DECEMBER 2003 - CARS IN THE PRICE CLASS R75 000 - R102 000

PASSENGER MOTORS					
Make and model	**Engine (cyl/cm^3)**	**Fuel index (litre per 100 km)**	**Price (R)**	**Tank capacity (litres)**	**Maximum speed (km/h)**
DAEWOO Matiz SE	3/796	9,69	75 460	35	138
FIAT Uno Mia 1100	4/1108	7,5	53 900	42	155
FORD Fiesta 1,3i Flite	4/1297	8,1	72 180	42	174
HYUNDAI Accent LS HS 1,3	4/1341	9,2	91 778	45	168
MAZDA 323 160i Sting	4/1597	8,96	96 990	54	178
OPEL Corsa Lite	4/1389	9,12	68 600	46	174
RENAULT Clio 1,2	4/1149	8,1	99 995	50	165
TOYOTA Tazz 130	4/1296	9,24	70 755	60	159
VW Polo Classic 1,4*	4/1423	9,3	101 340	45	171

(*) Data has been extracted from CAR road test report of November 2003

DECEMBER 2003 - MOTORS IN THE PRICE CLASS R75 000 - R102 000

PASSENGER MOTORS					
Make and model	**Engine (cyl/cm^3)**	**Fuel index (litres per 100 km)**	**Price (R)**	**Tank capacity (litres)**	**Maximum speed (km/h)**
DAEWOO Matiz SE	3/796	9,69	75 460	35	138
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VW Polo Classic 1,4*	4/1423	9,3	101 340	45	171

* Data has been extracted from CAR road test report of November 2003

Q1	TABLE	Accuracy	22 (Max 8e)
44		Layout	22

1	Page orientation (landscape)	✓
2	Font: Courier New 12	✓
3	Margins left and right, 2.54 cm	✓
4	Top margin, 4 cm	✓
5	Main heading in u/c, 16 pt	✓
6	One open line after heading (12 pt CN size, not 16 pt)	✓
7	All column headings centred and in bold	✓
8	Heading of row 1 in u/c, others all in l/c	✓
9	Font size of headings: row 1 and column 1 in 12 pt	✓
10	Other columns in 10 pt	✓
11	Merge row 1 (no shading)	✓
12	Leader dots in column 1 (end underneath each other, against margin)	✓✓
13	Alignment: column 4 right align	✓
14	Alignment: columns 5 and 6 centred	✓
15	Column 1 sorted from A to Z	✓✓
16	Outside frame thick (thicker than rest)	✓
17	Footnote not in *superscript*, one tab or 2 letter spaces (one open line before footnote)	✓
18	Line spacing of table acceptable	✓
19	Column widths acceptable	✓
20	Transpose of figures in last column	✓

JOINT WILL

We, the undersigned,

JOHN WILLIAM HORN (490404 1633 08 5)

and

MARIA ANNE HORN (490606 4321 08 8) (born Schwartz)

married out of community of property and at present residing at 12 Vlak Street, Cullinan, hereby make our last will and testament as follows:

1. We revoke, cancel and annul any previous wills, codicils or other testamentary writings heretofore made or executed by us, whether jointly or severally.

2. We appoint FAST BANK LIMITED as Executor of our will and administrator of our estate with authority to act through its duly authorised officials, granting unto the said FAST BANK LIMITED all such powers as are allowed by Law.

3. We direct that the said FAST BANK LIMITED or its duly authorised officials shall not be obliged to furnish any security to the Master of the Supreme Court.

4. We hereby nominate, constitute and appoint the survivor of us as the sole and universal heir of all the estate and effects of the first dying of us.

5. We reserve to ourselves at any time hereafter to alter this our will either by codicil or otherwise.

THUS DONE AND EXECUTED at CULLINAN on the 6th day of May 2004 in the presence of the undersigned witnesses, who signed in our presence and also in the presence of each other.

AS WITNESSES

1. ....
TESTATOR

2. ....
TESTATRIX

Q2	JOINT WILL (Editing)	Accuracy	-
20		Layout	20

1	Change the font to Arial 12 pt	✓
2	Change left justification to full justification	✓
3	Margin left set on 3.75 cm (1.5")	✓
4	Main heading in 14 pt	✓
5	Remove bold of heading	✓
6	Centre introductory section	✓
7	U/c: Names of mrs Horn	✓
8	U/c: only the name of town in last par. (NOT Cullinan in address par.)	✓
9	Move address par. to correct place (check l/sp)	✓✓
10	Line spacing of will correct (also see before last par.)	✓
11	Spelling of the word <u>will</u> in par 1	✓
12	Transpose <u>jointly</u> and <u>severally</u>	✓
13	LTD. in full (del. full stop)	✓
14	Find and replace / with <u>the</u> (also check date in last par.)	✓✓
15	Del. & and type <u>and</u> in par. 4	✓
16	Replace 05 with May (correct spelling)	✓
17	Line spacing in signature area (also full justification of dotted lines)	✓✓

Bike
P O Box / Posbus 595
HOWARD PLACE
7450

Fax / Faks 012 531 7303

Reference / Verwysing: 6010

Date / Datum: 28 September 2004

Mr J Smith
P O Box 13
DARLING
7345

Dear Sir

RENEWAL OF *BIKE* SUBSCRIPTION

Thank you for being a subscriber the past year. Your subscription will expire at the end of next month. If you enjoy reading this magazine as much as we enjoy putting every issue together, you will not pass up this opportunity to renew immediately. We are sure that you don't want to miss a single copy.

