

QUESTION 1

[60]

TIMED ACCURACY TEST

The timed accuracy test is to be typed in double line or 1½ line spacing on one side of the paper only. Use margins of 10°. A minimum of 35 w.p.m. is expected and the limits are indicated by (.....).

TIME: 10 MINUTES

People are often surprised to find that purchasing management is a field of study within the broader concept of business management. The reasons for this are obvious.

Consumers usually buy products on a daily basis and are convinced that they are buying efficiently because they are spending their own funds. This presumed expertise, which is common property, is often the main reason for the fact that the purchasing function, even in large enterprises, is underestimated.

Consumer purchasing is vastly different from purchasing in the business world.

Consumer purchasing has a number of characteristics, products are purchased for final consumption, the consumer has complete freedom of decision-making regarding the quality of the product, small quantities are usually bought, there are a large number of suppliers for similar products, and individual buyers can bring little pressure to bear in affecting price changes.

Purchasing in the business world has contrasting characteristics, there are quality specifications limiting the production of the product, related to the further processing of products, the quantities required are often so large that all the suppliers in South Africa cannot satisfy the demand for a particular product, in addition, the demand can be so specialised that there are perhaps only one or two suppliers in the world, and the enterprises which buy are sometimes so large that their buyers prescribe prices to the

suppliers. If the complicated procedures involved in international purchasing are added to this, it becomes clear that the presumed expertise which is based on general knowledge of consumer purchasing, is completely .....35 w.p.m.

inadequate for purchasing in the business world. Purchasing for business companies required specialised knowledge of products and of the markets in which these products may be purchased. Purchasing management has the responsibility of acquiring .....40 w.p.m.

this specialised knowledge for the task of converting the liquid assets of the enterprise into assets which are less liquid and which carry higher risks. From the point of view of business management it is therefore well worth taking notice of .....45 w.p.m.  
all the aspects of purchasing management.

Through efficient purchasing decisions individuals and organisations can ensure that the resources of a community are applied in such a way as to achieve an optimal ratio between inputs of resources and .....50 w.p.m.  
outputs of products to satisfy the needs of the community. In exactly the same way purchasing decisions and the activities following on these decisions can ensure an optimal input/output ratio in individual enterprises. It is clear that .....55 w.p.m.

lines omitted  
OOX

QUESTION 2

MOTOR FINANCE CORPORATION

MOTOR VEHICLE LOAN DIVISION

₹

- ⑤ ✓ line spaces before  
→ after lines + between column headings.  
eg 9's ⑧ - 1 manuscript
- ⑥ ✓ equal margins +  
neatness of lines + typing into margins
- ⑦ ✓ horizontal spaces  
before + after lines and  
alignment of figures + words

MONTH AND YEAR	LOANS AND HIRE PURCHASE		LOANS FOR MOTOR VEHICLES <sup>1</sup>			
	HIRE PURCHASE		Honda Ballade <i>MS must fit + check spacing</i>	Mini	Toyota Cressida GLE	Toyota Corolla 1,6 <u>l</u> accept <u>2</u> or <u>1 1/2</u> as well as spacing <sup>4c</sup>
2001: June	R' 000		R' 000	R' 000	R' 000	R' 000
	7 000		6 000	4 000	2 000	8 000
July	9 000		2 000	8 000	5 000	3 000
	<del>7 000</del>		<del>2 000</del>	<del>8 000</del>	<del>5 000</del>	<del>3 000</del>
September	3 000		5 000	1 000	9 000	9 000
	4 000		9 000	3 000	4 000	7 000

