

QUESTION 1

AGREEMENT

✓ ① CN 12 ft, 3.75 cm (1.5")
 ✓ ② w/c
 ✓ ③ centred
 ✓ ④ d/s

SERVICE AGREEMENT

†

BETWEEN

†

GEOFF SANGWENI

(hereinafter referred to as the CONSULTANT)

†

AND

†

PETER KAPLAN

(Director of LAB)

†

✓ ⑤
 1. # SERVICES TO BE PROVIDED BY THE CONSULTANT

1.1 The CONSULTANT will provide the services, described in the Schedule, to LAB, on or before the dates specified in the Schedule.

1.2 The services will be provided by the CONSULTANT personally, unless otherwise stated in the Schedule.

✓ ⑥
 2. # DURATION

2.1 The agreement will commence and terminate on the dates set out in the Schedule. The parties may consent to extending the agreement for a further period, provided:

2.1.1 they do so in writing signed by the parties;

2.1.2 the notice indicates the period by which the contract has been extended.

3. ACCOUNTABILITY

The CONSULTANT is accountable to the LAB project manager and/or team co-ordinator named in the Schedule, to ensure that the services are performed in accordance with the specifications contained in the Schedule.

4. GENERAL

4.1 The CONSULTANT will be paid the hourly rate specified in the Schedule.

4.2 Any written material prepared by the CONSULTANT is available in LAB.

✓(8)

✓(7) Centre
‡

✓(9)

4.3 LAB is obligated to deduct the appropriate income tax of 25% from claims where applicable.

5. NATURE OF THE AGREEMENT

5.1 This agreement constitutes a contract for services and accordingly the CONSULTANT is not entitled to any of the benefits associated with employment.

5.2 This document contains the entire agreement between the parties, relating to the subject matter thereof.

5.3 Neither party relies in entering into this agreement upon any warranties, representations, disclosures or expressions of opinion, which have not been incorporated into this agreement as warranties of undertakings.

Signed at on this the day of 2004 in the presence of the undersigned witnesses.

‡
AS WITNESSES

✓(10)

‡

✓(11)

1.

.....
GEOFF SANGWENI
CONSULTANT ✓(12) u/c

2.

.....
PETER KAPLAN
DIRECTOR OF LAB

QUESTION 1	AGREEMENT	ACCURACY	28
MARKS 40		DISPLAY	12

Accuracy -3 per error

(Mark with O)

Display marks allocated as follows:

(Correct ✓: Faulty X)

1.	Margin left 3.75 cm (1.5") and Courier New 12 pt.	✓
2.	Introduction par: Some words in u/c as well as PRETORIA (2x).	✓
3.	" Centre.	✓
4.	" d/s	✓
5.	Correct numbering and spaces after par. no.	✓
6.	Line spacing.	✓
7.	Page no. 2: no. centred and one open line after no.	✓
8.	LAB (6x) in bold caps throughout.	✓
9.	Full justification.	✓
10.	Conclusion: line spacing	✓
11.	" leader dots (start/finish)	✓
12.	" caps	✓
TOTAL		12

QUESTION 2**THEORY**

QUESTION 2.1	NO.	ANSWER
	2.1.1	b
	2.1.2	d
	2.1.3	a
	2.1.4	b
	2.1.5	d

(5 x 2 = 10)

QUESTION 2.2	NO.	ANSWER
	2.2.1	FALSE
	2.2.2	FALSE
	2.2.3	TRUE
	2.2.4	FALSE

(4)

QUESTION 2.3	NO.	ANSWER
	2.3.1	American Standard Code for Information Interchange
	2.3.2	Hardware
	2.3.3	Hypertext transfer protocol
	2.3.4	1.27 cm (0.5")
	2.3.5	Pastel/Accpac/Quick Books

(5 x 2 = 10)

QUESTION 2.4	NO.	ANSWER
	2.4.1	©
	2.4.2	↑ (any kind)
	2.4.3	¶

(3 x 2 = 6)

[30]

942-2/2W (9)

TABLE

QUESTION 3

EMPLOYMENT IN THE FORMAL NON-AGRICULTURAL SECTOR ^{√(4) 14 pt, w/c, left}

1989 to 1999 ^{√(6) 12 pt, s/c, #}

^{√(3) frame}

Sectors	Number of workers (thousands)		1999	%	Bank credit lending
	1989	1999			
Mining	796	433	-45,6	1,0	
Manufacturing	1 594	1 303	-18,3	6,5	
Construction	416	233	-43,9	1,3	
Electricity	52	42	-18,9	0,5	
Commerce, catering and accommodation	805	881	+9,5	3,7	
Transport, storage and communication	91	60	-34,3	1,5	
Financial agencies and insurance	179	204	+13,5	25,5	
Laundries and dry-cleaning and other services	13	10	-21,4	9,4	
Other†	-	-	-	12,8	
Individuals	-	-	-	35,8	
Total	3 949	3 169	-19,8	100,0	

MFC-276 ⁽⁶⁾

^{√(15) #}

^{√(14) +} Includes Agriculture

^{1° or 2° or TAB}

^{√(1) P4L}

^{√(2) M}

Number of workers (thousands)