Some options are set out below and you may choose how many issues you wish to receive:

12 issues	R143,00
24 issues	R279,00
36 issues	R401,00

When completing the enclosed form, please indicate what terms you prefer on the renewal advice. For your benefit, you may choose to pay by cheque or by postal order, or by credit card. You may even choose to pay at the end of the term. You will then receive a bill. You may even choose the last option that instructs us to automatically renew your subscription by the end of the next term. You will then receive a bill and notification of renewal.

Fax the completed form or post it as soon as possible, using the enclosed reply envelope. Postage has already been paid.

Remember that at all times you are covered by our Publisher's Guarantee. This means that we will refund the balance of your

subscription should you ever wish to cancel, for whatever reason.

Please feel free to call our special subscriber hotline number **0860 10205** during office hours and speak to one of our consultants if you wish to make any further enquiries.

Yours sincerely

STUART LOWE
MANAGER: CIRCULATION

SL/ar

✂---

October 2004

I wish to subscribe for .... issues @ ....
I wish to pay as follows:

Underline your choice of payment

Cheque
Postal order
Credit card (Number ....)
Payment by the end of the term
Automatically renew at the end of the term

Signature ....

Q3	BUSINESS LETTER	Accuracy	25 (Max 9e)
36		Layout	11

1	Retrieve letterhead, margins of letter L & R (also see tear off slip)	✓
2	Date and reference in CN12, one open line after date	✓
3	Introductory section: correct layout of receiver's address, name of town in u/c, l/sp, contents heading in u/c	✓
4	Line spacing of letter contents and contents of tear off slip	✓
5	New paragraph ("Some options ...")	✓
6	Tab stops correct – figures blocked	✓
7	Correct layout of conclusion, l/sp, name in u/c and initials correct	✓
8	Symbol of scissors correct with broken line (not a full line) up to right hand margin, l/sp before and after, right alignment of date	✓
9	Sentence in italics and underlined	✓
10	Indent list of payment methods, s/s, dots for number up to r/h margin	✓
11	3 open lines before signature	✓

QUESTION 4

THEORY

ANSWER SHEET

SECTION A [4 = 4 x 1]

Question no.	Answers
1.	False
2.	True
3.	True
4.	False

SECTION B [2 = 2 x 1]

Question no.	Answers
1.	Stiffy with viruses/bugs
2.	Network of computers

SECTION C [12 = 6 x 2]]

Question no.	Answers
1.	b
2.	c
3.	d
4.	b
5.	a
6.	d

SECTION D [12 = 6 x 2]]

Question no.	Answers
1.	D
2.	A
3.	B
4.	E
5.	G
6.	C

[30]

SOCIAL SERVICES - GAUTENG

MINUTES of the monthly meeting of the Managers of offices of Social Services held at 09:00 on Wednesday, 20 October 2004 in the Board Room, 13 King Street, Parktown, Johannesburg.

PRESENT

Dr K Williams (Chairman)
Mr S Pillay (Secretary)
Dr A Bolton
Mr V Kumalo
Mrs M Makaza
Mr P Malan

	ACTION
1. MINUTES	
The minutes of the previous meeting were read, accepted and signed.	
2. SYMPOSIUM	
The chairperson notified the meeting of the important symposium on AIDS that will be held in Pretoria on 12 November 2004. Managers should see to it that at least two delegates from their offices attend the symposium. Documentation and forms for bookings will be faxed to each office within the next week.	SP
3. EPILEPSY	
Dr Bolton briefly reported on the conference on Epilepsy that she recently attended in Cape Town. She suggested that Service offices definitely participate in the international Epilepsy campaign that has been planned.	
4. EXTENSION OF SERVICES	
Mr Kumalo suggested that Social Services should become involved in more than the usual services. The following examples to be followed up were discussed by the meeting:	
4.1 Feeding program of the BASKET organisation	PM
4.1.1 Identifying voluntary suppliers 4.1.2 Identifying voluntary workers 4.1.3 Central distribution venues in every area	

1/M font
2. Left order
3. L/sp
4. Numb.
5.
6. u/c (6x)
7. col.
8.
9. ital (2x)

ACTION

4.2 Projects for generating funds MM

4.2.1 Seeking the co-operation of other organisations
4.2.2 Seeking sponsors in all areas

5. NEXT MEETING

The next meeting will be held on 24 November 2004 in Pretoria.

6. CLOSURE

The meeting adjourned at 12:00.

