

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



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

**2004**

**TYPING**

***TIK***

**(Second Paper)**  
***(Tweede Vraestel)***

**SG**

**408-2/2**

**17 pages**  
**17 bladsye**

TYPING SG: Paper 2



408 2 2

SG

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**GAUTENGSE DEPARTEMENT VAN ONDERWYS**  
**SENIORSERTIFIKAAT-EKSAMEN**

**TIK SG**  
**(Tweede Vraestel)**

**TYD: 3 uur**

**PUNTE: 300**

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**INSTRUKSIES AAN KANDIDATE:**

LEES DIE ONDERSTAANDE INSTRUKSIES NOUKEURIG DEUR VOORDAT JY MET DIE VRAESTEL BEGIN.

- Tik jou eksamennommer bo-aan elke vel wat jy vir jou antwoorde gebruik.
- Begin elke vraag op 'n afsonderlike vel papier.
- Rangskik jou antwoorde in die korrekte numeriese volgorde in die eksamenomslag.
- Indien jy die vasgesteldetyd-noukeurigheidstoets in Afrikaans beantwoord, moet jy vrae 2, 3, 4, 5, 6, 7 en ook 8 in Afrikaans beantwoord.
- Gaan asseblief jou getikte antwoorde noukeurig na.
- Die opsieners sal jou inlig in verband met Vraag 1.
- Voltooi eers Vraag 1 en handig dit in voordat jy met die ander vrae begin.

**INSTRUKSIES AAN OPSIENERS:**

1. Voorsien elke kandidaat van ten minste agtien velle A4-papier (80g) in die eksamenomslag voor die aanvang van die eksamen.
2. Die tikopvoeder moet verseker dat alle tikmasjiene in goeie werkende toestand is.
3. Geen kool- of korrigeerlint mag tydens die eksamen gebruik word nie.
4. Dit is noodsaaklik dat 'n tikopvoeder vir die duur van die eksamen een van die opsieners in die tiklokaal moet wees om hulp te verleen indien 'n tikmasjien onklaar sou raak.
5. Kandidate moet ten minste 15 minute voor die aanvang van die eksamen aanmeld.
6. Kandidate moet toegelaat word om eers vir ongeveer 10 minute deur die vraestel te lees voordat hulle met Vraag 1 begin. Hulle mag lyne trek en woorde onderstreep.
7. Beide opsieners moet in besit wees van 'n stophorlosie vir tydsbeheer. Die vasgesteldetyd-noukeurigheidstoets moet deur die tikopvoeder waargeneem word. Opsieners mag nie gedurende die afneem van hierdie toets tussen die kandidate rondbeweeg nie.
8. 8.1 Alvorens kandidate met die vraestel begin, moet hulle opdrag gegee word om hulle eksamennommers bo in die REGTERHOEK van die papier wat vir die vasgesteldetyd-noukeurigheidstoets gebruik gaan word, te tik. Nadat al die kandidate hierdie instruksie uitgevoer het, word die teken gegee om met die toets te begin.  
8.2 Sodra die toegestane tyd vir die tydnoukeurigheidstoets verstreke is, moet die opsniener al die toetse opneem en sy/haar voorletter na die **LAASTE GETIKTE WOORD OP ELKE BLADSY PLAAS**. Al die bladsye wat 'n kandidaat gebruik het om Vraag 1 te beantwoord, moet aanmekaar vasgekram word. **SLEGS VRAAG 1 SE ANTWOORD-BLADSYE WORD AANMEKAAR VASGEKRAM**.  
8.3 Dit is die verantwoordelikheid van die opsniener om elke kandidaat se vasgesteldetyd-noukeurigheidstoets na afloop van die eksamen in die korrekte individuele eksamenomslag te plaas.
9. Tydens die afneem van die res van die vraestel, moet beweging tussen die kandidate beperk word tot die uitreiking van addisionele papier, probleme met tikmasjiene, ensovoorts.

