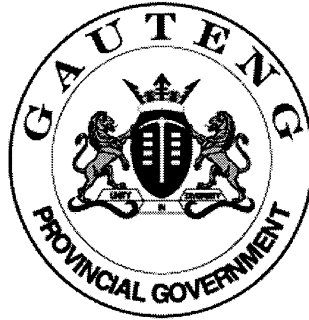


**SENIOR CERTIFICATE  
EXAMINATION  
*SENIORSERTIFIKAAT-EKSAMEN***



**OCTOBER / NOVEMBER  
*OKTOBER / NOVEMBER***

**2005**

**COMPUTYPING  
*REKENAARTIK***

**First Paper / *Eerste Vraestel*  
Speed / *Spoed***

**SG**

**942-2/1**

COMPUTYPING/REKENAARTIK SG : P1/V1

**6 pages  
*6 bladsye***



942 2 1

SG



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 reëlaafstand op 1.5 (1½).
6. U mag die outomatiese koppelteken-funksie (*automatic hyphenation*) gebruik. Stel die regterkantlynsonne 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.

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.

## INSTRUKSIES AAN DIE TOESIGHOUERS

### LEES DIE ONDERSTAANDE INSTRUKSIES SORGVULDIG DEUR.

1. U word verwys na die omsendbriewe wat die spesifieke instruksies vir die Rekenaartikeksamen 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 tien 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 ten minute timing.

## VRAAG 1

## TYDNOUKEURIGHEIDSTOETS

Tik die onderstaande stuk 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.

Mense wat gelukkig is om te kan werk, bring die meeste ure van die dag by hul werkplek deur. Die ideaal is dat mens altyd 'n gesonde leefstyl sal handhaaf, of jy nou by die werk is en of jy tuis ontspan. Jou leefstyl by die huis het 'n groot invloed op jou aktiwiteite by die werk. As jy te min slaap, verswak jou konsentrasie en maak jy meer foute. As jy nie voedsame kos eet nie, word jy siek en funksioneer jou brein nie optimaal nie. Verder gee oefening en fiksheid jou die energie om die baie eise van die werk te hanteer.

Daar is verskeie faktore by die werk wat spanning op jou spiere plaas. Selfs al sit jy net die hele dag voor 'n lessenaar en konsentreer op jou werk, sal jy voel dat sekere van jou spiere gespanne raak. Dit is raadsaam om deur die loop van 'n werksdag sekere oefeninge te doen. Sit met jou rug regop en laat sak jou ken vorentoe en ondertoe. Trek jou asem stadig in terwyl jy jou ken na sy gewone posisie lig. Blaas jou asem weer stadig uit terwyl (20 wpm) jy jou ken laat terugsak. Herhaal hierdie oefening vyf keer. Strek so nou en dan ook jou arms bokant jou kop terwyl jy jou maag intrek. Etenstyd kan ook 'n tyd wees om fiks te word. Kyk of daar nie lekker stapplek by jou werkplek is nie en (25 wpm) gaan stap flink tydens etenstye. Klim trappe eerder as om die hysbak te gebruik en dwing jouself om nie uitsonderings te maak nie. Gebruik ook jou teetyd om 'n vinnige, stywe stappie met die gang af te neem.

As dit jou begeerte is om optimaal (30 wpm) produktief te wees by jou werk, moet jy voedsel eet wat baie vesel en min vet bevat.

## 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).

People who are fortunate to have a job spend most of their waking hours at work. Whether you are at home or at work, ideally you should always follow a healthy lifestyle. Your lifestyle at home has a huge influence on your performance at work. If you do not eat nutritious food, you become ill and your brain does not function optimally. Exercise and fitness give you energy to cope with the demands of work life.

A number of factors at the workplace cause tension in your muscles. Just sitting in front of a desk and concentrating on your work may cause some of your muscles to tense. Do some relaxation exercises right in front of your desk during the day. Sit with your back straight up and let your chin drop forward and down. Breathe in slowly while lifting your chin to its usual position. Breathe out slowly while your chin drops back down. Repeat this exercise five times. Also stretch your arms now and then over your head while holding in your stomach. You can even <sup>(20 wpm)</sup> shape up during lunchtime. See if there is a suitable route to walk around during lunchtime and maintain a brisk pace. Take the stairs instead of the lift and force yourself not to make any exceptions. Use your tea break to take a quick, brisk <sup>(25 wpm)</sup> walk down the hall.

If you desire optimal productivity and energy levels at work, you should eat foods high in fibre and low in fat. Fibre and water encourage the rapid removal of wastes and toxins from the body. Too much fat in the diet affects <sup>(30 wpm)</sup> mental

**VRAAG 1 (vervolg)**

Vesel en water is noodsaaklik om afvalstowwe en gifstowwe uit die liggaam te verwyder. Te veel vet in die dieet benadeel die breinselle. Dit vorm 'n lagie rondom <sup>(35 wpm)</sup> die bloedselle wat weer 'n negatiewe uitwerking op die sirkulasie en die ontvangs van suurstof en voedingstowwe het.