CHAIRMAN

SECRETARY

DATE ....

Q5	MINUTES	Accuracy	24 (Max 8e)
35		Layout	11

1	Default margins, font CN12	✓
2	Names left justified (underneath each other), correct order	✓
3	Line spacing of minutes (also see par. 4), conclusion excluded	✓
4	Outline numbering correct (also check spacing after numbers)	✓
5	Alignment of paragraphs, also in Action column and in par. 4	✓
6	Main headings all in u/c, including ACTION	✓
7	Action column right (acceptable width)	✓
8	Insertion of line before ACTION column (stops before par. 5)	✓
9	Two headings in italics (4.1 & 4.2) (Numbers may/may not be in ital.)	✓
10	Correct numbering of page 2	✓
11	Layout of conclusion: all left, line spacing, dots only with date	✓

DIRECTORS' REPORT

The Directors present their annual report that forms part of the audited financial statements of the company for the year ended 31 December 2003.

1. NATURE OF BUSINESS

The company holds mineral rights in the Klerksdorp district, North-West Province. Mining operations had ceased for a number of years due to high cash costs and low recoveries.

Following a successful feasibility study on The Aflease Limited area undertaken in 2001, which indicated profitable mining of the ore body through open pit mining and using the existing CIP gold plant, the company recommended mining operations. The metallurgical test work was undertaken by Anglo American Research Laboratories. The mine achieved commercial levels of production during the first quarter of 2002.

2. FINANCIAL RESULTS

The income statements of the company are set out on the following page. No separate segmental information is presented, as it is a one-product mine, producing and selling in South Africa. Exploration activities are all undertaken in South Africa.

3. CAPITAL EXPENDITURE

Total capital expenditure amounted to R26,6 million. The capital expenditure was primarily spent on mining equipment.

4. SHARE CAPITAL

During the year the company issued 19 300 168 ordinary shares at an average price of R1,52 per share to selected investors.

5. DIVIDENDS

No dividends in respect of ordinary shares were declared during the financial year.

6. AUDITORS

Crops & Crops Inc. will continue in office in accordance with Section 270(2) of the Companies Act.

INCOME STATEMENT

for the year ended 31 December 2003

	Notes	2003	2002
		R	R
Revenue	1.2	90 474 749	63 173 072
Less working cost		34 193 726	21 044 123
Gross profit		5 681 023	42 128 949
Less other net costs		863 858	2 073 449
Operating profit	2	55 417 165	40 055 500
Less net finance costs	3	3 320 783	2 372 662
Profit before taxation		16 057 405	14 665 270
Taxation	4	-	-
Net profit for the year		16 057 405	14 665 270

Open line method in Word

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for the year ended 31 December 2003

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Q6	REPORT	Accuracy	35 (Max 12e)
50	(with Financial Statement)	Layout	15

1	Default margins and font (CN 12) of report and statement	✓
2	Left justification of report (par. against margin, under numbers)	✓
3	Main headings (of Report AND Income Statement) in u/c	✓
4	Run on in par. 1	✓
5	New par. (*Following a ...)*	✓
6	Par. headings of Report all in u/c	✓
7	Line spacing of Report only (paragraphing layout, d/s and s/s)	✓
8	Second line of Statement (p. 2) in l/c, one open line before and after	✓
9	*Notes* in 9 pt, l/c (only the heading)	✓
10	Notes column centred	✓
11	Right alignment of other figure columns	✓
12	5 lines in bold	✓
13	Transpose figures	✓
14	Full lines, last line double	✓
15	Line spacing of statement acceptable and consistent	✓

Faculty of Medicine
University of Midrand
Community Based Education
PO Box 1290
MIDRAND
0090

Tel. 011 991 7981
Fax 011 991 7982

E-Mail: medic@univ.za

Faculty of Medicine

28 August 2004

Dear Colleague

ASSISTANCE WITH TRAINING OF THIRD YEAR MEDICAL STUDENTS

The Faculty of Medicine at the University of Midrand has a strong commitment to community-based education in the undergraduate curriculum. The principle of community based education includes the training of health professionals in the environment in which they are likely to practice one day so that they can develop skills and expertise relevant to that practice, as opposed to learning skills specific to tertiary hospitals.

For many years the concept of community has included only underprivileged, largely black, usually rural, clinic based communities. Developing skills and knowledge specific to this community is as irrelevant to many of our students as is tertiary hospital training. We are endeavouring now to make the community exposure of students more inclusive, to include urban, middle class, private practice communities and for this endeavour, we need the help of the private practitioners of our city.

What have we done in the past?

For the last two years we have attached groups of six to eight students to a General Practitioner who has arranged for them to see specific patients with specific medical conditions, and offered some teaching of the care of such a patient in private practice.

What are we hoping to do in the future?

As from next year we would like to reduce the number of students attached to each General Practitioner, allowing the students and doctor to arrange their visits and learning opportunities to suit them.

We are looking for General Practitioners who are willing to adopt one medical student for their third year of study. It will be possible to change after six months, allowing the students exposure to more diverse experiences.