② ✓ horizontal  
✓ heading

all ✓  
③ ✓

④ ✓ { 1 New motor vehicles only

Accuracy 15  
Display 15  
30

QUESTION 3

and margins

EXCELSIOR LIMITED

INCOME STATEMENT FOR THE YEAR ENDED 28 FEBRUARY

accept yr if inserted

3 ✓ u/c H/c

4 ✓

Notes	2003	2002
	R	R
1	<u>501 623</u>	<u>484 400</u>
	201 300	193 900
		(5) HTU
	<u>1 300</u>	<u>1 400</u>
	202 600	195 300
	<u>(69 665)</u>	<u>(67 155)</u>
	132 935	128 145
	(12 000)	(12 000)
	(15 000)	(10 500)
	-	<u>(4 000)</u>
	105 935	101 645
	<u>161 550</u>	<u>59 904</u>
	<u>267 485</u>	<u>161 549</u>

accept bold or double lines

HTU

lines 7 \*

Monuscript

Accuracy 15  
 Display 15  
 30

\* Accept or broken lines

leader dots 0

QUESTION 4

<b>LANOS DEPARTEMENT VAN ONDERWYS LANOS DEPARTMENT OF EDUCATION</b>	
<b>Posadres/Postal address</b>  Postbus/Box 999 PRETORIA 0001	<b>Stratadres/Physical address</b>  Bosbokstraat 1/Bushbuck Road 1 PRETORIA 0002

Datum/Date: 20 February 2002 ① ✓

<b>OMSENDERBRIEF/CIRCULAR 30 OF 2002 ② ✓</b>
--

15° or  
letterhead

AAN/TO ← accept 1 or 2 spaces  
PRINCIPALS AND STAFF OF ALL PRIMARY SCHOOLS  
DIRECTORS AT HEAD OFFICE AND REGIONAL OFFICES ③  
MEMBERS OF GOVERNING BODIES  
DISTRICT ASSESSMENT TEAMS  
TEACHER ORGANISATIONS AND UNIONS

uk +  
s/s +  
alignment

<b>ONDERWERP/TOPIC</b> ④ ✓ THE PROCEDURES PERTAINING TO INTERNAL EXAMINATIONS IN PRIMARY SCHOOLS	<i>u/c, line spacing, alignment as well as next to topic</i>
---	--

This Circular replaces Circular 16 of 2001.

1. INTRODUCTION ⑤ ✓ *paragraph headings*

1.1 The Lanos Department of Education is committed to developing a culture of learning, teaching and service in all schools.

1.2 Internal examinations form an important part of evaluation in grades 4 to 7.

1.3 District offices require the following information before the end of March:

- Examination timetable and
- Invigilation timetable

*accept d/s*

lines  
⑥ ✓  
s/s  
d/s

it omitted UA  
↓  
2 (8) ✓

2. ARRANGEMENTS FOR MID-YEAR EXAMINATIONS

- 2.1 It is compulsory for schools to hold mid-year examinations.
- 2.2 The mid-year examinations for primary schools may not exceed seven school days.
- 2.3 All primary school learners must attend school throughout the examination period.

3. PROMOTION OF LEARNERS

The school management may, in the last three days of the school term in which learners attend school, complete promotion schedules while learners are involved in educational programmes. Learners may, however, at no time be left unsupervised.

{ Promotion schedules must be ratified and signed by the District Assessment Team. Report cards may not be handed to learners before the last official school day on which learners are required to attend school.

(9) ✓

SUPERINTENDENT-GENERAL OF EDUCATION (10) ✓

CIRCULAR 29 OF 2002 (11) ✓

TO ✓ PRINCIPALS AND STAFF OF PRIMARY AND SECONDARY SCHOOLS  
CHIEF DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES (12) ✓  
MEMBERS OF SCHOOL GOVERNING BODIES  
TEACHER ORGANISATIONS AND UNIONS

13 Margins ind. top + bottom  
14 + 15 Manuscript

Accuracy	35
Display	15
	<hr/>
	50

① 15° and 72°

Manuscript ③ ✓

QUESTION 5

② ✓ { GROUPFIN LIMITED  
NOTICE TO SHAREHOLDERS  
‡

Notice is hereby given that the eighteenth annual general meeting of shareholders will be held in the registered office of the company, 117 9<sup>th</sup> Street, Kew, on Thursday, 27 June at 17:45.