**GAUTENG DEPARTMENT OF EDUCATION**  
**SENIOR CERTIFICATE EXAMINATION**

**TYPING SG**  
**(Second Paper)**

**TIME: 3 hours**

**MARKS: 300**

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**INSTRUCTIONS TO CANDIDATES:**

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE YOU START WITH THE PAPER.

- Type your examination number at the top of every sheet of paper used in answering the questions.
- Begin each question on a separate sheet of paper.
- Arrange your answers in the examination cover provided, in the correct numerical order.
- If you answer the timed accuracy test in English you are to answer Questions 2, 3, 4, 5, 6, 7 and 8 in English as well.
- Please read through your typed answers carefully.
- The invigilators will give you instructions about Question 1.
- You are to complete Question 1 and hand it in before answering the other questions.

**INSTRUCTIONS TO INVIGILATORS:**

1. Place at least eighteen sheets of A4 paper (80 g) in the examination cover prior to the examination.
2. The typing educator is to ensure that the typewriters are in perfect working order.
3. Neither carbon ribbon nor correcting ribbons may be used during the examination.
4. It is essential that a typing educator be one of the invigilators for the duration of the examination to assist with malfunctioning typewriters.
5. Candidates are to report to the typing centre at least 15 minutes before the examination commences.
6. Candidates should be given approximately 10 minutes to read through the examination paper before beginning Question 1. They may rule lines and underline words.
7. Both invigilators are to use stopwatches for time control. The timed accuracy test is to be timed by the typing educator. Invigilators may not move among candidates during this test.
8. 8.1 Before the candidates start with this paper, they should be instructed to type their examination numbers in the top RIGHT HAND CORNER of the paper used for the timed accuracy test. After all the candidates have done this, the signal may be given to begin the test.  
8.2 After the time allowed for the timed accuracy test has expired, the invigilator is to collect all the tests and initial them after the LAST WORD TYPED ON EVERY SHEET USED FOR THE SPEED TEST. All the sheets used by a candidate to answer Question 1 are to be stapled together. ONLY THE ANSWER SHEETS TO QUESTION 1 ARE TO BE STAPLED TOGETHER.  
8.3 It is an invigilator's responsibility to place each candidate's timed accuracy test in the correct examination cover on completion of the examination.
9. During the rest of the paper, moving among candidates is to be restricted to handing out additional paper, assisting with faulty typewriters, etc.

**VRAAG 1**  
**TYDNOUKEURIGHEIDSTOETS**

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

**TYD: 10 minute**

**[60]**

Die mens is nog altyd geboei deur die intelligensie van walvisse en dolfyne en deur die geheimsinnigheid wat haaie omring. Hierdie manjifieke diere het miljoene jare oor die oseane geheers, maar die mens jag hulle al eeue lank, en het party al amper uitgeroei.

Dolfyne, walvisse en tornyne is walvisagtiges. Dolfyne is klein walvisse en tornyne is klein en dolfynagtig. Walvisagtiges is nie visse nie, maar soogdiere - warmbloedige diere met ruggrate wat hul kleintjies met hul melk voed. Hulle verre voorgeslagte het eers op land gelewe, maar het oor miljoene jare by lewe in die see aangepas. Hulle torpedovormige liggame word aangedryf deur 'n kragtige stertvin, en die eertydse voorpote is nou swempote.

Om voedsel tydens lang migrasies te berg en die liggaam in ysige seewater warm te hou, het baie walvisspesies 'n dik laag vet onder die vel. Soms swem groepe walvisse en dolfyne tot op 'n strand. Die diere versmoor omdat hul longe nie kan uitsit as hulle swaar liggame ineenstort nie. Soms probeer mense op die strand hulle red deur hulle weer in die see te help, maar hulle lyk vasbeslote om terug te keer strand toe en te sterf. Niemand weet hoekom dit gebeur nie.

Wetenskaplikes het selfmoord as oorsaak uitgeskakel en dink dat die walvisse en dolfyne 'n fout met navigasie gemaak het. Skole dolfyne spring en duik dikwels deur die golwe. Walvisse geniet ook die akrobatiese toertjies.