During this time the doctor ...

- and the student will meet as frequently as suits both;
- will instruct the student in the care and examination of patients with cardiovascular, respiratory and abdominal problems in the practice;
- will impart to the student some of the personal and professional qualities necessary for an effective private practice.

What do we have to offer in exchange?

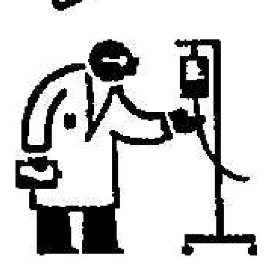
All doctors participating in this program will be appointed as extraordinary lecturers within the faculty. This means they will be entitled to:

* a certificate acknowledging activities on behalf of the university;
* four free visits to the faculty library during the year;
* discounted photocopies at the library;
* training in the use of Pubmed and access to free journal sites.

If you are interested in the programme, I would appreciate it if you could contact me.

Yours sincerely

RICHARD GIBBS
DEAN: POST-GRADUATE TRAINING



Q7	CIRCULAR LETTER (Edit)	Accuracy	-
25		Layout	25

1	Retrieve letter (NO change of letterhead)	✓
2	Font of letter in CN 12	✓
3	Contents heading: shaded, NOT bold (keep u/c)	✓✓
4	Remove strikethrough (tertiary)	✓
5	Underline the word <u>community</u>, par. 2	✓
6	Par. 3 runs on after par. 2 (check letter spacing after full stop)	✓
7	Transpose words in first par. heading	✓
8	First par. heading in sentence case (l/c), keep bold	✓
9	Insert a page break before second par. heading	✓
10	Numbering of page 2 centred, one open line after	✓
11	Cut, move par. (We are looking ...) and paste below next par. (As from ...)	✓✓
12	Remove italics of third par. heading	✓
13	Indent bulleted list 1 cm (0.4") from margin, keep default	✓✓
14	Correct spelling of <u>will</u>	✓
15	Remove paragraph frame, one open line before and after par. contents	✓
16	Insert bullets different to previous bullets, correct default	✓✓
17	Correct display of conclusion	✓✓
18	Cut, move picture and paste in footer	✓✓
19	Centre picture in footer (size not changed)	✓

DESEMBER 2003 - MOTORS IN DIE PRYSKLAS R75 000 - R102 000

PASSASIERSMOTORS					
Fabrikaat en model	**Enjin (sil/cm³)**	**Brandstof-indeks (liter per 100 km)**	**Prys (R)**	**Tenk-kapasiteit (liters)**	**Maksimum spoed (km/h)**
DAEWOO Matiz SE	3/796	9,69	75 460	35	138
FIAT Uno Mia 1100	4/1108	7,5	53 900	42	155
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* Data is geneem uit die verslag van die KAR se padtoets van November 2003

DESEMBER 2003 - MOTORS IN DIE PRYSKLAS R75 000 - R102 000

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* Data is geneem uit die verslag van die KAR se padtoets van November 2003

Vr1	TABEL	Akkuraatheid	22 (Maks 8f)
44		Uitleg	22

1	Bladsy oriëntasie (landskap)	✓
2	Lettertipe: Courier New 12	✓
3	Kantlyne links en regs, 2.54 cm	✓
4	Kantlyn bo, 4 cm	✓
5	Hoofopskrif in b/k, 16 pt	✓
6	Een oop lyn na opskrif (12 pt CN grootte – nie 16 pt)	✓
7	Alle kolomopskrifte gesentreer en in vetdruk	✓
8	Ry 1 se opskrif in b/k, ander opskrifte o/k	✓
9	Opskrifte se grootte: ry 1 en kolom 1 in 12 pt	✓
10	Ander opskrifte in 10 pt	✓
11	Ry 1 saamgevoeg (geen skadering)	✓
12	Gidsstippies in kolom 1, eindig ondermekaar teen lyn	✓✓
13	Inlynstelling: Kolom 4 – regs geblok	✓
14	Inlynstelling: Kolomme 5 en 6 gesentreer	✓
15	Kolom 1 van A tot Z gesorteer	✓✓
16	Buiteraam van tabel dik (dikker as res)	✓
17	Voetnotateken nie in *superscript*, een tab of 2 letterspasies (een oop lyn voor voetnota)	✓
18	Reëlafstande van tabel aanvaarbaar	✓
19	Kolomwydtes aanvaarbaar	✓
20	Transponeer syfers in laaste kolom	✓

GESAMENTLIKE TESTAMENT

Ons, die ondergetekendes,

JAN WILLEM HORN (490404 1633 08 5)

en

MARIA ANNA HORN (490606 4321 08 8) (gebore Swart)

getroud buite gemeenskap van goedere en tans woonagtig te Vlakstraat 12, Cullinan, maak hiermee ons testament soos volg:

1. Ons herroep hiermee enige vorige testamente, kodisille of ander testamentêre aktes deur ons voor datum hiervan gemaak, hetsy gesamentlik of afsonderlik.