‡  
A G E N D A } ④ ✓ accept caps.

1. # The Statements of Accounts for the year ended 28 February 2001 and the Directors' and Auditors' Reports. ⑤ ✓

0 for wrong order

2. The election of directors in place of Mr C. Hall and Mr C. Mansoor, who retire according to the roster. Mr D. Jackson and Ms M Willis offer themselves for re-election.

3. Confirmation of the interim dividend and declaration of the final dividend.

4. AUDITORS; ⑥ ✓

4.1 The re-appointment of Messrs Gouws, Mansoor and A. Rogers and Messrs Summers and Steyn, as auditors.

5. To deal with such other business as may be transacted at an Ordinary General Meeting.

① ✓ { By order of the Board ⑦ accept if left out.  
4-6 lines  
G. BESTER  
SECRETARY

Accuracy 17  
Display 7  
-----  
24

Manuscript ③/④

①/② 15 and 72 as well as 2nd page.

QUESTION 6

Minutes of a staff meeting held on 17 April 2001 in APC, Rhodan Afrikaans University.

PRESENT ⑤/⑥ headings

Refer to attendance list.

~~REPORT ON ACCESS CONTROL AND CENTRAL UNIVERSITY CARD~~

⑦  
1. † The University is currently experiencing pressure with regard to parking on campus. The following steps have been taken to normalize the traffic flow and to alleviate the pressure on the existing parking areas.

⑧  
1.1 Consulting engineers have been instructed to put up traffic lights, which have been approved, in Maryway, so as to enable staff and students to join the city traffic in a safe and traffic-friendly manner.

2. Due to the limited parking on campus, kindly note the following points. Your cooperation in this regard will be greatly appreciated.

⑨ line spacing  
⑩  
2.1 It may happen that all available parking on campus is fully occupied, in which case even card-holders will have to make use of the two temporary landscape areas in Hugo Avenue and Maryway.

As far as possible staff with reserved parking bays will be accommodated in gaining access to the campus. For these purposes, all staff with reserved parking will be provided with a parking disc. These discs will be available from Mr Frank Kruger from 28 March 2001. Kindly collect your disc in person.

2.2 When planning any seminar or course, or any social, cultural or other function, and after the normal application for a lecture hall, etc. has been filed with Central Administration, Mr Frank Kruger should be consulted in the planning stage so that you can communicate the relevant information to your invited guests.

2.3 Important visitors are granted access to the campus only via a nominated entrance. Prior arrangements for this must please be made with Mr Kruger in writing.

2.4 Staff who hire covered parking from the Staff Association are reminded that they are compelled to park in their reserved parking area, and that they cannot park elsewhere on campus for their own convenience.

⑪/⑫ { G.E. NEL REGISTRAR

NOAMI MOLOI SECRETARY

Accuracy 28  
Display 12  
40



15 x 12  
and margins  
QUESTION 7

① ✓

PUBLIC LIBRARY OF WOLMARANSSTAD  
ABRIDGED REPORT OF THE LIBRARIAN FOR THE YEAR 2002

② ✓ 1. INTRODUCTION

③ It is an honour for me to present a report to the residents of Wolmaransstad.

sts als lines  
④ ✓

2. FACILITIES AND SERVICES

Membership is still free to all residents, schools and community organisations.

2.1 New purchases

⑤ ✓

A total of 603 new English books and 715 new Afrikaans books were purchased. In the new year attention will be given to the expansion of literature in the other official languages. Music forms part of our collection and 920 new compact discs were obtained.

2.2 Story times

Each Tuesday afternoon at 14:15 stories are read or told in English, Afrikaans or Northern Sotho.

2.3 Book displays

Displays are held every two weeks to focus the attention on new purchases, relevant or newsworthy topics.