^{√(6) Carbe} ^{√(7) merged}

^{√(9) R-align}

^{√(8)}

^{√(11)}

^{√(13)}

^{√(17) B + shading}

^{√(14)}

⁽⁶⁾

QUEST.	3	TABULATION	Accuracy	20
MARKS	40		Display	20

Accuracy; -3 per error (Mark with O)
 Display marks allocated as follows: (Correct ✓; Faulty ✗)

1.	A4 landscape.	✓
2.	Margins.	✓
3.	Thick frame.	✓
4.	Heading 1 – 14 pt caps, left.	✓
5.	Heading 2 – 12 pt l/c, left, open line before,	✓
6.	Large column heading (Number of workers) centred, merged.	✓✓
7.	Column headings bold sentence case.	✓
8.	Double line after column headings.	✓
9.	Right align columns 2-5 (including headings).	✓✓
10.	Column widths.	✓✓
11.	Leader dots.	✓✓
12.	Total row bold, shaded	✓
13.	Superscript in text.	✓
14.	Footnote.	✓
15.	Line spacing before/after table.	✓
16.	Line spacing within table – fits on one page.	✓
TOTAL		20

✓ ① 2.54 cm (1") CN 12 pt.

✓ SA JUNIOR SPORT
 ✓ ② † u/c

Minutes of a meeting that was held at the Garden Court Hotel in Sandton, on 18 October 2004 at 18:00.

✓ ③ †
 1. † OPENING

✓ Mr Brian Lara conducted the opening.

✓ ④ u/c + bold
 2. WELCOME

✓ The Chairperson, Mr Basie Venter, welcomed all the delegates.

✓ ⑤
 3. ATTENDANCE REGISTER

Basie Venter (Chairperson), Brian Lara (Secretary), Sandra Lee (Treasurer), Bismarck Mosque, Naas Botha, David Beckham, Nkondo Balfour and Zola Budd.

4. RATIFICATION O THE 2005 YEAR CALENDAR: MR MOSQUE, TOURNAMENTS OFFICER

In line with the earlier discussion, different sports (codes) were requested to submit individual calendars for tournaments. Codes will forward information of tournaments to provinces after being cleared with the National Office.

✓ ⑥ i + w

4.1 The following events will remain standard in the year calendar

✓ ⑦ s/s + a-z

- Ball Games
- Code Committee Meetings
- Farm Schools Festival
- General Council Meetings
- Workshops and other development programs

4.1.1 Comments/Questions

Zola requested the office to reconsider the suitability of Aldam Resort as a meeting venue. The fact that people have to travel overnight and immediately start with the meetings also needs to be reconsidered. Zola appealed to NEC to pay attention to members' concerns.

5. PRELIMINARY NOTICE OF FORTHCOMING EVENTS

5.1 Athletics

Negotiations with hotels for primary school athletics at Germiston (Gauteng) are ongoing.

QUESTION 4

MINUTES

✓ ⑧
‡²

5.2 Farm School Development Course

The acting secretary announced that the workshop is still on track. The attendance of the provincial sport officers was emphasised.

5.3 Farm School Festival

The codes of sport will be the same as in 2004. Volleyball requested an u/19 age group instead of an open group. The people present were asked to complete the ballot, hereby included, ~~and~~ to be handed in at the next meeting.

The meeting closed at 20:40.

✓ ⑨ ‡

CHAIRPERSON

✓ ⑩ u/c

SECRETARY

✓ DATE
⑪ ‡
✗ ‡

‡	✓ ⑫ Bold		
BALLOT	‡	✓ ⑬ Layout: ‡ + u/c	VOLLEYBALL
‡			
U/19 TEAM		YES ‡ <input type="checkbox"/>	2.54cm (1") NO ‡ <input type="checkbox"/>
‡			

QUESTION 4	MINUTES	ACCURACY	32
MARKS 45		DISPLAY	13

Accuracy -3 per error

(Mark with O)

Display marks allocated as follows:

(Correct ✓: Faulty X)

1.	Margin left 2.54 cm (1") and Courier New 12 pt.	✓
2.	Main heading: caps and one open line after.	✓
3.	One open line before par. and 2 spaces after par. no.	✓
4.	Main headings: u/c and bold (5x). (Numbers with or without ✓).	✓
5.	Text on margin left.	✓
6.	Sub-par. headings: underline and italics. (Numbers italics or not).	✓
7.	Text of 4.1: s/s and a-z (Bullets are 1 accuracy).	✓
8.	Page no. 2: align right and one open line after the no.	✓
9.	Conclusion: correct open lines.	✓
10.	" text in u/c	✓
11.	Insert symbol and broken line.	✓
12.	Tear off slip: bold.	✓
13.	" lay-out.	✓
TOTAL		13

942-2/2 W

10

✓ ① 2.54 cm (1")

✓ ② TNR ✓ ③ 20 pt. ✓ ④ w/c ✓ ⑤ u ✓ ⑥

✓ ⑨ ✓ ⑩ Single column ✓ ⑪ TNR 1 1/2

REPORT ON MARY J

She's the queen of hip-hop soul, paying the way for the likes of Lauryn Hill and Linda Gray. Since she first arrived on the ^{✓ ⑬ sp} scene in 1992, this old New Yorker has always worn her heart on her stylish sleeve. Now Mary J is enjoying another level of success, which includes being the ^{✓ ⑭} celebrity model for Dark and Lovely hair colour, promoting TAN. ^{✓ ⑮} trs

✓ ⑮ †
Mary's caramel skin is usually bare, save for a stroke of TAN chestnut lip pencil. **Her hair, however, is very high-maintenance. Mary had red tresses, than she dropped a blonde bombshell and after that red hair again.** She gravitates to casual designer threads. For performing, she prefers tight outfits.