2. Ons benoem as Eksekuteur en beredderaar van ons boedel FAST BANK BEPERK, met bevoegdheid om op te tree deur sy behoorlik aangewese beamptes, en ons vergun aan gemelde FAST BANK BEPERK alle sodanige magte as deur die Wet toegestaan word.

3. Ons bepaal dat die Meester van die Hooggeregshof sal afsien van die noodsaaklikheid dat sekuriteit deur die genoemde FAST BANK BEPERK of sy aangewese beamptes verskaf word.

4. Ons benoem en stel aan die langslewende as enigste en algehele erfgenaam van die boedel en nalatenskap van die eerssterwende.

5. Ons behou die reg voor om van tyd tot tyd en te alle tye sodanige wysigings soos ons mag goeddink tot hierdie testament te maak.

ALDUS GEDOEN EN GETEKEN te CULLINAN op die 6de dag van Mei 2004 in die teenwoordigheid van die ondergetekende getuies, wat in ons teenwoordigheid en in die teenwoordigheid van mekaar hierdie testament as getuies onderteken het.

AS GETUIES

1. ....

TESTATEUR

2. ....

TESTATRISE

Vr2	TESTAMENT (Redigeer)	Akkuraatheid	-
20		Uitleg	20

1	Verander font na Arial 12 pt	✓
2	Verander links justering na volle justering	✓
3	Kantlyn links op 3.75 cm (1.5")	✓
4	Hoofopskrif in 14 pt	✓
5	Verwyder vetdruk van hoofopskrif	✓
6	Sentreer inleidende gedeelte	✓
7	Bokas: Name van mev. Horn	✓
8	Bokas: slegs naam van dorp in slotpar. (NIE Cullinan in adrespar.)	✓
9	Skuif adresparagraaf na die regte plek (let op na l/sp)	✓✓
10	Lynspasiëring van testament korrek (kyk ook voor laaste par.)	✓
11	Spelling van die woord testament in par. 1	✓
12	Transponeer gesamentlik en afsonderlik	✓
13	BPK. voluit (punt uitgevee)	✓
14	Vind en vervang / met die (kyk ook by datum in slotpar.)	✓✓
15	Del. & en tik en in par. 4	✓
16	Vervang 05 met Mei (korrek gespel)	✓
17	Lynspasiëring in slotdeel (kyk ook justering van stippellyne)	✓✓

Bike
Posbus / P O Box 595
HOWARD PLACE
7450

Faks / Fax 012 531 7303

Verwysing / Reference: 6010

Datum / Date: 28 September 2004

Mnr J Smit
Posbus 13
DARLING
7345

Geagte Meneer

HERNUWING VAN *BIKE*

Baie dankie dat u vir die afgelope jaar 'n intekenaar was. U inskrywing verval aanstaande maand. As u die lees van hierdie tydskrif so baie geniet soos wat ons dit geniet om dit vir u saam te stel, is ons seker dat u nie sal versuim om weer in te teken nie. Ons is seker u wil nie een enkele eksemplaar misloop nie.

Uit die opsies wat hieronder aangedui word, kan u self kies hoeveel eksemplare u wil ontvang:

12 eksemplare	R143,00
24 eksemplare	R279,00
36 eksemplare	R401,00

Wanneer u die ingeslote vorm voltooi, moet u asseblief ook aandui watter metode van betaling u verkies. Om dit vir u makliker te maak, kan u kies om per tjek te betaal of per posorder, of per kredietkaart. U kan selfs kies om eers aan die einde van die termyn te betaal. Ons sal dan 'n rekening aan u stuur. U kan selfs kies dat ons u inskrywing outomaties aan die einde van die volgende termyn moet hernu, waarna u dan 'n kennisgewing van hernuwing, asook 'n rekening sal ontvang.

Faks die voltooide vorm aan ons of maak gebruik van die ingeslote koevert wat reeds geadresseer is. Posgeld is reeds betaal.

Onthou dat ons Waarborg van Uitgewers te alle tye geldig is. Dit beteken dat u enige tyd kan kanselleer en dat ons die

balans van u subskripsie dan aan u sal terugbetaal.

Skakel ons spesiale nommer **0860 10205** gedurende kantoorure, indien u enige verdere navrae wil rig.

Die uwe

STUART LOWE
BESTUURDER: VERSPREIDING

SL/ar

✂---

Oktober 2004

Ek wil inteken op .... eksemplare @ ....
Ek wil soos volg betaal:

Onderstreep u keuse van betaling

Tjek
Posorder
Kredietkaart (Nommer ....)
Betaling aan einde van termyn
Hernu outomaties aan einde van termyn

Handtekening ....