2.4 Holiday programmes

During school holidays interesting programmes are presented to toddlers and primary school learners.

3. FINANCES

Accumulated surplus (2001) .....		R152 600
Income (2001 - 2002) .....	R1 358 536	✓
Expenses (2001 - 2002) ....	<u>1 410 825</u>	
Less Deficit (2002) .....		<u>52 289</u>
Surplus (2002) .....		<u>R100 311</u>

accept 2 or 3 spaces  
6,7+8  
alignas  
accept R underlined  
line

9+10 ✓  
A.J. GREENSPAN  
LIBRARIAN

⑪ Manuscript

Accuracy 25  
Display 11

QUESTION 8

① ✓ SEA VIEW HOTEL

*must be 2  
and margins*

P.O. Box 444 ← 4000  
Telephone (031) 46 4587  
Fax (031) 46 4588

7 King Edward Street  
DURBAN  
4001

3+4 ✓

26 September 2002

TO WHOM IT MAY CONCERN

5+6 ✓

The undersigned hereby declares that

ALBERTA NELSON (730115 0041 008) *accept ID*

was employed by this hotel from 1 February 2000 to the present. She joined our staff straight from school in a relatively, low-key post. However, she soon showed her exceptional ability in the field of organisation and was quickly promoted.

⑦ ✓ Miss Nelson is extremely hardworking and has a pleasant personality. She is a person with initiative and is particularly conscientious in her work.

Part of her work is the training of hotel receptionists in all aspects of reception work, both at the front desk and in the restaurants. Due to her pleasant manner and self-discipline she accomplished this task with considerable success.

Miss Nelson is to move to the Cape Town area after her marriage and for this reason has to leave our employment.

We recommend Miss Nelson for any appropriate position.

8+9 ✓

VICTOR TSHABALALA  
GENERAL MANAGER

Accuracy	21
Display	9
	<hr/>
	30

VRAAG 1

[60]

TYDNOUKEURIGHEIDSTOETS

Die tydnoukeurigheidstoets moet in dubbel of 1½ reëlfstand op een kant van die bladsy getik word. Gebruik kantruimtes van 10°. 'n Minimum van 35 w.p.m. word verag en die grense word deur (.....) aangedui.

TYD: 10 MINUTE

Die feit dat aankoopbestuur deel van die breë studieveld van die Bestuurswese uitmaak, kom dikwels as 'n verrassing vir diegene wat die eerste keer met die Bestuurswese as studieveld kennis maak. Die rede is voor-die-hand-liggend. Byna alle verbruikers koop produkte op 'n daaglikse grondslag aan en meen dat hulle die koopaktiwiteit doeltreffend uitvoer juis omdat individue hulle eie fondse bestee. Hierdie veronderstelde kundigheid waaroor almal beskik, is dikwels ook die rede waarom die aankoopfunksie self in groot ondernemings onderskat word.

Verbruikersaankope verskil egter aansienlik van aankope in die sakewêreld. Die belangrikste kenmerke van verbruikersaankope is dat produkte vir finale gebruik aangekoop word, dat die verbruiker absolute vryheid het oor die kwaliteit van die produk wat aangekoop is, dat hoeveelhede klein is, dat baie leweransiers dieselfde produk verkoop, en laastens dat individuele verbruikers weinig druk kan uitoefen om pryse te verander.

Hierteenoor word aankope vir sakeondernemings gekenmerk deur baie spesifieke en dikwels beperkende kwaliteitsvoorskrifte wat met die verdere verwerking van die produkte saamhang en die hoeveelhede wat ter sprake is, is soms so groot dat alle leweransiers in Suid-Afrika saam nie in die vraag kan voorsien nie. Die aanvraag kan ook so gespesialiseerd wees dat slegs een of twee moontlike leweransiers in die wêreld bestaan. Laastens is die ondernemings wat aankoop, dikwels so groot dat leweransiers se pryse deur die aankopers bepaal word. Voeg hierby die gekompliseerde aktiwiteite wat met invoeraankope gepaard gaan en dit is sonder meer duidelik dat die veronderstelde kundigheid wat uit .....35 w.p.m. algemene kennis van verbruikersaankope spruit, vir aankope in die sakewêreld heeltemal onvoldoende is. Aankope vir sakeondernemings vereis besondere kennis van sowel die produkte wat aangekoop word, as die markte waarin aangekoop word. Benewens .....40 w.p.m.