✓ ⑰ 2 Columns
To look lovely in all her second-skin outfits, Mary started on a protein diet. *[Fruit and vegetables have always been important to her.]* Mary misses eating pizza, ice cream and chocolate. No bread and no potatoes. Three months before starting on her recent tour, she began working out. To maintain her figure, Mary works out three times a week.

✓ ⑱ TNR s/s

✓ ⑲ B
† ✓ ⑳
REPORT ON MARY J

✓ ㉓ ⇕

QUESTION 5	EDIT: REPORT	ACCURACY	
MARKS 23		DISPLAY	23

Accuracy -0 per error

(Mark with O)

Display marks allocated as follows:

(Correct ✓: Faulty X)

1.	Margin left 2.54 cm (1")	✓
2.	Heading: Times New Roman	✓
3.	" 20 pt	✓
4.	" caps	✓
5.	" underlined	✓
6.	" right-aligned	✓
7.	" copied at end	✓
8.	One open line before copied heading.	✓
9.	Paragraph 1: border	✓
10.	" single column	✓
11.	" TNR and 1½ line spacing	✓
12.	" transpose 'dark' and 'lovely'	✓
13.	" spelling: 'scene'	✓
14.	" spelling: 'celebrity'	✓
15.	One open line before and after first paragraph.	✓
16.	Find and replace MAC with TAN (2x) (par. 1 + 2).	✓
17.	Paragraphs 2 and 3 in two equal width/length columns .	✓
18.	Vertical line between paragraphs 2 and 3.	✓
19.	Paragraph 2: TNR and s/s.	✓
20.	" bold words from [to].	✓
21.	Paragraph 3: italics (<i>Fruit ... her</i>).	✓
22.	" delete words (to four).	✓
23.	Vertical centring.	✓
TOTAL		23

942-2/2w (12)



DEPARTMENT OF FINANCE
TSHWANE SOUTH DISTRICT OFFICE

(Mamelodi/Eersterust/Pretoria South/Atteridgeville/Laudium)

Private Bag X27 0001
Telephone 012 341 6360
Fax 012 341 6361
Web www.finance.gde.gov.za

Walker Street
Sunnyside
PRETORIA

✓ ① ₣

3 February 2004

✓ ② 2.54 cm + u/c

TO DISTRICT OFFICIALS
DISTRICT MANAGER
DISTRICT POLICY AND PLANNING OFFICIALS
PRINCIPALS OF INDEPENDENT SCHOOLS

✓ Dear Colleagues

③ ₣

SCHOOL COLLABORATION FUND

₣
You are reminded that those institutions that would like to make an application to the School Collaboration Fund for 2006 should do so at the relevant district offices on or before 30 September 2004.

④ ₣

Please be informed that the applications should be sent to:

₣
Timothy Makofane, District Office, Room 303, Pretoria.

Schools are reminded that this will be an application for funding for a specific skills transfer project in which a lead school takes the responsibility to assist other schools in training and transferring of skills in areas where the lead school has a certain expertise.

Ensure that both the school stamps as well as the district stamps appear on your application forms.

Remember to keep copies of your application, as the originals will not be returned.

942-2/2W ⑬

QUESTION 6

CIRCULAR LETTER

✓(5) 2
 † (6)

Total cost for three workshops for financial planning:

✓(8) Manual	✓(7) R100,00
Printing 25 manuals	R440,00
Flipchart	R50,00
Flipchart pen	R25,00
Total cost of course material	✓(10) R615,00
Cost per workshop ✓(9) (3 † x † R700,00)	R2100,00
Total cost for skill transfer	R2715,00 ✓(11)

The District wishes each of our schools success in the preparation of the applications as well as ALL THE BEST when the applications are adjudicated for funding at the GDE Head Office.

† ✓(12)

DONNY ALBRECHTS
 SENIOR MANAGER: DISTRICT TSHWANE SOUTH

✓(13) w/c

QUESTION 6	CIRCULAR LETTER ON LETTERHEAD	ACCURACY	28
MARKS 40		DISPLAY	12

Accuracy -3 per error
 Display marks allocated as follows:

(Mark with O)
 (Correct ✓: Faulty X)

1.	Letterhead unchanged.	✓
2.	Names after 'TO' in caps.	✓
3.	One open line before every heading.	✓
4.	One open line before every new paragraph.	
5.	Page numbering on left hand side.	✓
6.	One open line after page numbering.	✓
7.	R-sign next to the figures.	✓
8.	Indent in 'table'.	✓
9.	Margins and line spacing	✓
10.	Single line in correct position.	✓
11.	Figures underneath each other, right-aligned.	✓
12.	3 Open lines for the signature.	✓
13.	Conclusion in caps.	✓
TOTAL		12

942-2/2W (15)

✓ ① 2.54 cm (1^u)

✓ ② Comic Sans

✓ ⑤ Symbols

MICCA SOFTWARE

✓ ③ 20 pt.

