

**POSSIBLE ANSWERS**  
**FEB / MARCH 2007**

# COMPUTYPING (SG)

942-2/2

PAPER 2 (u)

↓

3

ROYAL FEAST 3

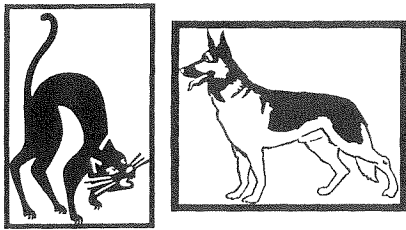
the best food for cats

Kitty's nibbles				
Product	Suggested Retail Price <sup>†</sup>			
	Size (kg)	Price (R/c)	Excluding VAT (R/c)	Including VAT (R/c)
Young adult male	0,5	17,54	23,68	27,00
	1,5	45,48	61,40	70,00
	4,0	103,96	140,35	160,00
	10,0	217,67	293,86	335,00
Young adult female	0,5	17,54	23,68	27,00
	1,5	45,48	64,40	70,00
	4,0	103,96	140,35	160,00
	10,0	17,54	23,68	27,00
Mature adult	0,5	17,54	23,68	27,00
	1,5	24,48	61,40	70,00
	4,0	103,96	140,35	160,00
Senior adult	0,5	17,54	23,68	27,00
	1,5	45,48	61,40	70,00
	4,0	103,96	140,35	160,00

† → Prices are effective from March 2006.

QUESTION	Table	Accuracy	18 (6e <sup>max</sup> )
1			Layout

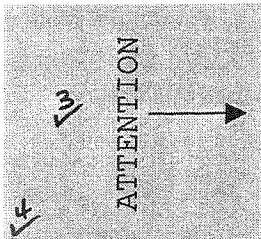
1	Default margins and font	✓
2	Main headings correctly placed, line spacing correct and centred	✓
3	Main heading [ROYAL FEAST] u/lined and both headings 18 pt, second heading l/c	✓
4	Merged correctly (rows 1 and 2)	✓
5	[Kitty's nibbles] – spaced or expanded characters, 4 pt	✓
6	Title case for heading (Suggested Retail Price)	✓
7	[Product], title case, bold	✓
8	[Product] horizontally and vertically centred	✓
9	Description column – merged vertically x 4	✓✓
10	Description column vertically centred and right aligned	✓
11	Right alignment of 4 columns and equal width	✓
12	One open line after table	✓
13	Footnote with a tab	✓
14	Centre table vertically	✓✓
15	Line spacing of table (e.g. 6 pt before and 6 pt after)	✓
	<b>Footnote signs = 1 x Acc error (max)</b>	



## SADCA

Private Bag X214, Pretoria, 0001

5 October 2006



DR L MOSIANE	2/	(animalcare@lantic.net)
DR A CARTER		(acarter@mweb.co.za)
DR JJ NORTIER		031 678 8901
DR AC GOOSEN		012 334 7656
DR G SEFAKO		021 456 6789

Dear Colleagues

5/ TRAINING PROGRAMME FOR NEW VETS

A training programme for new vets has been drawn up by Dr Joanne Messel and will be presented in Johannesburg on 27 November 2006. The proposed programme is attached to this letter for you and your committee's comments and recommendations. The cost of this one-day course is R250, including refreshments. I would appreciate it if you could please give this matter your urgent attention, since it has unfortunately been delayed due to an oversight on our part.

You are reminded of the Lipizzaner Horse Show to be held on 17 November at the Lipizzaner Centre in Kyalami. The organisers are looking for vets with large animal experience to be on hand during the show. If you can help contact Lulu Delaware on 011 434 5678.

Some fascinating facts about Lipizzaners:

- 6/ • They are named after the Imperial Stud at Lipizza near Trieste, where they were first bred in 1580.
- Only stallions that are light grey to white are used for training.
- Training starts at the age of five.

Yours sincerely

‡ ↴

DR CM TISON  
CEO: SADCA

8  
Arial 12

# PROGRAMME 9

presented by

SADCA

Monday, 27 November 2006

at the

PARKTOWN RIDGE HOTEL, JOHANNESBURG

- 08:00 – 08:30 Registration and coffee
- 08:30 – 09:30 **Affordable private veterinary practice options** ✓<sup>10</sup>  
TONY ARVIDES  
FIRST CITY BANK
- 09:30 – 10:30 **Employment equity in your veterinary practice**  
DR JOANNE MESSEL  
VETERINARY SURGEON IN PRIVATE PRACTICE
- 10:30 – 11:00 **TEA** ✓<sup>11</sup>
- 11:00 – 12:00 **Successful management of a cattery**  
SISWE MWANGO  
MWANGO CAT HOTEL
- 12:00 – 12:30 Question time
- 12:30 – 13:30 **LUNCH**
- 13:30 – 14:30 **Pet food franchising**  
CRAIG JOHNSTON  
MASTER FOODS
- 14:30 – 15:30 **Can you toilet train a cat?**  
CHARLEEN CLARKE  
VETERINARY NURSE
- 15:30 – 16:15 Question time
- 16:15 Closure

✓<sup>12</sup> *Dogs are our links to paradise. They don't know evil or jealousy or discontent. To sit with a dog on a hillside on a glorious afternoon is to be back in Eden, where doing nothing was not boring – it was peace.*  
 Milan Kundera, Writer ✓<sup>13</sup>

✓<sup>14</sup>

QUESTION	Circular letter with programme	Accuracy	36 (12e <sup>max</sup> )
2		Layout	14