die vereiste<sup>24</sup> van gespesialiseerde<sup>23</sup> kundigheid<sup>22</sup>, hou die aankoopfunksie ook die<sup>17</sup>  
 verantwoordelikheid<sup>12</sup> in om die<sup>17</sup> likiede<sup>14</sup> bates van die onderneming<sup>13</sup> waaraan weinig<sup>11</sup>  
 risiko's<sup>10</sup> verbonde is, te omskep in bates<sup>6</sup> wat minder<sup>5</sup> likied is en hoër<sup>3</sup> risiko's  
 meebring. ....45 w.p.m.

Uit die oogpunt van die Bestuursweë is dit dus wel noodsaaklik om deeglik kennis te<sup>18</sup>  
 neem van alle aspekte<sup>15</sup> wat met aankoopbestuurverband<sup>12</sup> ndu.

Deurdoeltreffende aankoopbesluitneming<sup>7</sup> verseker individue<sup>5</sup> sowel as ondernemings<sup>3</sup>  
 dat die hulpbronne .....50 w.p.m.

van 'n samelewing so aangewend word dat die verhouding van hulpbronsette en<sup>17</sup>  
 produkte wat in die behoeftes voorsien, optimaal is. Op dieselfde wyse verseker<sup>11</sup>  
 doeltreffende aankoopbesluitneming<sup>7</sup> en die aktiwiteite wat in individuele ondernemings<sup>2</sup>  
 hieruit .....55 w.p.m.

lines omitted

00X

VRAAG 2 *accept* is only

FINANSIËLE MOTORKORPORASIE  
MOTORVOERTUIG LENINGSAFDELING

#

- ⑤ ✓ line spaces before  
→ after lines + between  
column headings of \$/s ⑤ { 1 Manuscript mark
- ⑥ ✓ equal margins +  
neatness of lines + typing into margins
- ⑦ ✓ horizontal spaces  
before + after lines and alignme  
of figures and words

MAAND EN JAAR

LENINGS EN HUURKOPE

*horizontal heading*

LENINGS VIR MOTORVOERTUIG

must be a full "1" / 1 line space above typing line

② ✓

Huurkoop  
*except*  
Ford Sierra

Honda Ballade  
*MS must fit + check spacing*

Mini

Toyota Cressida  
GLE

Toyota Corolla  
1,6 1 accept 1 or 1/1  
as well as spacing

R' 000

R' 000

R' 000

7 000

2 000

8 000

9 000

5 000

3 000

③ ✓

2001: Junie  
Julie  
~~Augustus~~  
September  
Oktober

3 000

9 000

9 000

4 000

4 000

7 000

④ ✓ #

1 Alleenlik nuwe motorvoertuie

Accuracy 15

Display 15

30

VRAAG 3

and margin  
①

EXCELSIOR BEPERK

INKOMSTESTAAT VIR DIE JAAR GEËINDIG 28 FEBRUARIE

accept

	Notas 2003	2002
	R	R
1	501 623	484 400
Netto bedryfsinkomste	201 300	193 900
<u>Ander inkomste</u>		
Inkomste uit beleggings	1 300	1 400
Netto inkomste voor belasting	202 600	195 300
Normale belasting	(69 665)	(67 155)
Netto inkomste na belasting	132 935	128 145
Voorkeurdividende	(12 000)	(12 000)
Gewone dividende	(15 000)	(10 500)
Oordrag na reserwes	-	(4 000)
Onuitgereikte inkomste vir die jaar	105 935	101 645
Onuitgereikte inkomste aan die begin van die jaar	161 550	59 904
Onuitgereikte inkomste aan die einde van die jaar	267 485	161 549