Vr3	SAKEBRIEF	Akkuraatheid	25 (Maks 9f)
36		Uitleg	11

1	Briefhoof herroep, kantlyne L & R korrek (ook by skeurstrokie)	✓
2	Datum en verwysing in CN12, een oop lyn na datum	✓
3	Inleidende deel: korrekte uitleg van ontvanger se adres, dorpnaam in b/k, r/a, inhoudsopskrif in b/k	✓
4	Reëlafstande van briefinhoud en inhoud van skeurstrokie	✓
5	Nuwe paragraaf ("Uit die ...")	✓
6	Tabelstoppe korrek - bedrae onder mekaar geblok	✓
7	Korrekte uitleg van die slot, r/a, naam in b/k en voorletters korrek	✓
8	Simbool van skêr korrek met gebroke lyn (nie vollyn) tot r/kantlyn, r/a voor en na, datum regs geblok	✓
9	Onderstreep sin en in italics	✓
10	Keep lys in van betaalmetodes, e/r, stippels tot teen regterkantlyn	✓
11	3 oop lyne voor handtekening	✓

VRAAG 4

TEORIE

ANTWOORDBLAD

AFDELING A [4 = 4 x **1**]

Vraagnr.	Antwoorde
1.	Onwaar
2.	Waar
3.	Waar
4.	Onwaar

AFDELING B [2 = 2 x **1**]

Vraagnr.	Antwoorde
1.	Besmette stiffie, stiffie vol virusse
2.	Rekenaarnetwerk

AFDELING C [12 = 6 x **2**]

Vraagnr.	Antwoorde
1.	b
2.	c
3.	d
4.	b
5.	a
6.	d

AFDELING D [12 = 6 x **2**]

Vraagnr.	Antwoorde
1.	D
2.	A
3.	B
4.	E
5.	G
6.	C

[30]

MAATSKAPLIKE DIENSTE - GAUTENG

NOTULE van die maandelikse vergadering van die Bestuurders van Maatskaplike Dienskantore gehou op Woensdag, 20 Oktober 2004 om 09:00 in die Raadsaal, Kingstraat 13, Parktown, Johannesburg.

TEENWOORDIG

Dr K Williams (Voorsitter)
Mnr S Pillay (Sekretaris)
Dr A Bolton
Mnr V Kumalo
Mev M Makaza
Mnr P Malan

	AKSIE
1. NOTULE	
Die notule van die vorige vergadering word gelees, goedgekeur en geteken.	
2. SIMPOSIUM	
Die voorsitter stel die vergadering in kennis van die simposium oor VIGS wat op 12 November 2004 in Pretoria gehou word. Bestuurders moet toesien dat ten minste twee verteenwoordigers van hul kantore die simposium bywoon. Dokumentasie en besprekingsvorms sal binne die volgende week aan elke kantoor gefaks word.	SP
3. EPILEPSIE	
Dr Bolton doen kortliks verslag oor die konferensie oor Epilepsie wat sy in Kaapstad bygewoon het. Sy stel voor dat Dienskantore beslis moet deelneem aan die beoogde internasionale Epilepsie-veldtog.	
4. UITBREIDING VAN DIENSTE	
Mnr Kumalo meen dat Maatskaplike Dienste nog baie meer dienste behoort te lewer. Die volgende voorbeelde is bespreek deur die lede en moet opgevolg word:	
4.1 Voedingsprogram van die organisasie MANDJIE	PM
4.1.1 Identifisering van vrywillige verskaffers	
4.1.2 Identifisering van vrywillige werkers	
4.1.3 Sentrale verspreidingspunte in elke streek	

2 ± } 10

AKSIE

MM

4.2 Projekte vir fondsinsameling

4.2.1 Soek samewerking van ander organisasies
4.2.2 Soek borge in alle streke.

5. VOLGENDE VERGADERING

Die volgende vergadering word op 24 November 2004 in Pretoria gehou.

6. AFSLUITING

Die vergadering verdaag om 12:00.

VOORSITTER

11 r/a, links

SEKRETARIS

± 10 cm

DATUM ....

Vr5	NOTULE	Akkuraatheid	24 (Maks 8f)
35		Uitleg	11

1	Standaard kantlyne, font CN12	✓
2	Name links gejusteer (onder mekaar), korrekte volgorde	✓
3	Reëlafstande van notule (kyk ook par. 4), slot uitgesluit	✓
4	Hooflynnumering korrek (kyk ook na spasies na nommers)	✓
5	Inlynstelling van paragrawe, ook in Aksiekolom en in par. 4	✓
6	Hoofopskrifte almal in b/k, ook AKSIE	✓
7	Aksiekolom regs (aanvaarbare wydte)	✓
8	Invoeg van lyn by AKSIEkolom (stop voor par. 5)	✓
9	Twee opskrifte in kursief/italics (4.1 & 4.2) (Aanvaar nommers in ital. of gewoon)	✓
10	Korrekte numering van p. 2	✓
11	Uitleg van slot: alles links, lynspasies, stippels slegs by datum	✓

VERSLAG VAN DIREKTEURE

Die Direksie bied hiermee hul jaarlikse verslag wat deel vorm van die geouditeerde finansiële state van die maatskappy vir die jaar geëindig op 31 Desember 2003.