✓ ④ spaced

✓ ⑥ 20 pt.

BALANCE SHEET AT 31 MARCH 2004

✓ ⑧ None

✓ ⑨ w/c

✓ ⑩ Comic Sans / Arial

✓ ⑪ 20 pt. #

✓ ⑫ Column?

✓ ⑬

	Note	2004 R	2003 R
--	------	-----------	-----------

ASSETS

NON-CURRENT ASSETS

118 456 122 823

✓ ⑭ →

- Fixed assets
- Loan account: *Micca Trust* ✓ ⑮ *Italic*

4	116 612	119 427
3	1 844	3 396

CURRENT ASSETS

✓ ⑰ → 4 653 319 3 925 191

✓ ⑱ →

- Bank and cash balances
- Trade and other receivables

2	113 711	748 557
5	4 539 608	3 176 634

TOTAL ASSETS

✓ ⑲ → 4 771 775 4 048 014

EQUITY AND LIABILITIES

CAPITAL AND RESERVES

✓ ⑲ ≠

Retained surplus

3 525 563 008

NON-CURRENT LIABILITIES

Trade and other payables

6 4 768 250 3 485 006

TOTAL EQUITY AND LIABILITIES

4 771 775 4 048 014

✓ ⑳ Centred

✓ ㉑ Column width

MICCA SOFTWARE



BALANCE SHEET AT 31 MARCH 2004

	Note	2004 R	2003 R
ASSETS			
NON-CURRENT ASSETS			
		118 456	122 823
• Fixed assets	4	116 612	119 427
• Loan account: <i>Micca Trust</i>	3	1 844	3 396
CURRENT ASSETS			
		4 653 319	3 925 191
• Cash and bank balances	2	113 711	748 557
• Trade and other receivables	5	4 539 608	3 176 634
TOTAL ASSETS		4 771 775	4 048 014
EQUITY AND LIABILITIES			
CAPITAL AND RESERVES			
Retained surplus		3 525	563 008
NON-CURRENT LIABILITES			
Trade and other payables	6	4 768 250	3 485 006
TOTAL EQUITY AND LIABILITIES		4 771 775	4 048 014

942-2/2 W

(17)

QUESTION 7	EDIT: BALANCE SHEET	ACCURACY	
MARKS 22		DISPLAY	22

Accuracy -0 per error

Display marks allocated as follows:

(Mark with O)

(Correct ✓: Faulty X)

1.	Margins equal 2.54 cm (1").	✓
2.	Heading: Comic Sans	✓
3.	" 20 pt.	✓
4.	" spaced	✓
5.	3 Stiffie symbols: Insert	✓
6.	" 20 pt.	✓
7.	" right align	✓
8.	Sub-heading: Move to main heading	✓
9.	" caps	✓
10.	" Comic Sans	✓
11.	" 20 pt. + line spacing	✓
12.	Delete column.	✓
13.	Insert: Line – 3 pt.	✓
14.	Indent bullets.	✓
15.	<i>Micca Trust</i> italics.	✓
16.	Indent bullets.	✓
17.	Insert frame.	✓
18.	Insert one row.	✓
19.	Double line after totals.	✓
20.	"	✓
21.	Figures in note column centred.	✓
22.	Column width.	✓
TOTAL		22

942-2/2 W (18)

VRAAG 1

OOREENKOMS

✓ ① CN 12pt., 3.75 cm (1.5")

✓ ② bk

✓ ③ Sentr.

✓ ④ d/r

DIENSOOREENKOMS

†
TUSSEN

†
GEOFF SANGWENI

(hierna verwys na as die KONSULTANT)

†
EN

†
PETER KAPLAN

(Direkteur van LAB)

✓ ⑤

DIENSTE GELEWER DEUR DIE KONSULTANT

1.1 Die KONSULTANT sal die diens aan LAB lewer, soos in die Skedule omskryf, op die datums wat in die Skedule uiteengesit is.

1.2 Die dienste sal persoonlik deur die KONSULTANT gelewer word.

✓ ⑥

2. TYDSDUUR

2.1 Die ooreenkoms sal voltooi en afgehandel wees op die gegewe datums soos in die Skedule. Die partye mag ooreenkom om die ooreenkoms te verleng, indien:

2.1.1 deur geskrewe kennisgewing wat deur die partye onderteken is;

2.1.2 die kennisgewing die tydperk aandui dat die kontrak verleng word.

3. VERANTWOORDELIKHEID

Die KONSULTANT is verantwoordelik aan LAB se projekbestuurder en/of span-koördineerder soos genoem in die Skedule, vir die bewys dat die dienste verrig is volgens die aanduidings soos in die Skedule vervat.

