toebroodjies is nie 'n goeie keuse nie. Spaar ook papier deur albei kante te gebruik wanneer jy afskrifte maak of iets uitdruk. Moenie iets op die rekenaar uitdruk as dit nie werklik nodig is nie. Maak gebruik van elektroniese <sup>(65 wpm)</sup> pos en stoor dokumente op diskette. Maar as dit werklik nodig is om iets uit te druk, maak dan baie seker dat jou dokument honderd persent korrek is voordat jy dit uitdruk. Op hierdie wyse kan almal help om minder papier te mors.

Nog 'n goeie <sup>(70 wpm)</sup> manier om te herwin is deur in jou huis en kaste rond te snuffel en ou klere, boeke, speelgoed, sporttoerusting en ander bruikbare huishoudelike artikels wat in onbruik geraak het, te verkoop aan winkels wat ou goed koop en verkoop. Daar is ook 'n <sup>(75 wpm)</sup> ander opsie - skenk hierdie artikels aan organisasies wat onder arm mense en gestremdes liefdadigheidswerk verrig. Jy sal verryk voel deur jou skenkings en self voorkom dat jou rommel op afvalhope beland.

Statistieke het getoon dat een mens elke <sup>(80 wpm)</sup> dag maklik een kilogram rommel vergader.

**TOTAAL: [60]****EINDE**

### QUESTION 1 (continued)

wrapping sandwiches is not a good option. Save on paper by using both sides when printing or copying. <sup>(60 wpm)</sup> Only print if necessary. Make use of electronic mail facilities and save documents on diskettes. If printing is really necessary, make sure your documents are one hundred per cent correct before printing. In this way you can do your share in <sup>(65 wpm)</sup> preventing a waste of paper.

Another way to recycle is to sort out cupboards at home and sell old, unwanted clothes, books, sports goods, toys and other useful domestic articles to stores that buy and sell old goods. There is also another option - <sup>(70 wpm)</sup> donate these articles to charity organisations that help the poor and disabled. You will be enriched and in this way you prevent your own waste from landing on the dumps.

Statistics have shown that each person easily produces one kilogram of waste <sup>(75 wpm)</sup> every day. It has also been found that storm-water drains are blocked by about two hundred kilograms of plastic bags every day in a large city like Pretoria. This causes a great risk of floods and increases the problem of littering. All <sup>(80 wpm)</sup> inhabitants should pay attention to this problem.

**TOTAL: [60]**

**END**