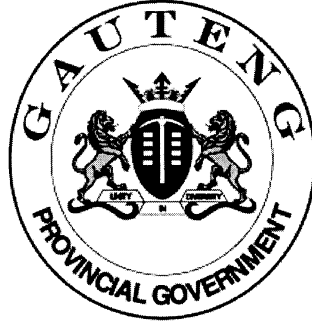


**SENIOR CERTIFICATE
EXAMINATION
SENIORSERTIFIKAAT-EKSAMEN**



**FEBRUARY / FEBRUARIE
MARCH / MAART**

2005

COMPUTYPING

REKENAARTIK

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



942-2/1

**6 pages
6 bladsye**

COMPUTYPING SG: Paper 1



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GAUTENGSE DEPARTEMENT VAN ONDERWYS

SENIORSERTIFIKAAT-EKSAMEN

REKENAARTIK SG
(Eerste Vraestel: Spoed)

TYD: 10 minute

PUNTE: 60

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

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.

Jy weet die son beskadig jou vel, maar met die wenke vir oorlewing kan jy lank genoeg uit jou grot kom om dit te geniet. Ons kan letterlik nie sonder die son leef nie, maar soos ons meer bewus raak van die ingrypende en potensieel gevaarlike gevolge daarvan, word dit al moeiliker om veilig met die son saam te leef. Die sonslimmes onder ons bedek ons wanneer die eerste strale uitkom, want ons weet dat te veel van die verkeerde soort sonblootstelling skade aan die vel en gesondheid aanrig. En tog, met 'n bietjie sorg en oorleg, kan ons steeds die son geniet.

Van al die omgewingsfaktore wat 'n mens se vel beskadig, is sonblootstelling die een wat jy betreklik maklik kan beheer. Met dissipline om jou vel se sonblootstelling te beperk tot die minder skerp en skadelike strale van die dag, verminder jy die kanse op beskadiging drasties. Onthou om dwarsdeur die jaar jou tyd in die son te beperk, want die skadelike UV-strale kan deur wolke dring. Selfs sneeu weerkaats UV-strale ^[20 wpm] en kan kwaai sonbrand veroorsaak.

Dis goed om sonsorg toe te pas wanneer jy opsetlik in die son kom. Daar is kere waar jy in die spitsverkeer sit met 'n kaal arm by die venster uit, of jy werk in die tuin of doen inkopies. Baie maklike ^[25 wpm] kop-tot-toon-wenke is om dig geweepte klere te dra wat minder en kleiner openinge tussen die drade het. Dra donker kleure, want hulle absorbeer

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).

You know the sun damages your skin, but follow these survival tips and you can still come out of your cave long enough to enjoy it. We literally can't live without the sun, but increased awareness of its powerful and potentially dangerous effects has meant that living safely side by side with it is increasingly difficult. An understanding of the damage that too much of the wrong type of sun exposure can cause to our skin and our health has meant that the sun-sensible among us cover up at the first glimpse of rays. Yet, with a little care and consideration, we can still enjoy the sun.

Of all the environmental factors that damage our skin, sun exposure is the one we can control relatively easily. By demonstrating a little discipline and limiting exposure of the skin to less intense and harmful rays of the day, we dramatically reduce the risk of causing damage. Remember to limit time in the sun all year round, harmful UV rays can penetrate clouds. Even snow reflects UV [20 wpm] rays and can cause severe sunburn.

It is well and good taking care when we intentionally expose our skin to the sun. There are occasions when sitting in traffic with a bare arm out of the window, working in the garden or even shopping. Very simple [25 wpm] top-to-toe basics include wearing tightly-woven fabrics that have fewer or

VRAAG 1 (vervolg)

strale beter as ligter kleure. Dra 'n wyerandhoed of 'n pet met 'n flap in die nek, en dra elke dag 'n sonbril [30 wpm] wat strale uitsny.

Volgens Amerikaanse navorsing het mense wat buite werk 'n groter kans om velkanker te kry as die wat binne werk, want hulle het tot agt keer meer blootstelling. Dis belangrik om tydens werksure bedek te wees en werk, waar [35 wpm] moontlik, in die skaduwee. Selfs as jy binne is, moet jy bewus wees van sonblootstelling deur die vensters.

Mense wat naby die ewenaar, op hoogtes of in plekke met baie sonnige dae woon, loop 'n groter risiko op sonblootstelling, sonbrand en velkanker. [40 wpm] Onthou, die osoonlaag wat dunner word, verhoog almal se blootstelling.