1	Retrieve letterhead correctly – no changes were made and date placed correctly with an open line before and after	✓
2	Attention section done in table, names in u/c	✓
3	[ATTENTION] text direction, centre vertically and horizontally	✓
4	Shade 15 % grey and arrow	✓
5	Subject heading in u/c and one open line before and after	✓
6	Bulleted list and line spacing	✓
7	Conclusion section correct [names in u/c and 3 open lines]	✓
8	Arial 12 for programme	✓
9	Spaced caps for [Programme], introduction section centred and double line spacing	✓
10	Bold x 5	✓
11	2 x shading text only [TEA] and [LUNCH]	✓
12	Last paragraph, italics and right-aligned	✓
13	[Milan Kundera] bold and title case	✓
14	Triple line page border programme only	✓

# Bathing Dogs <sup>√3</sup>

## A VET'S PERSPECTIVE <sup>√4</sup>



<sup>√1</sup>  
<sup>√2</sup>  
<sup>√6</sup> Bathing the dog sounds easy. Let's just get the dog into a bath and use some of the shampoo that we used to wash our hair with last night. Stop right there!

<sup>√5</sup>  
Bathing your dog is not a simple task. There are numerous reasons for bathing dogs. It is important to distinguish between them.

### <sup>√9</sup> DO YOU BATH YOUR DOG BECAUSE:

- <sup>√10</sup> > it is dirty or smelly? <sup>√12</sup>
- <sup>√11</sup> > there is a skin disease, which needs treating?
- > you are preparing your dog for a show?
- > it has fleas or other external parasites? <sup>√13</sup>

<sup>√14</sup> *Each* reason has a different approach <sup>√15</sup>

<sup>√18</sup> You must bath your dog as often as you need to. If your dog gets dirty once a week, or once every two weeks then that is how often you need to bath it. I always think of my own hair, which is what a dog's coat is similar to, after all. I wash my hair regularly to keep it clean, healthy and smelling good, and the same approach must be applied to your dog.

<sup>√19</sup> Do not use your own shampoo. It is not indicated for your dog. Make sure it is a good quality veterinary shampoo. If you are purchasing the product from a source other than your vet, ensure that the salesperson <sup>√20</sup>

gives you correct advice. If this seems suspicious or irregular, then call your vet. Make sure that you read all the instructions on the bottle, and if there is a package insert, read it.

Another "don't do" is don't bathe your dog in your bath in the bathroom. They don't like being confined to a small area and having a strange, <sup>√16</sup> different procedure performed on them.

Take a large bucket of warm water, a sponge and a small jug, the shampoo you have chosen and a lead and collar. Oh yes, don't forget the dog! <sup>√17</sup> Use the sponge or jug to decant water on to the

dog to wet it. Then lather with the shampoo, and obey instructions given on the bottle. <sup>√17</sup>

Rinse the shampoo off using the sponge or jug. I use a towel to dry the dog. You will not be able to dry the dog completely, but you will be able to get a lot of the surface moisture off. Don't use a hairdryer, they seem to dry the skin out and make the dog itch. I also don't like just letting the dog go whilst soaking, because it will surely run and find the dirtiest, dustiest patch and roll in it. So a rule of thumb is to keep your dog on a lead and use a towel to dry it, and then walk it <sup>√21</sup> in the sun till it is dry.

<sup>√23</sup> If you use the above method, you will have a happy, clean dog and an owner who does not get stressed each time the phrase "bath the dog" is mentioned. <sup>√22</sup>

<sup>√24</sup>

<sup>√25</sup>

QUESTION	NEWSPAPER STYLE	Accuracy	-
3	COLUMNS	Layout	25

1	Top and bottom margin 2 cm (0.8")	✓
2	Font – Times New Roman 12	✓
3	Main heading – title case 22 pt and one open line between headings	✓
4	2 <sup>nd</sup> heading – 16 pt caps and one open after heading	✓
5	Both headings centred	✓
6	First section – 3 columns	✓
7	Picture in middle column	✓
8	Resize picture to fit in middle column	✓
9	Move sentence [DO YOU BATH ...], check line spacing	✓
10	Bulleted list in single column	✓
11	Delete [Bath your dog because] x 2	✓
12	run on – [smelly]	✓
13	Transpose [external parasites]	✓
14	Drop cap – [Each]	✓
15	[Each .... approach] – ital	✓
16	Insert [different] and [!]	✓
17	Delete the paragraph as shown and check line spacing	✓
18	3 columns for last section	✓
19	Indent each paragraph in last set of columns by 0.5 cm (0.2")	✓
20	Vertical line between last set of columns	✓
21	Full justification of all columns	✓
22	Symbol at the end of text (2 spaces before symbol)	✓
23	Centre last paragraph over page	✓
24	Last paragraph in single column	✓
25	Consistent line spacing for whole document	✓



**SECTION A**

Q	ANSWER	
1	A.	
	B.	
	C.	X
2	A.	
	B.	
	C.	X
3	A.	
	B.	X
	C.	
4	A.	
	B.	X
	C.	
5	A.	X
	B.	
	C.	
6	A.	
	B.	
	C.	X

6 x 2 = [12]

**SECTION B**

1. TRUE
2. FALSE
3. TRUE
4. FALSE

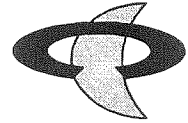
4 x 1 = [4]

**SECTION C**

COLUMN B
M
D
L
H
E
A
K

7 x 2 = [14]

TOTAL: 30

✓<sub>1</sub>

# HIGHVELD UNIVERSITY

Minutes of a meeting of the Research Committee held on Friday,  
 ✓<sub>2</sub> 15 August 2006 at 14:00 in the seminar room.