Dit is vir enige werker voordelig om goeie werkverhoudings met sy kollegas op te bou. Jy behoort almal met respek te behandel sodat <sup>(40 wpm)</sup> hulle op hul beurt jou kan respekteer. Leer ook die basiese beginsels van konflikhantering aan. Vermy haastige konfrontasies en leer om aandagtig te luister wanneer iemand met jou praat. Harmonie in die werkplek bevorder beslis produktiwiteit <sup>(45 wpm)</sup> en verminder stres. As jy jou kollegas beter leer ken, sal jy beter verstaan waarom hulle op 'n sekere manier optree.

Stres by die werkplek is een van die grootste sondebokke wat mense se gesondheid kan knou. Oormatige tydsdruk, onmoontlike <sup>(50 wpm)</sup> eise wat aan mense gestel word, lang werksure en te veel of te moeilike werk, verhoog die stresvlakke. 'n Sekere hoeveelheid stres is egter nodig om ons werk doeltreffend te verrig, maar wanneer dit te erg word, kan mens nie optimaal funksioneer nie. <sup>(55 wpm)</sup> Die beste manier om hierdie stres te hanteer, is om gesonde kos te eet en fiks te word, want oefening verlig stres, verbeter gesondheid en verhoog produktiwiteit. Om kreatief te raak, is ook 'n uitstekende manier om van stres ontslae te raak. <sup>(60 wpm)</sup> Gebruik jou vrye tyd om iets te doen wat glad nie met jou gewone werksdag verband hou nie. Benut jou vakansietye. Probeer om weg te kom van die huis af. As daar probleme by jou werk is, beskou dit in perspektief. Kry 'n geheelbeeld daarvan <sup>(65 wpm)</sup> en onderskei tussen werklike kwessies en klein irritasies. Moet nooit probleme laat in die nag



**QUESTION 1 (continued)**

functioning. It forms a film around blood cells, interfering with circulation and the reception of oxygen and nutrients.

It is to the advantage of any worker to have good office relationships with his fellow workers. Treat everyone <sup>(35 wpm)</sup> with respect so that they in return can show respect to you. Get to know the basics of conflict resolution. Avoid hasty confrontations and listen attentively while someone else is speaking. Harmony in the workplace does wonders for reducing stress <sup>(40 wpm)</sup> and increasing productivity. If you get to know your colleagues as people, you will understand better why they do the things they do.

Stress in the workplace is probably one of the biggest health hazards of our working lives. Excessive time <sup>(45 wpm)</sup> pressures, inescapable demands imposed by other people, long working hours and too much or too difficult work, increase stress levels. A certain amount of stress is necessary to get things done but when stress gets out of hand, our ability to function <sup>(50 wpm)</sup> optimally is affected. The best way to cope with this stress is to eat healthy food and to get in shape because exercise improves health and increases productivity. To get creative is also an excellent way of coping with stress. Use your <sup>(55 wpm)</sup> spare time to do something unrelated to your usual workday. Go away on holiday. Learn the value of a vacation away from home. Keep your work related problems in perspective. See the whole picture and distinguish between real issues and minor <sup>(60 wpm)</sup> irritations. Never discuss problems or focus on them late at night, they simply grow larger as the night progresses.

**VRAAG 1 (vervolg)**

bespreek of daarop fokus nie, dit word net groter soos die nag vorder.

Dit is baie belangrik om jou tyd en jou take by die werk behoorlik te beplan en <sup>(70 wpm)</sup> te bestuur. As jy nalaat om te beplan, gaan jy beslis nie suksesvol wees nie en gaan dit onnodige stres veroorsaak. Maak 'n lys van die take, fokus op een taak op 'n keer en merk af sodra 'n taak afgehandel is. Dit werk terapeuties om op die lysie <sup>(75 wpm)</sup> te kan afmerk wat reeds afgehandel is. Dit gee 'n gevoel van bevrediging en verhoog dan weer produktiwiteit. Die wyse waarop jy jou werk doen, kan ook 'n rol speel in jou gesondheid. Jou werkverrigting hou verband met jou stoel waarop jy sit, <sup>(80 wpm)</sup> jou posisie voor die rekenaar, die hoogte van jou sleutelbord, beligting, voggehalte in die kantoor en selfs die temperatuur.

**QUESTION 1 (continued)**

It is very important to manage your time and tasks at work. If you fail to plan, you will certainly not be successful and this <sup>(65 wpm)</sup> brings about more stress. Write down what needs to be done on a day, focus on one task at a time and tick off the item on your list once it is done. It becomes a therapy to tick off what has already been done. It also gives you a sense of <sup>(70 wpm)</sup> achievement and thus increases productivity. The way in which you perform your job may have an influence on your health and well-being. The design of your chair and how you sit on it, your position in front of the computer, the height of your keyboard, <sup>(75 wpm)</sup> lighting, humidity in the office and even the temperature could influence your work performance. Backache, carpal tunnel syndrome, neck pain, eye problems and headaches are all health problems that may be caused by ergonomic factors. Find out <sup>(80 wpm)</sup> what the correct position and equipment is to do your job efficiently.