Erflike faktore speel 'n groot rol in die uitwerking wat sonblootstelling op jou vel het. Mense met 'n familiegeskiedenis van velkanker het 'n groter kans om dit te [45 wpm] kry. Jou eie voorkoms maak ook 'n verskil. Mense met ligte velle en diegene met rooi of blonde hare wat maklik sproete kry, loop 'n groter risiko. Kyk hoe die jare jou ma behandel het. As sy tekens van sonskade toon, moet jy meer moeite doen [50 wpm] om jouself teen die son te beskerm.

As jy as kind in die son geboer het sonder om twee keer aan beskerming te dink, is dit nie te laat om nou te begin nie. Dis blootstelling oor 'n leeftyd wat saak maak. Maar dit beteken nie jy hoef jou kinders [55 wpm] ook so onbeskermd te laat speel nie. Hoewel velkanker gewoonlik by volwassenes

QUESTION 1 (continued)

smaller holes between the threads; wearing darker colours because they absorb rays better than lighter ones; wearing a wide-brimmed hat or cap with a flap at the back, [30 wpm] and wearing sunglasses every day.

According to studies in America, people who work outdoors have more chance of developing skin cancer than those who work indoors because, over a lifetime, they receive up to eight times more exposure. It is important [35 wpm] to make sure you are covered up during working hours and work in the shade where possible. Even when indoors, take care of sun exposure through windows.

People who live or work close to the equator, at altitude or in locations with many sunny [40 wpm] days have a higher risk of sun exposure, sunburn and skin cancer. Remember, the thinning of the ozone layer increases exposure for everybody.

Your genetic inheritance plays a large role in determining the impact of sun exposure on your skin. People [45 wpm] with a family history of skin cancer have a greater risk of developing it themselves. Also, your own characteristics make a difference. People with fair skin and those with red or blonde hair who freckle easily are at greater risk. Take a [50 wpm] look at your mother to see how she has weathered the elements. If she is showing signs of ageing, you must be more careful about protecting yourself.

If you ran wild as a child without so much as a thought of sun protection, don't think it is too [55 wpm] late to start

VRAAG 1 (vervolg)

voorkom, kan die ontwikkeling daarvan vermy word. Die ontwikkeling daarvan kan gekoppel word aan sonblootstelling as 'n kind. Sekere kenmerke van 'n jong vel is dat [60 wpm] dit dunner is, moeiliker verbruin en makliker brand.

Dis nie lekker om die son uit te hou met langmouklere nie. Wie wil van kop tot tone aangetrek in die skaduwee sit as jy in 'n bikini op 'n sondeurdrenkte strand kan speel. Beskermingsmiddels [65 wpm] word gelukkig al doeltreffender met die blokkering van die meeste van die son se skadelike strale, maar nie een gee totale, gewaarborgde beskerming nie. As jy die son wil geniet, moet jy gereeld weer room of olie aanwend - as jy swem, is dit elke [70 wpm] twee uur of selfs meer gereeld.

Kies die regte sonbeskermingsfaktor. Dit dui aan hoe goed die produk die strale wat sonbrand veroorsaak, blokkeer. Om die verouderende effek van die son se strale teen te werk, moet jy ook 'n goeie room of jel gebruik [75 wpm] vir nasonsorg.

Die beste is nog om glad nie in die son te bak nie en 'n sonbruin kleur na te maak. Die vele kits sonbruinmiddels wat beskikbaar is, gee jou vel 'n baie mooi gloed en jy sal dadelik lyk asof jy vir weke op 'n eilandvakansie was. [80 wpm]

EINDE

[60]

QUESTION 1 (continued)

protecting yourself. It is exposure over a lifetime that counts. Even so, you must do as much as possible now to protect your children. Certain characteristics of young skin make it particularly vulnerable. It is thinner, less [60 wpm] able to tan and more likely to burn.

Of course it is covering up that is the most miserable part of sun protection. Who wants to sit bandaged from head to toe in the shade of a tree when they could be in a bikini on a sun-kissed beach. Sunscreens [65 wpm] are getting better at blocking out more of the sun's harmful rays but no lotion gives complete, guaranteed protection. If you want to enjoy the sun, re-apply sunscreen regularly - that is every two hours or more if you've been swimming. [70 wpm]

Choose the right sun protection factor. The rating tells you how well the product blocks rays that cause sunburn. To reduce the ageing effects of the sun's rays, use properly formulated after-sun lotion, gel or cream. Check before buying and [75 wpm] applying. If your skin looks tanned, you still need protection.

Best of all, forego a natural tan and fake it with one of the many self-tanning products available. They give your skin a great glow and you will almost instantly look as though you have had a holiday. [80 wpm]

[60]

END