**QUESTION 1**  
**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**

**[60]**

Man has always been fascinated by the intelligence of whales and dolphins, and by the mystery surrounding sharks. These magnificent creatures have ruled the oceans for millions of years, but man has hunted them for centuries, some almost to extinction.

Dolphins, whales and porpoises are cetaceans. Dolphins are small whales, and porpoises are small and like dolphins. Cetaceans are not fish, but mammals, they are warm-blooded animals with backbones, which feed their young with their own milk. Their distant ancestors once lived on land but, over millions of years, adapted to the sea. Their torpedo-shaped bodies are propelled by the broad tail fin, and what were once forelegs are now flippers.

To store food during long migrations and to keep the body warm in icy seas, many whale species have a thick layer of blubber, or fat, under the skin. Sometimes large groups of whales or dolphins swim onto a beach. The animals suffocate because their lungs cannot expand when their heavy bodies collapse, and they die. Sometimes people on the beach try to rescue them by returning them to sea, but they seem determined to return to the shore and die. Nobody is certain why this happens.

Scientists have ruled out suicide and believe that these whales and dolphins have really made a navigational mistake. Schools of dolphins often leap and dive through the waves. Whales also enjoy these acrobatics.

Anders as die meeste soogdiere word walviskalfies stert eerste gebore sodat hulle nie verdrink nie. Die ma neem die kleintjie versigtig na die oppervlak vir sy eerste asemteug. Sy lê op haar sy terwyl die kalfie aan die twee spene onder haar maag soog. Sodoende bly die kalfie ..... 35 w.p.m.

se spuitgate bo die oppervlak van die water en kan hy nie verdrink nie. Walvisse versorg hul kalfies vir 'n lang tyd. Indien die ma doodgaan, sorg 'n ander koei in die skool vir die kalfie.

Haaie is nie soogdiere nie, maar visse. In plaas van ..... 40 w.p.m.  
'n benerige skelet, het haaie 'n skelet van taai, buigbare kraakbene. Hulle kan baie goed ruik en het 'n spesiale orgaan - die sydelingse lyn om vibrasies in die water waar te neem. Die meeste spesies verkies warmer water, maar talle kouwaterspesies ..... 45 w.p.m.  
kom langs die suidweskus voor.

Baie haaie se kleintjies word lewend gebore, maar party lê eiersakkies. Die aktiefste haaie moet voortdurend swem. Dit sorg dat water gedurig oor hul kiewe en uit die liggaam deur vyf kiesplete weerskant van ..... 50 w.p.m.  
die nek spoel en verseker 'n konstante suurstoeftoevoer.

In die see swem die meeste haaie teen sowat een tot drie kilometer per uur. Haaie is teen skemer en snags op hul aktiefste, maar die meeste aanvalle op mense kom in troebel water na storms of ..... 55 w.p.m.

Unlike most mammals, the young whale is born tail first so that it does not drown. The mother whale gently lifts it off the surface to take its first breath of air. She lies on her side while the baby feeds from the two teats under her belly. This way, the young whale's blowhole is above ..... 35 w.p.m.

the water surface and it will not drown. Mother whales care for their calves for a long time. If the mother should die, the calf is cared for by another female in the pod.

Sharks are not mammals, but fish. Instead of a bony skeleton, sharks ..... 40 w.p.m.

have a skeleton of tough, flexible cartilage. They have an excellent sense of smell and a special organ, the lateral line, for detecting vibrations in water. Most species prefer warmer seas, but several cold water species are found along the south-..... 45 w.p.m.

west coast.

Many sharks produce live young, but some lay tough egg pouches. The most active sharks swim continuously. This keeps water flowing over their gills and out of the body through five gill slits on each side of the neck and ensures a ..... 50 w.p.m.

constant supply of oxygen.

In the sea, most sharks cruise at about one to three kilometers per hour. Sharks are most active at twilight and at night but most attacks on humans take place in muddy water after storms or floods. The shark's jaws are ..... 55 w.p.m.