4. ALGEMEEN

4.1 Die KONSULTANT sal vergoed word met die uurlikse tarief soos in die Skedule uiteengesit.

4.2 Enige geskrewe materiaal wat voorberei is deur die dienste van die KONSULTANT, behoort aan LAB.

2 ✓ (7) Sentr
‡

✓ (8)

✓ (9)

4.3 LAB is genoodsaak om die aangeduide inkomste-belasting van 25% van eise af te trek, waar nodig.

5. AARD VAN DIE OOREENKOMS

5.1 Hierdie ooreenkoms bevat 'n kontrak vir diens deur die KONSULTANT en word nie deur die voordele van indienseneming geassosieer nie.

5.2 Hierdie dokument bevat die volle ooreenkoms tussen die partye, na aanleiding van die onderwerp coreenkomsstig.

5.3 Geen party het die ooreenkoms aangeaan, sonder dat enige waarborge voorstellings, onthullings of weergee van opinies, nie in die ooreenkoms as waarborg of onderneming ingesluit is nie.

Geteken te op die
dag van 2004 in die teenwoordigheid
van die ondergetekende getuies.

AS GETUIES

✓ (10) ‡

✓ (11)

1.

GEOFF SANGWENI
KONSULTANT ✓ (12) bk

2.

PETER KAPLAN
DIREKTEUR VAN LAB

VRAAG	1	OOREENKOMS	NOUKEURIGHEID	28
PUNTE	40		UITLEG	12

Noukeurigheid -3 per fout
Uitlegpunte soos volg toegeken:

(Merk met 0)
(Korrek ✓: Foutief X)

1.	Linker kantruimte 3.75 cm (1,5") en Courier New 12 pt.	✓	
2.	Inleidende par: Sekere woorde in b/k en PRETORIA (x2)	✓	
3.	" Sentr.	✓	
4.	" d/r	✓	
5.	Korrekte numering en spasies na par. no.	✓	
6.	Reëlafstande.	✓	
7.	Bl. 2: sentr bl. nr. en een reël oop na die nr.	✓	
8.	LAB (6x) deurgaans in vetdruk hoofletters.	✓	
9.	Volle justering.	✓	
10.	Slot: reëlafstande	✓	
11.	" gidsstippies (begin en einde)	✓	
12.	" hoofletters	✓	
TOTAAL			12

942-2/2W (4)

VRAAG 2

TEORIE

VRAAG 2.1	NR.	ANTWOORD
	2.1.1	b
	2.1.2	d
	2.1.3	a
	2.1.4	b
	2.1.5	d

(5 x 2 = 10)

VRAAG 2.2	NR.	ANTWOORD
	2.2.1	VALS
	2.2.2	VALS
	2.2.3	WAAR
	2.2.4	VALS

(4)

VRAAG 2.3	NR.	ANTWOORD
	2.3.1	American Standard Code for Information Interchange
	2.3.2	Hardware
	2.3.3	Hypertext transfer protocol
	2.3.4	1.27 cm (0.5")
	2.3.5	Pastel/Accpac/Quick Books

(5 x 2 = 10)

VRAAG 2.4	NR.	ANTWOORD
	2.4.1	©
	2.4.2	↑ (enige soort)
	2.4.3	¶

(3 x 2 = 6)

[30]

942-2/2W

Ⓢ

VRAAG 3

TABEL

INDIENSNAME IN DIE FORMELE NIE-LANDBOU PRIVATE SEKTOR
 1989 tot 1999
 14 pt, o/k, †
 14 pt, b/k, links
 Room

Sektore	Aantal werkers (duisende)		Regsbok		Bankkrediet- verlening Junie 2000
	1989	1999	1999	%	
Mynwese	796	433	-45,6	1,0	
Vervaardiging	1 594	1 303	-18,3	6,5	
Konstruksie	416	233	-43,9	1,3	
Elektrisiteit	52	42	-18,9	0,5	
Handel, spyseniering en akkommodasie	805	881	+9,5	3,7	
Vervoer, berging en kommunikasie	91	60	-34,3	1,5	
Finansiële bemiddeling en versekering	179	204	+13,5	25,5	
Wasserye en droogskoonmaakdienste en ander dienste	13	10	-21,4	9,4	
Ander	-	-	-	12,8	
Individue	-	-	-	35,8	
Totaal	3 949	3 169	-19,8	100,0	

† Sluit Landbou in
 10 of 2 of TAB

942-2/2w 6

VRAAG	3	TABEL	Noukeurigheid	20
PUNTE	40		Uitleg	20

Noukeurigheid -3 per fout
 Uitlegpunte soos volg toegeken:

(Merk met O)
 (Korrek ✓; Foutief ✗)

1.	A4 landskap.	✓	
2.	Kantlyne.	✓	
3.	Dik omraming.	✓	
4.	Opskrif 1 – 14 pt hoofletters, links.	✓	
5.	Opskrif 2 – 12 pt o/k, links, oop reël voor.	✓	
6.	Groot kolomopskrif sentr (Aantal werkers), saamgevoeg.	✓✓	
7.	Kolomopskrifte vet sinkas.	✓	
8.	Dubbellyn na kolomopskrifte.	✓	
9.	Regsblok van kolomme 2-5 (ook opskrifte).	✓✓	
10.	Kolomwydtes.	✓✓	
11.	Gidsstippels.	✓✓	
12.	Totaal-ry vet, skadu.	✓	
13.	Boskrif in teks.	✓	
14.	Voetnota.	✓	
15.	Reëlafstand voor/na tabel.	✓	
16.	Reëlafstand binne tabel – pas op een bladsy.	✓	
TOTAAL			20

942-2/2w (7)

✓ ① 2.54 (1") CN 12pt.