## PRESENT

Prof. CH Montshiwa (Chairman)  
 Ms C Zackey (Secretary)  
 Dr D Lourens  
 Prof. J Maynier ✓<sub>3</sub>  
 Prof. PM Whitfield

## APOLOGIES

Prof. M Gericke  
 Dr M Grimbeek

## ✓<sub>4</sub> 1. MINUTES OF THE PREVIOUS MEETING

✓<sub>5</sub> The minutes were read and approved.

## 2. PERSONALIA

Congratulations to Prof. Whitfield who has been invited to attend a three-day course in Geneva on "Health Promotion" from 25 - 27 August 2006.

## 3. OPEN DAY 10 OCTOBER 2006

3.1 The arrangements for this major event have been finalised. Prof. A Patterton will address the committee on health research and strategic development goals in South Africa.

3.2 The famous Prof. W Mollen from Canada will act as judge and will handle the trophies for the Natural Sciences department.

## 4. FORM FOR POST-GRADUATES

The Chairman thanked Dr D Lourens for the user-friendly form that he developed to monitor post-graduate training. These forms will be sent to all faculty leaders to be used immediately. ✓<sub>6</sub> A decision was also taken that all leaders should keep a copy for each candidate and that the forms must be updated every six months.

✓  
7  
4  
#

✓  
9 6. OTHER ISSUES

✓  
8 6.1 The Krugersdorp Care-For-Your-Pet Forum

✓  
10 This is a new form of reaching out to the community. Dr Grimbeek will act as chairman for this committee and their main purpose will be to co-ordinate the vaccination of animals in the area. The SPCA will also help with the vaccination of stray animals.

Ⓢ 6.2 Care-For-Your-Pet Centre

This centre opened its doors a few weeks ago.

6.2.1 A qualified vet will be on duty daily and will be on call up to 24:00 at night.

6.2.2 An emergency number will also be available.

6.2.3 Holiday courses will take place during the December holidays to teach and educate especially the youth on animal care.

7. GENERAL

No matters were discussed. The meeting closed at 16:00. The next meeting will be held on 26 October 2006.

..... ✓  
11  
CHAIRMAN

..... ✓  
12  
SECRETARY

Date: .....

QUESTION	MINUTES	Accuracy	27 (9e <sup>max</sup> )
5			Layout

1	Retrieve letterhead	✓
2	Date inserted in introductory paragraph	✓
3	[PRESENT] and [APOLOGIES] section correct layout	✓
4	Outline numbering (first page)	✓
5	Alignment of text on first page	✓
6	Move paragraph, run on	✓
7	Page no 4 correctly numbered and right aligned, and one open line after	✓
8	Underline [Care-for-your-pet] x 2	✓
9	Outline numbering on page 4 starts at 6	✓
10	Text alignment on page 4	✓
11	Conclusion section - line spacing	✓
12	Conclusion section – leader dots and caps	✓
13	Margins, font and line spacing in rest of document	✓
	<b>trs = accuracy max 1 error</b>	

**SERVICE CONTRACT**  $\frac{1}{2}$   
(for a TEMPORARY APPOINTMENT)

between

ANIMAL HEALTH FOODS LIMITED  
(hereafter referred to as "the EMPLOYER")

and

SYLVIA NKOMO  
781020 0054 882  
(hereafter referred to as "the EMPLOYEE")

1. STARTING DATE

This contract will resume on 1 March 2006 and will expire on 31 August 2006. The EMPLOYEE will be appointed in a temporary capacity. The service will automatically be terminated on 31 August 2006. Both parties agree to the above.

2. PLACE OF WORK

The Blue Saloon, opposite the Mall in Westonaria.

3. JOB DESCRIPTION

TYPE OF APPOINTMENT - SHOP ASSISTANT

Member of Corporate Company



Financial Manager



Shop Assistant



General Assistant

4. DUTIES

- Counter sales
- Dusting and cleaning of shelves
- Making appointments for dog groomer
- Stock control of pet food

2 ✓  
# 8

5. WORKING HOURS

9:00 - 18:00 <sup>✓9</sup> Mondays to Fridays  
8:00 - 14:00 Saturdays

The EMPLOYEE will be paid 1½ times her salary if extra working hours are required.

6. SALARY

The EMPLOYEE will be paid a salary of R2 500 (two thousand five hundred rand) per month on the last day of each month.

7. LEAVE

7.1 Leave will be based on 21 (twenty one) workdays per annum with full salary as well as a bonus cheque, based on performance.

7.2 A medical certificate from a medical doctor must be submitted to qualify for sick leave.

The assistant will not give any veterinary advice and no confidential information regarding the practice will be discussed.

I, ..... understand this contract and sign it willingly.

THUS DONE and SIGNED at WESTONARIA on this the ..... day of ..... in the presence of the undersigned witnesses.