VRAAG 2

Tik die volgende BALANSSTAAT met kantlyne van 10°.

TYD: 20 minute

[30]

Megatrust beperk [balansstaat op 30/4/04] vduit  
≠

		(*)	2004	2003	
			R	R	
<u>Kapitaal Aangewend</u>					
elr	Aandelekapitaal	2	16 800	16 802	trs
	Reserwes	3	35 080	35 565	
<u>belang</u> Groep-aandeehouers			51 880	52 367	
Buite-aandeehouersbelang			711	715	
			<u>53 082</u>	<u>52 591</u>	
<u>Verteenwoordig deur</u>					
elr	Kontant en korttermynfondse		<del>50 070</del> 40 070	114 596	stet
	Effekte van die staat		100 703	135 305	
	Voorskotte, verband		644 127	542 366	e
	Kliënte se verpligtinge		66 051	42 158	
	Beleggings	5	54 579	45 320	
<u>toerusting</u> Vaste eiendom, s			<u>70 779</u>	<u>68 482</u>	
≠					
Totale bates			986 309	948 227	#
≠					
<u>Min: Verpligtinge</u>			965 786	937 060	ital

\* | Aantekeninge

Tikster: Tik gidsstippies



QUESTION 2

Type the following BALANCE SHEET using margins of 10°.

TIME: 20 minutes

[30]

Megatrust limited [balance sheet at 30/4/04] in full  
≠

		(*)			
		2004		2003	
		R		R	
<u>Capital employed</u>					
s/s	{ Share Capital	2	16 800	16 802	trs
	{ Reserves	3	<u>35 080</u>	<u>35 565</u>	
			51 880	52 367	
	interest Group Shareholders' ↓		<u>711</u>	<u>715</u>	
	Outside Shareholders' interest		<u>53 082</u>	<u>52 591</u>	
 <u>Represented by.</u>					
			<del>50 070</del>		stet
	{ Cash and short-term funds		<del>90 070</del>	114 596	
	{ Government stock		100 703	135 305	
s/s	{ Advances, mortgage bond		644 127	542 366	s
	{ Clients' liabilities		66 051	42 158	
	{ Investments	5	54 579	45 320	
	{ (equipment) Fixed property		<u>70 779</u>	<u>68 482</u>	
≠					
	Total assets		986 309	948 227	≠
	Less: Liabilities		965 786	937 060	ital

(\*) Notes

Typist: Add leaderdots

VRAAG 3

Tik die volgende TABEL op een vel A4-landskappapier.

TYD: 25 minute

[40]

o.k. { # VULSELS IS GEWONLIK BESKIKBAAR AS KLAAR VOORBEREIDE PASTAS OF POEIRS # WAT MET WATER GEMENG IS. # }

VULSEL	BYVOORBEELD	BESKRYWING	STOLTYD*
Binnenshuis	Polyfilla	Poeier of pasta	2 uur
Buitenshuis	Polyfilla	sement gebaseerde poeier	2 uur
Pleister	Polyskim	Fyn skilwerk Pleister	2 uur o.k.
Eposie-gebaseerde deklaag	Prattley Henkel	Gom Pasta	20 - 30 min. Voluit 10 4 uur 1/hrs
Hout	en Polycell	Kleefbare pasta	-
Raamdeklaag	Just like wood	Kleefbare skuimrubber	-
Skuimrubber	Bostik Permafill		-

\* stoltlye gegee as 'n gids, maar word toegepas vir gemiddelde toestande. word

\* In koue weer sal stoltlye langer neem, maar gedurende warm weer sal dit vinniger stol

KIES 'n GEPASTE VULSEL

Tik tabel in d/s.



VRAAG 4

Tik die volgende AGENDA korrek. Neem al die manuskripinstruksies in ag.

TYD: 20 minute

[25]

1 April 2004 #  
Torando Park Aandeleblok Beperk b.k.

Kennisgewing aan lede

*voluit* Kennis hiermee geskied dat / Jaarlikse Algemene Vergadering van TORANDO PARK AANDELEBLOK BEPERK vir die jaar geëindig 31 Des. 1, gehou sal word te Torando Park, op woensdag, 1 Mei 2004 om 10:00. | trs  
| o.k.  
| 2003  
| b.k.