1. AARD VAN DIE BEDRYF

Die maatskappy besit mineraalregte in die Klerksdorp distrik, Noord-Wes. Mynbedrywighede het vir 'n paar jaar tot stilstand gekom as gevolg van kontant uitgawes wat baie hoog was en min verhaalbare kostes.

Na 'n suksesvolle ondersoek in 2001 na die vatbaarheid van Aflease Beperk in die area, het die maatskappy mynbedrywighede hervat. Die metallurgiese toetse en navorsing is deur Anglo American se laboratoriums gedoen. Gedurende die eerste kwartaal van 2002 is kommersiële produksievlakke weer bereik.

2. EKONOMIESE RESULTATE

Die inkomstestaat van die maatskappy is op die volgende bladsy uiteengesit. Geen afsonderlike segmentale verslag word aangebied nie, omdat dit 'n een-produk myn is wat produseer en handeldryf in Suid-Afrika. Alle aktiwiteite en ontginning word in Suid-Afrika onderneem.

3. KAPITAAL UITGAWES

Die totale kapitaal uitgawes het R26,6 miljoen beloop en is hoofsaaklik op myntoerusting bestee.

4. AANDELE

Die maatskappy het 19 300 168 gewone aandele gedurende die jaar teen 'n gemiddelde prys van R1,52 per aandeel aan uitgesoekte beleggers uitgereik.

5. DIVIDENDE

Geen dividende met betrekking tot gewone aandele is gedurende die finansiële jaar verklaar nie.

6. OUDITEURE

Crops & Crops Ing. is in terme van Artikel 270(2) van die Maatskappywet heraangestel as die ouditeure.

INKOMSTESTAAT

vir die jaar geëindig 31 Desember 2003

	Aantekeninge	2003 R	2002 R
Inkomste	1.2	90 474 749	63 173 072
Min bedryfsuitgawes		34 193 726	21 044 123
Bruto wins		5 681 023	42 128 949
Min ander netto uitgawes		863 858	2 073 449
Bedryfswins	2	55 417 165	40 055 500
Min netto uitgawes	3	3 320 783	2 372 662
Wins voor belasting		16 057 405	14 665 270
Belasting	4	-	-
Netto wins vir die jaar		16 057 405	14 665 270

Oop lyn metode in Word

INKOMSTESTAAT

vir die jaar geëindig 31 Desember 2003

	Aantekeninge	2003	2002
		R	R
Inkomste	1.2	90 474 749	63 173 072
Min bedryfsuitgawes		34 193 726	21 044 123
Bruto wins		5 681 023	42 128 949
Min ander netto uitgawes		863 858	2 073 449
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Min netto uitgawes	3	3 320 783	2 372 662
Wins voor belasting		16 057 405	14 665 270
Belasting	4	-	-
Netto wins vir die jaar		16 057 405	14 665 270

INKOMSTESTAAT

vir die jaar geëindig 31 Desember 2003

	Aantekeninge	2003	2002
		R	R
Inkomste	1.2	90 474 749	63 173 072
Min bedryfsuitgawes		34 193 726	21 044 123
Bruto wins		5 681 023	42 128 949
Min ander netto uitgawes		863 858	2 073 449
Bedryfswins	2	55 417 165	40 055 500
Netto uitgawes	3	3 320 783	2 372 662
Wins voor belasting		16 057 405	14 665 270
Belasting	4	-	-
Netto wins vir die jaar		16 057 405	14 665 270

Vr6	VERSLAG	Akkuraatheid	35 (Maks 12f)
50	(met Finansiële Staat)	Uitleg	15

1	Standaard kantlyne en font (CN 12) van verslag en staat	✓
2	Links justering van Verslag (par. teen kantlyn, onder nommers)	✓
3	Hoofopskrifte (van Verslag EN Inkomstestaat) in b/k	✓
4	Loop aan in par. 1	✓
5	Nuwe par. (*Na 'n suksesvolle ...)*	✓
6	Paragraafopskrifte van Verslag almal in b/k	✓
7	Reëlafstande van Verslag alleen (uitleg van paragrafering, d/r en e/r)	✓
8	Tweede lyn van Staat (p. 2) in o/k, een oop lyn voor en daarna	✓
9	*Aantekeninge* in 9 pt, o/k (slegs die opskrif)	✓
10	Aantekeninge-kolom gesentreer	✓
11	Regsblok van ander syferkolomme	✓
12	5 lyne in vetdruk/bold	✓
13	Transponeer syfers	✓
14	Vollyne, laaste lyn dubbel	✓
15	Reëlafstande van Staat aanvaarbaar en konsekwent	✓

Fakulteit van Geneeskunde
Universiteit van Midrand
Gemeenskapsgebaseerde Onderrig
Posbus 1290
MIDRAND
0090

Tel. 011 991 7981
Faks 011 991 7982

E-Pos: medic@univ.za

Fakulteit van Geneeskunde

28 Augustus 2004

Geagte Kollega

BYSTAND MET OPLEIDING VAN DERDEJAAR MEDIESE STUDENTE

Die Fakulteit van Geneeskunde by die Universiteit van Midrand het 'n sterk verpligting ten opsigte van gemeenskapsgebaseerde onderrig in die voorgraadse kurrikulum. Die beginsel van gemeenskapsgebaseerde onderrig sluit die opleiding in van deskundiges in gesondheid in 'n omgewing waar hulle heel waarskynlik eendag sal praktiseer. Hulle behoort daar vaardighede te ontwikkel wat verwant is aan die praktyk in plaas van vaardighede wat slegs in tersiêre hospitale toegepas word.