na ④

⑤

⑥ HTE

lyse ⑦

Noukeurigheid 15  
 Uiteensetting 15  
30

⑧ Maruskrip

\* aanvaar aanbeperkte getal lyne

leader dots 0

VRAAG 4

<b>LANOS DEPARTEMENT VAN ONDERWYS</b> <b>LANOS DEPARTMENT OF EDUCATION</b>	
Posadres/Postal address  Posbus/Box 999 PRETORIA 0001	Straatadres/Physical address  Bosbokstraat 1/Bushbuck Road 1 PRETORIA 0002

Datum/Date: 20 Februarie 2002 (1) ✓

<b>OMSENDBRIEF/CIRCULAR 30 VAN 2002 (2) ✓</b>
---

15% of letterhead margin

AAN/TO ← accept 1 or 2  
 HOOFDE EN PERSONEEL VAN PRIMÊRE SKOLE (3) ✓  
 HOOFDIREKTEURE BY HOOFKANTOOR EN DISTRIKSKANTORE  
 LEDE VAN SKOOLBEHEERLIGGAME ← accept hoofkantore  
 DISTRIKSASSESSERINGSPANNE  
 ONDERWYSERORGANISASIES EN -UNIES

u/c + s/s alignment

ONDERWERP/TOPIK DIE PROSEDURES MET BETREKKING TOT INTERNE EKSAMENS IN PRIMÊRE SKOLE	u/c, line spacing, alignment as well as react to topic
--	--

Hierdie Omsendbrief vervang Omsendbrief 16 van 2001. ← if in u/c (

1. INLEIDING (5) ✓ Paragraph headings
  - 1.1 Die Lanos Departement van Onderwys is daartoe verbind om 'n kultuur van leer, onderrig en diens in skole te ontwikkel.
  - 1.2 Interne eksamens vorm 'n belangrike deel van die evaluering in graad 4 tot 7.
  - 1.3 Distrikskantore benodig die volgende inligting voor die einde van Maart:
    - accept one or two
    - Eksamenrooster en
    - Toesigrooster

s/s + d/s

aanvaar d/r

2 (8) ✓

2. REËLINGS TEN OPSIGTE VAN DIE HALFJAAREKSAMEN

- 2.1 Dit is verplichtend vir skole om halfjaareksamen af te neem.
- 2.2 Die halfjaareksamen vir primêre skole mag nie sewe skooldae oorskry nie.
- 2.3 Alle primêreskool-leerders moet die skool gedurende die hele eksamentydperk bywoon.

3. BEVORDERING VAN LEERDERS

Gedurende die laaste drie dae van die skoolkwartaal, waartydens leerders skool bywoon, mag die skoolbestuur bevorderingskedules voltooi, terwyl die leerders by opvoedkundige programme betrokke is. Leerders mag nooit sonder toesig gelaat word nie.

Bevorderingskedules moet deur die Distriks-assesseringspan bekragtig en onderteken word. Verslagkaarte mag nie aan leerders oorhandig word voor die laaste amptelike skooldag waarop leerders die skool moet bywoon nie.

(9) ✓

SUPERINTENDENT-GENERAAL VAN ONDERWYS (10) ✓

OMSENBRIEF 29 VAN 2002 (11) ✓

AAN *must be 1 space only* HOOFDE EN PERSONEEL VAN PRIMÊRE EN SEKONDÊRE SKOLE HOOFDIREKTEURE BY HOOFKANTOOR EN DISTRIKSKANTORE (12) ✓ LEDE VAN SKOOLBEHEERLIGGAME ONDERWYSERORGANISASIES EN -UNIES

13 Kantuimtes  
14 + 15 Manuskrip

Noukeurigheid	35
Uitersetting	15
	<hr/>
	50.