SA JUNIOR SPORT blk ✓ ②
‡

Notule van 'n vergadering wat gehou is in die Garden Court Hotel in Sandton, op 18 Oktober 2003 om 18:00.

✓ ③ ‡
1. ‡ **OPENING**

✓ Mnr Brian Lara open met gebed.

✓ ④
2. **VERWELKOMING** blk + vetdruk

Die Voorsitter, mnr Basie Venter, verwelkom al die afgevaardigdes.

✓ ⑤
3. **TEENWOORDIG**

Basie Venter (Voorsitter), Brian Lara (Sekretaris), Sandra Lee (Tesourier), Bismarck Mosque, Naas Botha, David Beckham, Nkondo Balfour en Zola Budd.

4. **GOEDKEURING VAN DIE 2005 JAARKALENDER: MNR MOSQUE, TOERNOOI-BEAMPTTE**

In lyn met die vroeëre bespreking, is verskeie sportsoorte (kodes) gevra om individuele kalenders vir verskeie toernooie voor te lê. Kodes sal inligting van toernooie aan provinsies bekend maak nadat dit met die Nasionale Kantoor uitgeklaar is.

✓ ⑥ *i en u*

4.1 Die volgende gebeurtenisse sal 'n norm op die jaarkalender bly

✓ ⑦ *elr en a-z*

- Algemene Raadsvergaderings
- Balspel
- Gala van Plaasskole
- Komitee vergaderings van Kodes
- Werkswinkels en ander ontwikkelingsprogramme

4.1.1 Kommentaar/Vrae

Zola versoek dat die bestuur die Aldam Resort as 'n geskikte vergaderingsplek sal oorweeg. Die feit dat mense oornag moet reis en dadelik met die vergaderings begin, moet weer in oorweging geneem word. Zola het 'n beroep gedoen op NEC om aandag te skenk aan lede se besorgdheid.

5. **VOORLOPIGE KENNISGEWING VAN TOEKOMSTIGE GEBEURLIKHEDE**

5.1 Atletiek

Daar word tans met hotelle vir laerskole-atletiek te Germiston (Gauteng) onderhandel.

✓(8)
‡²

5.2 Ontwikkelingskursus vir plaasskole

Die huidige sekretaris noem dat die werkswinkel sal plaasvind. Die teenwoordigheid van die provinsiale sportbeampes is beklemtoon.

5.3 Gala vir plaasskole

Die sportkodes wat deelneem, sal dieselfde wees as in 2004. Vlugbal vra vir 'n 0/19-ouderdomsgroep. Almal is teenwoordig gevra om die stembriefie in te vul en by die volgende vergadering in te handig.

Die vergadering verdaag om 20:40.

✓(9) ‡

VOORSITTER ✓(10) blk

SEKRETARIS

✓(11) DATUM ‡

✗-----
‡

‡	✓(12) Veldruk			VLUGBAL
STEMBRIEF				
‡	✓(13) ‡ + blk	JA ‡ <input type="checkbox"/>	<u>2.54 (1")</u>	NEE ‡ <input type="checkbox"/>
O/19-SPAN				
‡				

VRAAG	4	NOTULE	NOUKEURIGHEID	32
PUNTE	45		UITLEG	13

Noukeurigheid -3 per fout
 Uitlegpunte soos volg toegeken:

(Merk met 0)
 (Korrek ✓: Foutief X)

1.	Kantruimtes 2.54 cm (1") en Courier New 12 pt.	✓	
2.	Hoofopskrif: b/k en oop reël daarna.	✓	
3.	Een oop reël voor par. en 2 spasies na par. no.	✓	
4.	Hoofopskrifte: b/k en vetdruk (5x). (Nommers vetdruk of nie is ✓).	✓	
5.	Teks op linker kantruimtes.	✓	
6.	Sub-par. opskrifte: onderstreep en kursief.	✓	
7.	Teks onder 4.1: e/r en a – z. Kolpunte is 1 akkuraatheidsfout.	✓	
8.	Bl. No. 2 regs geblok en een oop reël daarna.	✓	
9.	Slot: Korrekte oop reëls.	✓	
10.	" Teks in b/k.	✓	
11.	Invoeg van simbool en gebroke lyn.	✓	
12.	Skeurstrokie: Vetdruk.	✓	
13.	" Uitleg.	✓	
TOTAAL			13

✓ ① 2.54 cm (1")

✓ ② TNR ✓ ③ 20pt ✓ ④ blk ✓ ⑤ u ✓ ⑥

VERSLAG VAN MARY J

✓ ⑨ ✓ ⑩ Enkel kolom ✓ ⑪ TNR 1 1/2

Sy is die koningin van hip-hop soul wat die pad oopgemaak het vir sangeresse soos Lauryn Hill en Linda Gray. Vandat sy in 1992 die eerste keer op die toneel verskyn het, het die New Yorker nog altyd haar hart op haar stylvolle mou gedra. Tans behaal Mary J ook op ander vlakke sukses, onder meer as model vir Dark and Lovely haarkleur, as segsvrou vir TAN.