AS WITNESSES

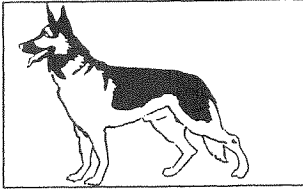
1. ..... <sup>✓10</sup> .....  
EMPLOYEE

2. .....  
EMPLOYER

✓11

QUESTION	CONTRACT	Accuracy	27 (9e <sup>max</sup> )
6		Layout	13

1	Left margin (3.75 cm or 1.5")	✓
2	[Main heading] 18 pt, bold and both headings centred	✓
3	Display of introductory section	✓
4	All main paragraph headings in u/c, alignment of text against left-hand margin	✓
5	Block arrows with shadow	✓✓
6	Section with arrows centred in 1½ line spacing	✓
7	Bulleted list in alphabetical order	✓✓
8	Page number – centred, one open line after	✓
9	Tap stop at 7.5 cm (3") from edge of paper	✓
10	Conclusion section – display according to rules for legal documents	✓
11	Line spacing and justification throughout document	✓



## THE DOG'S BEST FRIEND VET

8 Terrier Street, JOHANNESBURG, 2000

Tel: (011) 987 6754

Fax: (011) 987 6755

✓<sub>3</sub> 6 October 2006

Ms L Makunye  
PO Box 56  
NORTHCLIFF ✓<sub>4</sub>  
2091

Dear Ms Makunye ✓<sub>5</sub>

### ✓<sub>6</sub> CHOCOLATES AND A MAN'S BEST FRIEND

Thank you for your enquiry. The seed of Theobroma cacao which contains two percent theobromine and little caffeine is the source of cacao for chocolate. Baker's chocolate contains the highest concentration of theobromine of all chocolate. ✓<sub>17</sub>

✓<sub>1</sub> This substance can be used in humans as a diuretic, cardiac stimulant and to dilate the coronary or peripheral arteries.

### ✓<sub>10</sub> HOW MUCH CHOCOLATE IS FATAL TO DOGS?

Two dachshunds died after eating 600 g of chocolate between them. Since theobromine is completely absorbed from the alimentary tract and only slowly excreted, small doses can have a cumulative effect. ✓<sub>9</sub> Death from poisoning may thus be delayed until a critical level is reached. ✓<sub>10</sub> When poisoned by the heart stimulant few signs is seen, death occurring suddenly. ✓<sub>13</sub>

Some dogs are intolerant to milk sugar, i.e. lactose, which means that they don't have the enzyme, lactase to digest lactose. The undigested milk sugar draws water by osmosis into the intestinal tract from the body, resulting in vomiting and osmotic diarrhoea.

One chocolate for a 15 kg dog is equivalent for five chocolates for a 75 kg ✓<sub>14</sub> person. It fattens quickly and chocolates are bad for teeth. ✓<sub>11</sub> ✓<sub>12</sub>

Yours sincerely

DR J MULLER ✓<sub>16</sub>



QUESTION	BUSINESS LETTER	Accuracy	-
7		Layout	20

1	Picture correctly placed in letterhead – no changes made	✓✓
2	Centre the letterhead details	✓
3	Default font and font size, left margin and even right margin	✓
4	Receiver's address –correct layout	✓
5	Complete surname [Makunye]	✓
6	Subject heading in u/c and correct l/s	✓
7	NP [This substance ...], check line spacing	✓
8	3D frame around text only	✓✓
9	Move sentence [Death from poisoning ...]	✓
10	Spaces before and after moved sentence	✓
11	Insert "and" before run on sentence	✓
12	run on, [chocolates] with a lowercase "c"	✓
13	Spelling of [suddenly]	✓
14	Spelling of [equivalent] in last paragraph	✓
15	Abbreviation for kg [75 kg person]	✓
16	Conclusion 3 open lines and [DR J MULLER] in u/c	✓
17	Find and Replace [/ with the] – If [THE] in letterhead has been changed – no marks	✓✓

# REKENAARTIK (SG)

942-2/2

VRAESTEL 2 (u)

✓

✓ KONINGSKOS ✓

die beste kos vir katte

✓ Kittiekat se peuselhappies ✓				
✓ Produk ✓ ✓ <sub>8</sub>	Aanbevole Handelsprys <sup>‡</sup> ✓			
	Grootte (kg)	Prys (R/c)	BTW Uitgesluit (R/c)	BTW Ingesluit (R/c)
✓ <sub>9</sub> Jong mannetjie	0,5	17,54	23,68	27,00
	1,5	45,48	61,40	70,00
	4,0	103,96	140,35	160,00
	10,0	217,67	293,86	335,00
✓ <sub>10</sub> Jong wyfie	0,5	17,54	23,68	27,00
	1,5	45,48	64,40	70,00
	4,0	103,96	140,35	160,00
	10,0	17,54	23,68	27,00
Volwassene	0,5	17,54	23,68	27,00
	1,5	24,48	61,40	70,00
	4,0	103,96	140,35	27,00
Senior volwassene	0,5	17,54	23,68	160,00
	1,5	45,48	61,40	70,00
	4,0	103,96	140,35	160,00

✓<sub>12</sub> ‡

‡ → Pryse is effektief vanaf Maart 2006.