① 15° and 72°

Manuscript ③

VRAAG 5

② { GROUFIN BEPERK  
KENNISGEWING AAN AANDEELHOERS  
#

Kennis geskied hiermee dat die agtiende algemene jaarvergadering van aandeelhouders op Donderdag, 27 Junie 2001 om 17:45, in die geregistreerde kantoor van die maatskappy, 9de straat 117, Kew, gehou sal word.

#  
S A K E L Y S } ④ accept words  
# accept caps

1. # Die Rekeningstate vir die jaar tot 28 Februarie 2001 en die Direkteure en Ouditeure se verslae.

2. Die verkiesing van direkteure in die plek van mnr. C. Hall en mnr. C. Mansoor wat albei volgens die diensrooster aftree. Mnr. D. Jackson en mev M. Willis is weer verkiesbaar.

3. Bekragting van die interim-dividend en verklaring van 'n finale dividend.

4. OUDITEURE. ④

4.1 Die heraanstelling van die firma Gouws, Mansoor en Rogers en die firma Summers en Steyn, as ouditeure.

5. Om ander sake wat op 'n gewone Algemene Vergadering afgehandel mag word, te behandel.

Op las van die Direksie

② { 4 to 6 lines  
G. BESTER  
SEKRETARIS

o for wrong order

Accuracy 17  
Display 7  
24

①/② 15° and 72° as well 2nd page.

VRAAG 6

Notule van 'n personeelvergadering gehou op 17 April 2001 in APC, Rhodan Afrikaanse Universiteit.

TEENWOORDIG ②/③ Readings

Verwys na presensielys.

PARKERING, TOEGANGSBEHEER EN SENTRALE UNIVERSITEITSKAART

①  
1. † Die Universiteit beleef tans groot druk op die beskikbare parkeerruimtes. Die volgende maatreëls is reeds getref om die verkeersvloei te normaliseer en die druk op parkeerruimtes te verlig.

1.1 Opdrag is aan raadgewende ingenieurs gegee om 'n verkeerslig, wat reeds goedgekeur is, in Maryway aan te bring om personeel en studente 'n veilige en meer verkeersvriendelike aansluiting met die stadsverkeer te gee.

2. Weens beperkte parkeerruimtes op die kampus, is dit noodsaaklik om die volgende onder u aandag te bring en u heelhartige samewerking sal op prys gestel word.

2.1 Dit mag gebeur dat die kampus se beskikbare parkeerruimtes vol is en selfs kaarthours verplig sal wees om van die twee tydelike landskapparkeerareas in Hugolaan en Maryway gebruik te maak.

Personeel met gereserveerde parkeerplekke sal sover moontlik geakkommodeer word om steeds toegang te kry. Vir hierdie doeleindes sal alle personeel wat oor gereserveerde parkering beskik van 'n parkeerskyfie voorsien word. Die skyfies sal vanaf 28 Maart 2001 by Beskermingsdienste beskikbaar wees. U word vriendelik versoek om die skyfies persoonlik af te haal.

2.2 Indien u enige seminaar, kursus, sosiale, kultuur- of 'n ander funksie beplan moet daar, benewens die normale aansoek by Sentrale Administrasie vir 'n lokaalruimte, reeds in die beplanningstadium in gesprek getree word met die afdelinghoof Mnr Frank Kruger, sodat u die relevante inligting aan u genooide gaste kan kommunikeer.

2.3 Belangrike besoekers sal slegs by 'n genomineerde ingang toegelaat word en reëlins moet asseblief vooraf, skriftelik met Mnr Kruger getref word.

2.4 Personeel wat afdakke huur deur die Personeelvereniging word vriendelik daarop gewys dat hulle verplig is om onder die afdak te parkeer en nie vir eie gerief elders op die kampus nie.