Agenda

- notule*
1. Goedkeuring van die ~~agenda~~ <sup>notule</sup> van die vorige vergadering gehou op 1 Mei 2003. 2. Ontvangs en ~~aanvaarding~~ goedkeuring van die finansiële jaarstate vir die jaar geëindig 12/31/2003. 4. Bevestiging van die her-aanstelling of aanstelling van ouditeure sowel as hul vergoedingspakket. 3. Bevestiging van die aanstelling van direkteure.
  5. Algemeen Punte vir bespreking van enige agendaitem moet skitlik gerig word aan die geregistreerde kantoor van die maatskappy. | stet  
| o  
| voluit  
  
# | sp

Op las van die komitee  
(get.) S. Ramazan, sekretaris } Sit korrek uiteen

Rangskik paragrawe in die korrekte volgorde

QUESTION 4

Type the following AGENDA correctly. Take all manuscript signs into consideration.

TIME: 20 minutes

[25]

1 April 2004 ≠  
Torando Park Shareholdersblock Limited |u.c.

Notice of a Meeting

Notice is given hereby for / Annual General Meeting ltrs.  
of TORANDO PARK SHAREBLOCK LIMITED for / year ll.c.  
ended 31 Dec. |, to be held at Torando Park, on | 2003  
wednesday, 1 May 2004 at 10:00. |u.c.

Agenda

- .minutes
1. To approve the ~~agenda~~ of the meeting held on |stet.  
1 May 2003. 2. To receive and ~~accept~~ adopt the |o/
  - annual financial statements for the year ended |in full  
12/31/2003. 4. To re-appoint or appoint the
  - auditors of the company and to approve their
  - remuneration. 3. To appoint and to confirm the
  - appointment of directors. 5. General [Items for
  - discussion under any agenda] item must be |#  
communicated in written form to the registered |sp.  
offices of the company.

By order of the board } Display correctly  
(sgd) S. Ramazan, Secretary

Arrange paragraphs in the correct order

## VRAAG 5

Tik die volgende NOTULE van 'n vergadering korrek. Neem al die manuskripinstruksies in ag.

TYD: 35 minute

[50]

Ned Norman Atletiekklub

Notule van 'n vergadering gehou in / Klubhuis, op  
2004 23 Oktober, om 18:00.

Teenwoordig [Verwys na bywoningsregister] l b.k.

1. Aanvaarding van vorige notule [Notule van vorige vergadering word aanvaar as 'n ware weergawe deur me. A. Bowes en word gesecondeer deur mnr. F. Norman.] λ 1.

2. Wedstrydplek [Mnr Jones moet skriftelik bevestiging van die owerhede by Cecil Payne stadium verkry, vir die gebruik van die vergaderplek. Die koste verbonde aan die vergaderplek is R650 waarvan die deposito terugbetaalbaar is.] \ b.k.

5. Stoele en Tafels Die klubhuis se tafels en stoele sal vir die geleentheid gebruik word. l trs.

3. Verspreiding van wedlooppamflette [Me. Human sal die verspreiding van die pamflette koördineer. Pamflette sal ook aan klublede verskaf word vir die verspreiding by toekomstige wedlope.] c

4. Begin en Eindstreepbaniere sowel as kilometer bakens [Mnr. Norman het bevestig dat Ingrid Brown aan die baniere en bakens werk. Hy moet

## QUESTION 5

Type the following MINUTES of a meeting correctly. Take all manuscript signs into consideration.

TIME: 35 minutes

[50]

← Ned Norman Running Club

Minutes of a meeting held in / Clubhouse, on  
2004 23 October, at 18:00.

Present [Refer to attendance register

1 u.c.

1. Acceptance of Previous Minutes [Minutes of previous meeting accepted as a true reflection by Ms A. Bowes and seconded by Mr F. Norman. 1 l.