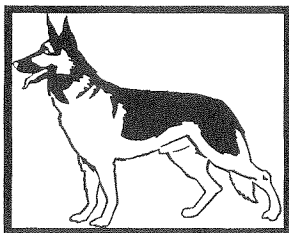
✓<sub>13</sub>✓<sub>11</sub>✓<sub>14</sub> ↓✓<sub>15</sub>

VRAAG 1

TABEL

VRAAG	Tabel	Akkuraatheid	18 (6f maks)
1		Uitleg	17

1	Normale verstekwaardes en font	✓
2	Hoofopskrifte korrek geplaas, lynspasie korrek en gesentreer	✓
3	Hoofopskrif [KONINGSKOS] onderstreep en beide opskrifte 18 pt, tweede opskrif o/k	✓
4	Tabelselle korrek saamgevoeg (rye 1 en 2)	✓
5	[Kittiekat se peuselhappies] – korrek gespaseer, 4 pt gespreide	✓
6	Titelkas vir opskrif [Aanbevole Handelsprys]	✓
7	[Produk], titelkas, vetdruk	✓
8	[Produk] horisontaal en vertikaal gesentreer	✓
9	Beskrywingskolom – vertikaal saamgevoeg (x4)	✓✓
10	Beskrywingskolom – vertikaal gesentreer en regsblok	✓
11	Regsblok van 4 kolomme en gelyk versprei	✓
12	Een oop lyn na tabel	✓
13	Voetnoot met 'n tab	✓
14	Tabel vertikaal gesentreer op bladsy	✓✓
15	Reëlafstand van tabel (bv. 6 pt voor en 6 pt na)	✓
	<b>Voetnoottekens = 1 x Akkuraatheidsfout (maks)</b>	

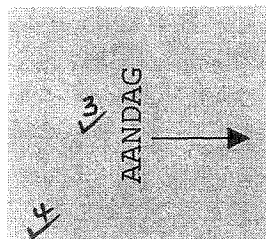


## SAHKV

Privaatsak X214, Pretoria, 0001

5 Oktober 2006

#



DR L MOSIANE

✓

(animalcare@lantic.net)

DR A CARTER

(acarter@mweb.co.za)

DR JJ NORTIER

031 678 8901

DR AC GOOSEN

012 334 7656

DR G SEFAKO

021 456 6789

Geagte Kollegas

#

## 5/ OPLEIDINGSPROGRAM VIR NUWE VEEARTSE

#

'n Opleidingsprogram vir nuwe veeartse word deur dr. Joanne Messel opgestel en sal in Johannesburg op 27 November 2006 aangebied word. Die voorgestelde program is aan hierdie brief geheg vir u en u kollegas se kommentaar en aanbevelings. Die prys van hierdie eendagkursus is R250 wat verversings insluit. Ek sal dit waardeer indien u hierdie saak ernstig sal oorweeg, want dit vind ongelukkig reeds laat plaas weens 'n fout van ons kant af.

U word herinner aan die Lipizzaner-perdeskou wat op 17 November by die Lipizzaner-sentrum in Kyalami gehou gaan word. Die organiseerders is op soek na veeartse wat ervaring het met groot diere, om by die skou beskikbaar te wees. Indien u kan help, kontak Lulu Delaware by 011 434 5678.

'n Paar interessante feite oor Lipizzaners:

- 6/ • Hulle kry hul naam van die Keiserlike Stoet by Lipizza naby Triëst, die plek waar hulle die eerste keer in 1580 geteel is.
- Slegs hingse wat liggrys tot wit van kleur is, word vir opleiding gebruik.
- Opleiding begin op vyfjarige ouderdom.

Die uwe

# ✓

DR CM TISON  
HUB: SAHKV

8  
Arial 12

## PROGRAM 9

aangebied deur

SAHKV

Maandag, 27 November 2006

by die

PARKTOWNRIF HOTEL, JOHANNESBURG

- 08:00 – 08:30 Registrasie en koffie
- 08:30 – 09:30 **Bekostigbare privaatpraktyk-opsies vir veeartse** ✓<sup>10</sup>  
TONY ARVIDES  
EERSTE STADSBANK
- 09:30 – 10:30 **Gelyke indiensneming in u veeartspraktyk**  
DR JOANNE MESSEL  
VEEARTS IN PRIVATE PRAKTYK
- 10:30 – 11:00 **TEE** ✓<sup>11</sup>
- 11:00 – 12:00 **Suksesvolle bestuur van 'n katebewaarplek**  
SISWE MWANGO  
MWANGO HOTEL VIR KATTE
- 12:00 – 12:30 Vrae
- 12:30 – 13:30 **MIDDAGETE**
- 13:30 – 14:30 **Dierekos handelsvoorregte**  
CRAIG JOHNSTON  
MASTER FOODS
- 14:30 – 15:30 **Kan jy jou kat leer om die toilet te gebruik?**  
CHARLEEN CLARKE  
VEEARTSVERPLEEGSTER
- 15:30 – 16:15 Vrae
- 16:15 Afsluiting

✓<sup>12</sup> *Honde is ons skakel met die paradys. Hulle ken nie boosheid of jaloesie of ontevredenheid nie. Om op 'n mooi namiddag met 'n hond op 'n koppie te sit, is om terug te wees in Eden, daar waar dit nie vervelig was om niks te doen nie – dit was vrede.*

Milan Kundera, Skrywer ✓<sup>13</sup>

✓<sup>14</sup>

VRAAG	OMSENDBRIEF EN	Noukeurigheid	36 (12f maks)
2	PROGRAM	Uitleg	14

1	Herroep briefhoof – geen veranderinge gemaak en datum korrek geplaas met een oop lyn voor en een daarna	✓
2	Aandag afdeling gedoen in tabel, name in bokas	✓
3	[AANDAG] se teks rigting, vertikaal en horisontaal gesentreer	✓
4	Beskadu 15% grys en pyltjie	✓
5	Inhoudsopskrif in bokas en een oop lyn voor en na	✓
6	Kolpuntlys en reëlafstand	✓
7	Slotgedeelte [naam en titel korrek, bokas en 3 oop lyne]	✓
8	Arial 12 vir program	✓
9	Gespasieerde hoofletters vir [Program], inleidingsgedeelte van program gesentreer en dubbelreëlafstand	✓
10	Vetdruk x 5	✓
11	2 x beskadu teks alleen [TEE] en [ETE]	✓
12	Laaste paragraaf, kursief en regs geblok	✓
13	[Milan Kundera] vetdruk en titelkas	✓
14	Trippellyn bladsyraam slegs om program	✓

# Om 'n Hond Te Bad <sup>3</sup>

## 'N VEEARTS SE OPINIE <sup>4</sup>

Om 'n hond te bad klink maklik. Kry gou die hond in die bad en gebruik sommer dieselfde sjampoe waarmee ek gister my hare gewas het. Stop dadelik!