⑨/⑩  
line spacing

accept correct spelling

⑪/⑫ } 4-6 lines  
G.E. NEL  
REGISTRATEUR

NOAMI MOLOI  
SEKRETARESSSE

Accuracy 28  
Display 12  
40

15 + 72  
and margin  
VRAAG 7

① OPENBARE BIBLIOTEEK VAN WOLMARANSSTAD

VERKORTE VERSLAG VAN DIE BIBLIOTEKARIS VIR DIE JAAR 2002

② 1. INLEIDING

③ Dit is my voorreg om aan die inwoners van Wolmaransstad, 'n verslag voor te lê.

2. FASILITEITE EN DIENSTE

Lidmaatskap is steeds gratis aan alle inwoners, skole en gemeenskapsorganisasies.

2.1 Nuwe aankope

⑤ Daar is 603 nuwe Afrikaanse boeke en 715 nuwe Engelse boeke aangekoop. In die nuwe jaar sal veral aandag gegee word aan die uitbreiding van literatuur in die ander amptelike tale. Musiek vorm ook deel van die versameling en 920 nuwe kompakskywe is aangeskaf.

2.2 Storietye

Elke Dinsdagmiddag, om 14:15 word stories, in Afrikaans, Engels of Noord-Sotho gelees, of vertel.

2.3 Boekuitstallings

Dit word elke twee weke gehou ten einde aandag te vestig op nuwe aankope, relevante of nuuswaardige onderwerpe.

2.4 Vakansieprogramme

Gedurende skoolvakansies word interessante programme vir kleuters en laerskoolleerders aangebied.

3. FINANSIES

Opgehoopte surplus (2001) .....		6,718 ✓	accept 2 or 3 spaces
		R152 600	
Inkomste (2001 - 2002) ....	R1 358 536 ✓		align
Uitgawes (2001 - 2002) ....	<u>1 410 825</u>		
Min Tekort (2002) .....		<u>52 289</u>	
Surplus (2002) .....		<u>R100 311</u> ✓	arrange R understrip

9 + 10 ✓

A. J. GREENSPAN  
BIBLIOTEKARIS

⑪ Manuskrip

Naukeurigheid	25
Uitsettingsing	<u>11</u>
	36

VRAAG 8

① ✓ SEE-UITSIG HOTEL <sup>be 2</sup> <sub>and</sub> <sup>2</sup> ✓ and margins

Posbus 444 ← 4000  
Telefoon (031) 46 4587  
Faks (031) 46 4588

Koning Edwardstraat 7  
DURBAN  
4001

3+4 ✓

26 September 2002

HEIL DIE LESER

5+6 ✓

Die ondergetekende verklaar hiermee dat

ALBERTA NELSON (730115 0041 008) <sup>aanvaar</sup> ID order

by hierdie hotel werksaam was van 1 Februarie 2000 tot op hede. Sy het direk na skool by ons aangesluit in 'n relatiewe lae-vlak posisie. Sy het egter getoon dat sy oor uitstaande organisatoriese vaardighede beskik, en is spoedig bevorder.

⑦ ✓ Mej. Nelson is buitengewoon hardwerkend en het 'n aangename persoonlikheid. Sy is 'n persoon wat inisiatief aan die dag lê en is besonder pligsgetrou in haar werk.

As deel van haar werk, is sy verantwoordelik vir die opleiding van ontvangspersone in alle aspekte van ontvangs, hetsy ontvangstoonbank of in die restaurante. As gevolg van haar aangename geaardheid en selfdissipline het sy uitstaande sukses met hierdie taak gehad.

Mej. Nelson gaan na haar huwelik verhuis na die Kaapstad area, en om hierdie rede, sal sy ons moet verlaat.

Ons beveel Mej. Nelson baie sterk aan vir enige toepaslike posisie.

S+9 ✓

VICTOR TSHABALALA  
ALGEMENE BESTUURDER

Noukewigheid	21
Uitsetting	9
	<hr/>
	30