2. Race Venue [Mr Jones to get confirmation in writing from the authorities at Cecil Payne Stadium for the use of the venue. The cost for the venue will be R650 of which the deposit is refundable. 1 u.c.

5. Chairs and Tables The Clubhouse tables and chairs will be used. 1 trs.

3. Distribution of the Race Pamphlets [Ms Human will coordinate the distribution of the pamphlets. Pamphlets will be given to the club members to distribute at future races. 1 c

4. Start and Finish Banner as well as Kilometer Markers [Mr Norman confirmed that Ingrid Brown is working on the banners as well as kilometer markers. He still needs to ascertain where and when to collect these items.

6. Lead Car and Master of Ceremony [Mr Brown will submit a formal request to Mr Radebe and will

egter nog vasstel waar en wanneer die items gekollekteer moet word.

6. Die kar wat die leiding gaan neem en die seremoniemeester [Mnr. Brown sal 'n formele versoek rig tot mnr. Radebe en sal ook ons benodigdhede stipuleer bv. een kar wat leiding gaan neem, een stophorlosie en die karavaan met musiek.

Verander na getal

7. Verkeersbeamptes en Nooddienste [Die Verkeersdepartement was in kennis gestel en het gunstig gereageer. [Die ambulansdienste beloop R800.

l.o.k.

8. Water en Waterpunte [Die water sal om 16:00 ~~18:00~~ op 31 Desember 2004 afgelewer word. Klubs in die omliggende gebied van Florida sal bystand verleen by waterpunte.

1/8

9. Media Dekking [Runner's World sal ons wedloop adverteer in die kalender vir Desember 2004. ons behoort ook die volgende koerante en radiostasies te kontak vir advertering naamlik: Raddij/Metro, 702, Daily sun, Sowetan, Horizon ensovoorts.

1/#  
1 trs

10. Algemeen [Ons stel mnr Abe voor om bystand te verleen met die parkering vir die ampsdraers.

1 2

[Die vergadering het om 21:30 verdaag.

.....  
Voorsitter

.....  
sekretaris

} Sit  
korrek  
uiteen

.....  
Datum

[Reklamebordadvertering was ook voorgestel.



stipulate our requirements eg. one lead car, one time clock and the caravan with music.

change to number

7. Traffic Police and Ambulance service [The traffic department was notified and responded positively. [The ambulance services charge. R800.

l.e.

8. Water and Watering Points [The water will be delivered at 16:00-18:00 on 31 December 2004. Clubs in the surrounding area of Florida will assist at the watering points.

9

9. Media Coverage [Runner's World will advertise our race in the calendar for December 2004. We need to contact the following newspapers and radio stations for advertising namely: Raddi/Metro, 702, Daily sun, Sowetan, Horizon etc.

#  
trs  
λⓅ

10. General [We nominated Mr Abe to assist with the parking officials. [The meeting was adjourned at 21:30.

.....  
Chairman

.....  
secretary

} Display correctly

.....  
Date

[Bill board advertising was also suggested.

VRAAG 6

Tik die volgende TESTAMENT volgens die reëls vir die tik van wetsdokumente.

TYD: 25 minute

[30]

Wil en Testament

1 b.k.

← Dit is / laaste testament en wil van  
Arashaad Khan (800629 0276 01 8)  
en  
Badroonisha Khan (820629 0133 01 7)  
(gebore Snyman)

getroud buite gemeenskap van goedere en tans  
woonagtig in Isisstraat 18, Lenasia.

1 L

1. ons herroep en kanselleer hiermee alle vorige  
testamente en testamentêre beskikkings wat deur  
ons gemaak is. 2. ons bemaak die volle opbrengs  
van lewenspolis no. 22 aangegaan met Alpha en  
Omega Versekerings- maatskappy, aan ons seuns:

1 C

1 b.k.

~~dogters:~~

1 stet

≠

Riaad Khan  
Naser Khan

1 del.