'n Maklike taak is dit regtig nie. Jy moet seker wees wat jy doen. Daar is verskeie redes waarom honde gebad word. Dit is belangrik om tussen hulle te onderskei.

### 9 BAD JY JOU HOND OMDAT:

- hy vuil is of stink? <sup>12</sup>
- daar 'n velsiekte is wat behandeling benodig? <sup>11</sup>
- hy aan 'n vertoning gaan deelneem? <sup>10</sup>
- hy vlooië of enige ander parasiete het? <sup>13</sup>

**Elke** <sup>14</sup> rede het 'n verskillende tegniek <sup>15</sup>

Jy moet jou hond so gereeld as wat nodig is, bad. As jou hond daaglik vuil word, is dit nodig om jou hond vir 'n paar dae te bad. Ek dink altyd aan my hare en onthou dat 'n hond se hare soortgelyk aan my eie is. Ek was my hare gereeld om dit skoon, en gesond te hou met 'n vars reuk. Dieselfde goeie gewoonte moet jy onthou vir jou hond.

<sup>19</sup> Moenie jou eie sjampoe gebruik nie. Dit word nie vir jou hond aanbeveel nie. Maak seker dat jy goeie kwaliteit sjampoe geskik vir honde, <sup>29</sup>

gebruik. Maak seker dat die verkoops personeel vir jou die regte advies gee. As dit enigsins suspisies klink, skakel jou veearts. Lees alle instruksies op die bottel, en as daar 'n pamflet binne is, lees dit.

<sup>16</sup> Nog 'n "moenie" is dat jy nie jou hond in jou eie bad moet was nie. Hulle hou nie daarvan om in 'n klein area aan 'n vreemde, snaakse prosedure blootgestel te word nie.

Neem 'n groot emmer warm water, 'n spons, klein beker, die sjampoe, 'n leiband en die hond! <sup>(16)</sup> Maak die hond met die

spons nat. Gooi sjampoe en was deeglik. <sup>17</sup>

Gebruik die beker of die spons om die skuim mee af te spoel. Ek gebruik gewoonlik 'n handdoek om die hond mee af te droog. 'n Haardroër droog die hond se vel uit en laat die hond jeuk. Moenie die hond laat gaan terwyl hy nog nat is nie, want hy gaan die vuilste, stowwerigste poeletjie kry en daarin rol. 'n Goue reël is om die hond aan sy leiband te hou, met 'n handdoek af te droog en dan in die son te loop totdat die hond heeltemal droog is. <sup>21</sup>

As jy die bogenoemde metode gebruik, gaan jy 'n gelukkige, skoon hond hê met 'n eenaar wat nie stres elke keer as hy hoor "bad jou hond" nie. <sup>22</sup>



VRAAG	KOERANTSTYLKOLOMME	Noukeurigheid	-
3		Uitleg	25

1	Bo en onderste kantlyn 2 cm (0.8")	✓
2	Skrif – Times New Roman 12	✓
3	Hoofopskrif – titelkas 22 pt en een oop lyn tussen opskrifte	✓
4	Tweede opskrif – 16 pt, bokas en een oop lyn na opskrif	✓
5	Albei opskrifte gesentreer	✓
6	Eerste afdeling – 3 kolomme	✓
7	Prent in middelste kolom	✓
8	Prentjie se grootte verander om in kolom te pas	✓
9	Skuif sin [BAD JY JOU ...], kontroleer reëlafstand	✓
10	Kolpuntlys in enkelkolom	✓
11	Haal uit [Bad jou hond omdat ...] x 2	✓
12	Loop aan – [stink]	✓
13	Transponeer – [ander parasiete]	✓
14	Drop Cap [Elke]	✓
15	[Elke .... tegniek] in kursief	✓
16	Voeg [snaakse] en [!] in	✓
17	Haal die paragraaf uit soos aangedui en kyk na korrekte lynspasie	✓
18	3 kolomme vir laaste gedeelte	✓
19	Keep elke paragraaf in laaste stel kolomme in met 0.5 cm (0.2")	✓
20	Vertikale lyn tussen laaste stel kolomme	✓
21	Volle justering vir alle kolomme	✓
22	Simbool aan einde van teks (2 spasies voor simbool)	✓
23	Sentreer laaste paragraaf oor bladsy	✓
24	Laaste paragraaf in enkel kolom	✓
25	Konsekwente reëlafstand deur hele dokument	✓

**AFDELING A**

V	ANTWOORD	
1	A.	
	B.	
	C.	X
2	A.	
	B.	
	C.	X
3	A.	
	B.	X
	C.	
4	A.	
	B.	X
	C.	
5	A.	X
	B.	
	C.	
6	A.	
	B.	
	C.	X

$$6 \times 2 = [12]$$

**AFDELING B**

1. WAAR
2. ONWAAR
3. WAAR
4. ONWAAR

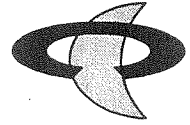
$$4 \times 1 = [4]$$

**AFDELING C**

KOLOM B
M
D
L
H
E
A
K

$$7 \times 2 = [14]$$

**TOTAAL: 30**

✓<sub>1</sub>

# HIGHVELD UNIVERSITEIT

✓<sub>2</sub> Notule van 'n vergadering gehou deur die Navorsingsraad op Vrydag, 15 Augustus 2006 om 14:00 in die seminaarkamer.