✓ ⑮ † ✓ ⑰ 2 Kolomme

Mary se karamelkleurige vel is gewoonlik natuurlik behalwe vir 'n vegie TAN Chestnut lippotlood. [Maar haar hare is 'n ander storie, want met haar kapsel doen sy baie moeite. Mary het in die verlede al rooi hare gehad, toe 'n blonde bom geword en daarna weer gespog met rooi hare.] Sy is lief vir ontwerpersklere. Wanneer sy optree verkies sy styfpassende nommertjies.

Om reg te laat geskied aan al haar kleefkleertjies, het sy 'n proteïendieet begin volg. [Vrugte en groente was nog altyd vir haar belangrik.] Maar Mary mis steeds pizzas, roomys en sjokolade. Geen brood en geen aartappels vir haar nie. Drie maande voor haar onlangse toer het sy begin met 'n oefenprogram. Om haar vorm te behou, oefen sy drie keer per week.

✓ ⑲ Kursief

† ✓ ⑧

✓ ⑦ VERSLAG VAN MARY J

✓ ⑳ ↑

VRAAG	5	REDIGEER: VERSLAG	NOUKEURIGHEID	
PUNTE	23		UITLEG	23

Noukeurigheid -O per fout
 Uitlegpunte soos volg toegeken:

(Merk met 0)
 (Korrek ✓: Foutief X)

1.	Linkerkantruimte 2.54 cm (1")	✓	
2.	Hoofopskrif: Times New Roman	✓	
3.	" 20 pt.	✓	
4.	" hoofletters	✓	
5.	" onderstreep	✓	
6.	" regs justering	✓	
7.	" herhaal aan die einde	✓	
8.	Een oop reël voor opskrif herhaal word.	✓	
9.	Paragraaf 1: raampie	✓	
10.	" enkel kolom	✓	
11.	" TNR en 1½ reëlafstand	✓	
12.	" ruil om 'dark' en 'lovely'.	✓	
13.	" spelling: 'toneel'	✓	
14.	" spelling: 'haarkleur'	✓	
15.	Een oop reël voor en na die eerste paragraaf.	✓	
16.	Vind en vervang: MAC met TAN (2x) (par. 1 + 2).	✓	
17.	Paragrafe 2 en 3 in twee gelyke wydte/lengte kolomme.	✓	
18.	Vertikale lyn tussen paragraaf 2 en 3.	✓	
19.	Paragraaf 2: TNR en e/s.	✓	
20.	" vetdruk woorde vanaf [tot].	✓	
21.	Paragraaf 3: skuinsdruk (<i>Vrugte ... belangrik</i>).	✓	
22.	" haal woorde uit (tot vier).	✓	
23.	Vertikale sentrering.	✓	
TOTAAL			23



DEPARTEMENT VAN FINANSIES
TSHWANE-SUID DISTRIKSKANTOOR

(Mamelodi/Eersterust/Pretoria-Suid/Atteridgeville/Laudium)

Privaatsak X27 0001
Telefoon 012 341 6360
Faks 012 341 6361
Web www.finance.gde.gov.za

Walkerstraat
Sunnyside
PRETORIA

✓ ①

3 Februarie 2004

✓ ②

2.54cm + blk

AAN DISTRIKBEAMPTES
DISTRIKBESTUURDERS
BELEIDS- EN BEPLANNINGSBEAMPTES VAN DISTRIKTE
HOOFDE VAN ONAFHANKLIKE SKOLE

‡

✓ ③

Geagte Kollegas

‡

SKOLE SAMEWERKINGSFONDSE

‡

U word daaraan herinner dat die instellings wat graag 'n aansoek vir die Skole Samewerkingsfonds vir 2006 wil maak, dit by die spesifieke distrikskantore voor of op 30 September 2004 moet doen.

✓ ④

Neem asseblief kennis dat die aansoeke gestuur moet word aan:

‡

Timothy Makofane, Distrikskantoor, Kamer 303, Pretoria.

Skole word daaraan herinner dat daar 'n aansoek vir befondsing vir 'n spesifieke vaardigheidsprojek moet wees waarin die leierskool die verantwoordelikheid neem om die ander skool te ondersteun met opleiding en toepassing van vaardighede in areas waar die leierskool 'n bepalende deskundige het.

Maak seker dat die skoolstempel asook die stempel van die distrik op die aansoekvorms voorkom.

Onthou om afskrifte van u aansoek te hou, aangesien die oorspronklikes nie teruggestuur sal word nie.

✓(5) 2
✓(6)

Totale koste vir drie werksinkels vir finansiële beplanning:

✓(8) Handboek	✓(7) R100,00
Drukkoste van 25 handboeke	R440,00
Knipborde	R50,00
Penne	R25,00
Totale koste vir kursusmateriaal	✓(10) R615,00
Koste per werksinkel ✓(9) (3 x R700,00)	R2100,00 ✓(11)
Totale koste vir vaardigheidskursus	<u>R2715,00</u>

Die Distrik wens al die skole ALLE SUKSES toe met die voorbereiding en registrasie van aansoeke by die GDO Hoofkantoor.