Vir baie jare het die konsep gemeenskap alleenlik minderbevoorregte, meestal swart, plattelandse, kliniek gebaseerde gemeenskappe ingesluit. Die ontwikkeling van vaardighede en kennis spesifiek tot hierdie gemeenskap is net so irrelevant vir baie van ons studente as slegs tersiêre hospitaalopleiding. Ons probeer nou om gemeenskap blootstelling vir studente meer omvattend te maak, deur middelklas, privaat praktyke in die gemeenskappe in te sluit en vir hierdie doel benodig ons die hulp van privaat praktisyns in ons omgewing.

Wat het ons in die verlede gedoen?

Vir die laaste twee jaar het ons groepe van ses tot agt studente toegewys aan 'n Algemene Praktisyn om spesifieke pasiënte met spesifieke mediese toestande te sien en daarna is onderrig verskaf in die sorg van so 'n pasiënt in die privaat praktyk.

Wat hoop ons om in die toekoms te doen?

Vanaf volgende jaar wil ons die getal studente wat toegewys word aan elke Algemene Praktisyn, verminder. Dit sal die student en die Algemene Praktisyn geleentheid gee om die besoeke en leergeleenthede volgens keuse te reël.

Ons is op soek na Algemene Praktisyns wat bereid is om een mediese student aan te neem in sy derde studiejaar. Dit sal moontlik wees om na ses maande ter verander, wat studente sal blootstel aan meer diverse ondervinding.

Gedurende hierdie tyd sal die dokter ...

- en die student gereeld ontmoet soos wat dit beide pas;
- die student leer hoe om pasiënte met kardiovaskulêre, asemhalings- en buikprobleme te ondersoek en te ondersteun;
- aan die student verduidelik watter persoonlike en professionele kwaliteite nodig is in die privaat praktyk.

Wat bied ons in ruil aan?

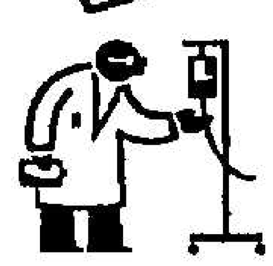
Alle dokters wat aan die program gaan deelneem, sal aangewys word as buitengewone lektore in die fakulteit. Dit beteken dat hulle geregtig sal wees op die volgende:

- 'n sertifikaat ter erkenning van aktiwiteite namens die Universiteit;
- vier gratis besoeke aan die fakulteit se biblioteek gedurende die jaar;
- afslag op kopieerwerk by die biblioteek;
- opleiding in gebruik van Pubmed en toegang tot gratis webbladsye.

Indien u belangstel in die program, sal ek dit waardeer as u my kan skakel.

Die uwe

RICHARD GIBBS
DEKAAN: VOORGRAADSE OPLEIDING



Vr7	OMSENDBRIEF (Redigeer)	Akkuraatheid	-
25		Uitleg	25

1	Herroep brief (NIE briefhoof verander)	✓
2	Font/lettertipe van brief in CN 12	✓
3	Inhoudsopskrif: beskadu, NIE bold (behou b/k)	✓✓
4	Verwyder deurstreping *(strikethrough)* (tersiêre)	✓
5	Onderstreep die woord <u>gemeenskap</u>, par. 2	✓
6	Par. 3 loop aan na par 2. (let op na letterspasies na punt)	✓
7	Transponeer woorde in eerste par. opskrif	✓
8	Eerste par. se opskrif in sinkas (o/k), behou vetdruk (bold)	✓
9	Voeg bladsybreek in voor tweede par. opskrif	✓
10	Numering van p. 2 gesentreer, een oop lyn daarna	✓
11	Skuif par. (Ons is op soek ...) tot na tweede par. (Vanaf volgende ...)	✓✓
12	Verwyder kursief (italics) van derde par. se opskrif	✓
13	Keep kolpuntlys 1 cm (0.4") vanaf kantlyn in, behou verstekwaardes	✓✓
14	Korrekte spelling van die woordjie <u>die</u>	✓
15	Verwyder raam om par., een oop lyn voor en een na paragraafinhoud	✓
16	Voeg kolpunte in wat anders lyk as voriges, behou verstekwaardes	✓✓
17	Vertoon slot korrek	✓✓
18	Knip , skuif en plak prentjie in voetskrif-deel *(footer)*	✓✓
19	Sentreer prentjie in *footer* (grootte nie onveranderd)	✓