## TEENWOORDIG

Prof. CH Montshiwa (Voorsitter)  
 Ms C Zackey (Sekretaresse)  
 Dr D Lourens  
 Prof. J Maynier  
 Prof. PM Whitfield ✓<sub>3</sub>

## VERSKONINGS

Prof. M Gericke  
 Dr M Grimbeek

## ✓<sub>4</sub> 1. NOTULE VAN DIE VORIGE VERGADERING

✓<sub>5</sub> Die notule is gelees en aanvaar.

## 2. PERSONEEL

Baie geluk aan prof. Whitfield wat uitgenooi is om 'n driedagkursus vanaf 25 - 27 Augustus 2006 oor "Gesondheidsorg" in Genève by te woon.

## 3. OPE-DAG 10 OKTOBER 2006

3.1 Die reëlins vir die geleentheid is gefinaliseer. Prof. A Patterton sal die komitee toespreek oor Gesondheidsnavorsing en strategiese doelwitte in Suid-Afrika.

3.2 Die bekende, Prof. W Mollen van Kanada sal optree as beoordelaar en sal die trofees van die Natuur- en Skeikundedepartement hanteer.

## 4. VORM VIR VOORGRAADSE STUDENTE

Die Voorsitter bedank Dr D Lourens vir die gebruiksvriendelike vorm wat hy ontwikkel het om die voorgraadse opleiding te monitor. Die vorms gaan aan al die fakultiteitleiers gestuur word en moet dadelik gebruik word. ✓<sub>6</sub> Die besluit is ook geneem dat elke leier 'n kopie moet hou van elke kandidaat en dat die vorms elke ses maande op datum gebring moet word.

1  
4  
†

9 6. ANDER SAKE

6.1 Die Krugersdorp <sup>8</sup> Gee-om-vir-jou-troeteldier-Forum

10 Hierdie is 'n ander manier van uitreik na die gemeenskap. Dr Grimbeek sal as voorsitter optree en die hoofdoel is om die immunisering van diere in die area te monitor. Die DBV sal ook help met die inenting van verdwaalde diere.

6.2 <sup>(8)</sup> Gee-om-vir-jou-troeteldier-Sentrum

Die sentrum het sy deure 'n paar weke gelede geopen.

6.2.1 'n Veearts sal daagliks aan diens wees en sal dadelik beskikbaar wees tot 24:00 elke aand.

6.2.2 'n Noodnommer sal in gebruik wees.

6.2.3 Vakansiekursusse sal gedurende Desember aangebied word om veral die jeug oor dieresorg in te lig.

7. ALGEMEEN

Geen sake is bespreek nie. Die vergadering sluit om 16:00. Die volgende vergadering sal op 26 Oktober 2006 gehou word.

.....<sup>11</sup>  
VOORSITTER

.....<sup>12</sup>  
SEKRETARESSE

Datum: .....

<sup>13</sup>

VRAAG	NOTULE	Noukeurigheid	27 (9f <sup>maks</sup> )
5		Uitleg	13

1	Herroep briefhoof	✓
2	Datum korrek ingevoeg in inleidingsgedeelte	✓
3	[TEENWOORDIG] en [VERSKONING] afdelings korrek uiteengesit	✓
4	Numering – [outline numbering] – (eerste bladsy)	✓
5	Teks justering op eerste bladsy	✓
6	Skuif paragraaf, loop aan	✓
7	Bladsy 4 korrek genommer, regs geblok en een oop reël daarna	✓
8	Onderstreep [Gee-om-vir-jou-troeteldier] x 2	✓
9	Numering begin by 6 op bladsy 4	✓
10	Inlynstelling van teks korrek op bladsy 4	✓
11	Slotgedeelte - lynspasie	✓
12	Slotgedeelte - kolpunte en hoofletters	✓
13	Kantlyne, font en lynspasie in res van die dokument	✓
	<b>trs = maks 1 akkuraatheidsfout</b>	

## DIENSKONTRAK

(vir 'n TYDELIKE AANSTELLING)

tussen

DIERE GESONDHEIDSKOS BEPERK  
(hierna genoem "die WERKGEWER")

en

SYLVIA NKOMO  
781020 0054 882  
(hierna genoem "die WERKNEMER")

### 1. DIENSAANVAARDING

Hierdie kontrak sal op 1 Maart 2006 in werking tree en op 31 Augustus 2006 ten einde loop. Die WERKNEMER sal in 'n tydelike hoedanigheid aangestel word. Die diens sal outomaties op 31 Augustus 2006 beëindig word. Albei partye het op bogenoemde geskik.

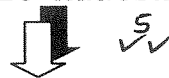
### 2. PLEK VAN WERK

Die Blou Meul, oorkant die Sentrum in Westonaria.

### 3. WERKSBEKRYWING

TIPE AANSTELLING - WINKELASSISTENT

Lid van die Maatskappy



Finansiële Bestuurder



Winkelassistent



Algemene Assistent

### 4. PLIGTE

- Besprekings doen vir hondesalon
- Kontrole van voorraad
- Skoonmaak van winkel en rakke
- Verkope

2 3  
≠

5. WERKSURE

9:00 - 18:00 Maandae tot Vrydae  
8:00 - 14:00 Saterdag

Die WERKNEMER sal 1½ keer haar salaris betaal word indien ekstra werksure verlang word.