✓(12)

DONNY ALBRECHTS
SENIOR BESTUURDER: TSHWANE-SUID DISTRIK ✓(13) b/k

VRAAG	6	OMSEND BRIEF OP BRIEFHOOF	NOUKEURIGHEID	28
PUNTE	40		UITLEG	12

Noukeurigheid -3 per fout
Uitlegpunte soos volg toegeken:

(Merk met 0)
(Korrek ✓: Foutief X)

1.	Briefhoof onveranderd.	✓	
2.	Name na 'AAN' in B/k.	✓	
3.	Een oop reël voor elke opskrif.	✓	
4.	Een oop reël voor elke nuwe paragraaf.		
5.	Bladsy nommer links.	✓	
6.	Een oop reël na bl. No.	✓	
7.	R-teken teenaan syfers.	✓	
8.	Inkeep by 'tabel'.	✓	
9.	Kantlyne en reëlafstand	✓	
10.	Enkellyn in korrekte posisie.	✓	
11.	Syfers ondermekaar, regsblok.	✓	
12.	3 Oop reëls vir handtekening.	✓	
13.	Slot in B/k.	✓	
TOTAAL			12

✓ ① 2,54 cm (1")

✓ ② Comic Sans
✓ ③ 20 pt

✓ ⑤ Simbole

MICCA # SAGTEWARE

✓ ⑥ 20 pt. ✓ ⑦

BALANSSTAAT OP 31 MAART 2004

✓ ⑧ Skuif ✓ ⑨ bk ✓ ⑩ Comic Sans / Arial ✓ ⑪ 20 pt. †

✓ ⑫ Kolom? 2003

✓ ⑬

2004
R

2003
R

BATES

NIE-BEDRYFSBATES

118 456

122 823

- ✓ ⑭ →
- Vaste bates
 - Lening: Micca Trust
- ✓ ⑮ kursief

4	116 612	119 427
3	1 844	3 396

BEDRYFSBATES

- ✓ ⑯ →
- Kontant
 - Handelsontvangbares

✓ ⑰ → 4 653 319 3 925 191

2	113 711	748 557
5	4 539 608	3 176 634

TOTALE BATES

4 771 775

4 048 014

EKWITEIT EN LASTE

KAPITAAL EN RESERWES

Behoue inkomste

3 525

563 008

✓ ⑱ †

NIE-BEDRYFSLASTE

Handels- en ander betaalbares

6

4 768 250

3 485 006

TOTALE EKWITEIT EN LASTE

4 771 775

4 048 014

✓ ⑲
✓ ⑳ Sentr.

✓ ㉑ Kolomwydte

MICCA SAGTEWARE



BALANSSTAAT OP 31 MAART 2004

	Nota	2004 R	2003 R
BATES			
NIE-BEDRYFSBATES		118 456	122 823
• Vaste bates	4	116 612	119 427
• Lening: <i>Micca Trust</i>	3	1 844	3 396
BEDRYFSBATES		4 653 319	3 925 191
• Kontant	2	113 711	748 557
• Handelsontvangbares	5	4 539 608	3 176 634
TOTALE BATES		4 771 775	4 048 014
EKWITEIT EN LASTE			
KAPITAAL EN RESERWES			
Behoue inkomste		3 525	563 008
NIE-BEDRYFSLASTE			
Handels- en ander betaalbares	6	4 768 250	3 485 006
TOTALE EKWITEIT EN LASTE		4 771 775	4 048 014

942-2/2 W (17)

VRAAG	7	REDIGEER: BALANSSTAAT	NOUKEURIGHEID	
PUNTE	22		UITLEG	22

Noukeurigheid -0 per fout
 Uitlegpunte soos volg toegeken:

(Merk met 0)
 (Korrek ✓: Foutief X)

1.	Gelyke kantruimtes 2.54 cm (1").	✓	
2.	Hoofopskrif: Comic Sans	✓	
3.	" 20 pt	✓	
4.	" gespaseer	✓	
5.	3 Stiffie simbole: Voeg in	✓	
6.	" 20 pt.	✓	
7.	" regs geblok	✓	
8.	Sub. opskrif: Skuif onder Hoofopskrif in	✓	
9.	" B/k	✓	
10.	" Comic Sans	✓	
11.	20 pt + reëlafstande	✓	
12.	Haal kolom uit.	✓	
13.	Voeg in : Lyn van 3 pt.	✓	
14.	Kolpunte ingekeep.	✓	
15.	<i>Micca Trust</i> in kursief.	✓	
16.	Kolpunte ingekeep.	✓	
17.	Invoeg van raampie.	✓	
18.	Voeg een ry in.	✓	
19.	Dubbellyn na totale.	✓	
20.	"	✓	
21.	Syfers in nota kolom gesentreerd.	✓	
22.	Kolomwydte.	✓	
TOTAAL			22

942-2/2W (18)