6. SALARIS

Die WERKNEMER sal 'n salaris van R2 500 (tweeduisend vyfhonderd rand) per maand, op die laaste dag van elke maand betaal word.

7. VERLOF

7.1 Die jaarlikse verlof word op 21 (een en twintig) werksdae met vol salaris bereken asook 'n bonustjek, wat op meriete gebaseer is.

7.2 'n Mediese sertifikaat van 'n mediese dokter moet getoon word om te kwalifiseer vir siekverlof.

Die assistent sal nie enige mediese advies rakende diere of vertroulike inligting oor die praktyk aan enigiemand verskaf nie.

Ek, ..... verstaan die kontrak en teken dit vrywilliglik.

GEDOEN en GETEKEN te WESTONARIA op die ..... dag van ..... in die teenwoordigheid van die ondergetekende getuies.

AS GETUIES

1. ....  
WERKNEMER

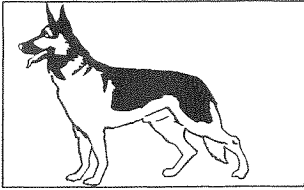
2. ....  
WERKGEWER

↙

VRAAG	KONTRAK	Noukeurigheid	27 (9f <sup>maks</sup> )
6		Uitleg	13

1	Linkerkantlyn (3.75 cm of 1.5")	✓
2	[Hoofopskrif] 18 pt, vetdruk en albei opskrifte gesentreer	✓
3	Uitleg van inleidingsgedeelte	✓
4	Hoofopskrifte in bokas, inlynstelling van teks teen linkerkantlyn	✓
5	Blokpyle met skaduwee	✓✓
6	Afdeling met pyle gesentreer in 1½ reëlafstand	✓
7	Kolpuntlys in alfabetiese orde	✓✓
8	Bladsynommer – gesentreer, oop reël daarna	✓
9	Tabelstop 7.5 cm (3") vanaf kant van bladsy	✓
10	Slotgedeelte – korrek uiteengesit volgens reëls vir regsdokumente	✓
11	Reëlafstand en justering in hele dokument	✓





## DIE HOND SE BESTE VRIEND

Terrierstraat 8, JOHANNESBURG, 2000

Tel: (011) 987 6754

Faks: (011) 987 6755

3/ 6 Oktober 2006

Me L Makunye  
 Posbus 56  
 NORTHCLIFF ✓  
 2091

Geagte me Makunye ✓

6/ SJOKOLADE EN 'N MENS SE BESTE VRIEND

Dankie vir die navraag wat u gerig het. Die saad van Theobroma kakao bestaan uit twee persent theobromine en 'n klein bietjie kaffeïen wat die bestanddeel van kakao is vir sjokolade. Baker se sjokolade bevat die hoogste konsentraat van theobromine van alle sjokolade. ✓

7/ Hierdie bestanddeel kan vir mense as 'n stimulant gebruik word en kan ook blokkasies voorkom deur die are te vergroot.

8/ HOEVEEL SJOKOLADE IS DODELIK VIR 'N HOND?

Twee worshonde is dood nadat hulle 600 g sjokolade tussen hulle twee verorber het. Omdat theobromine deur die spysverteringskanaal geabsorbeer word en stadig uitgeskei word sal selfs klein dosisse 'n kumulatiewe effek hê. Die dood as gevolg van vergiftiging kan dus uitgestel word totdat 'n kritiese vlak bereik is. Indien die dier so vergiftig word tree die dood skielik in. ✓

Sommige honde het geen weerstand teen melksuiker nie, d.i. laktose, wat beteken dat hulle nie die ensieme het om die laktose te verwerk nie. Die onverwerkte melksuiker trek water deur osmose in die liggaam in en veroorsaak braking en diarree.

Een blokkie sjokolade vir 'n 15 kg hond is gelyk aan vyf sjokolades vir 'n 75 kg persoon. Dit sit onmiddellik om in vet en sjokolade is sleg vir die tande. ✓

Die uwe ✓

DR J MULLER ✓

VRAAG	SAKEBRIEF	Noukeurigheid	-
7		Uitleg	20

1	Prentjie korrek geplaas in briefhoof – geen veranderinge gemaak	✓✓
2	Sentreer briefhoofbesonderhede	✓
3	Normale verstekwaardes en font asook linker- en eweredige regterkantlyn	✓
4	Ontvanger se adres – korrek uiteengesit	✓
5	Voltooing van [Makunye]	✓
6	Inhoudsopskrif in bokas en korrekte reëlaafstand	✓
7	NP [Hierdie bestanddeel ....] kyk na reëlaafstand	✓
8	3D raam slegs om teks	✓✓
9	Skuif sin [Die dood as gevolg ...]	✓
10	Spasies voor en na geskuifde sin	✓
11	Voeg "en" in voor loop aan sin	✓
12	Loop aan [sjokolade] met onderkas "s"	✓
13	Spelling van [skielik]	✓
14	Spelling van [onmiddellik] in laaste paragraaf	✓
15	Afkorting van kg [75 kg persoon]	✓
16	Slot 3 oop reëls en [DR J MULLER] in bokas	✓
17	Vind en Vervang [/ met die] – as [DIE] in briefhoof vervang is - geen punt	✓✓