3. ons benoem die langstlewende as Eksekuteur of  
Eksekutrise van hierdie testament, en verleen  
mekaar wederkerig alle magte en regte deur die  
wet toegelaat naamlik die van assumpsie.

1 o.k

1 C

QUESTION 6

Type the following WILL according to the rules for the typing of legal documents.

TIME: 25 minutes

[30]

Will and Testament

| u.c .

← { This is / last testament and will of  
Arashaad Khan (800629 0276 01 8)  
and  
Badroonisha Khan (880629 0133 01 7)  
(born Snyman)

| trs .

married out of community of property and at present residing at 18 Isis street, Lenasia.

| L

1. We hereby revoke and annul all previous wills and testamentary dispositions made by us. 2. We bequeath the total proceeds of life policy no. 22 affected with the Alpha and Omega Assurance Company, to our ~~sons~~ daughters:

| S

| u.c .

| stet.

≠

Riaaqd Khan  
Naser Khan

| del

3. We appoint the survivor of us to be the Executor or Executrix of this our will, granting unto each other reciprocally all power and authority allowed by law, especially that of assumption.

| l.c .

2.

Aldus geteken te Lenasia op die 2<sup>de</sup> dag van April 2005, in die teenwoordigheid van ondergetekende getuies, wat in ons teenwoordigheid en in die teenwoordigheid van mekaar hierdie testament as getuies onderteken het }

Voluit

10

As getuies:

1. ....

.....  
Testateur

2. ....

.....  
Testatrise

} Sit korrek  
uiteen

Thus done and executed at Lenasia on this 2<sup>nd</sup> day | in full  
of April 2005, in the presence of the undersigned  
witnesses, who signed in our presence and in the  
presence of each other λ ⊙

As Witnesses:

- 1. ....  
.....  
Testator
  
- 2. ....  
.....  
Testatrix

} Display correctly

## VRAAG 7

Tik die volgende VERSLAG korrek. Neem alle manuskripinstruksies in ag.

TYD: 20 minute

[30]

Gauteng se Padveiligheidsvereniging } dls  
 Verslag van dodetal op suid-Afrikaanse paaie

/ dodetal op ons paaie vir die afgelope feesseisoen kan net beskryf word as afgryflik. Die somtotaal het 1 342 bereik, dit is die getal beserings en ongelukke uitgesluit.

ltrs.

1. Veilige Aankoms het hulle werk gedoen deur waarskuwings en merktekens op al die nasionale paaie te plaas. Diegene wat na ander provinsies gereis het sou hierdie waarskuwings van spoed, alkohol en moegheid, om maar net 'n paar te noem, gesien het. | b.k.
2. Die Verkeersdepartement het ook hulle deel bygedra deur dronkbestuur en spoedfratse te bekamp. Een man was in Laingsburg gearresteer vir 'n spoedoortreding van 187 km/u. Hy het die opsie gehad om 'n boete van R8 000 of agt 3 maande in the tronk deur te bring. 'n Getal ongelisensieerde bestuurders was ook gevang en tereggewys. | b.k.  
| behou getal
3. 'n Woordvoerder vir Veilige Aankoms het gesê dat hulle graag die hele land betrokke wil sien om te help om die dodesyfer op die paaie te bekamp. | stet
4. Die provinsies met die hoogste dodesyfer was: | ond.  
~~4.1~~ Kwa-Zulu Natal - 239

Verander 4.1 - (a)  
 4.2 - (b)  
 4.3 - (c)

QUESTION 7

Type the following REPORT correctly. Take all manuscript instructions into consideration.

TIME: 20 minutes

[30]

Road Safety Association of Gauteng  
Report on death toll on South African Roads } d/s

/ death toll on our roads this past festive season is nothing but horrific. The total rate reached 1 342, that is excluding the number of injuries and accidents that occurred. | trs

1. Arrive Alive did their job by putting out warnings and markings on all national roads. | u.c.  
Those who did travel to other provinces would have seen these warnings of speed, alcohol and fatigue, just to mention a few. | u.c.

2. The Traffic Department also played an important part by clamping down on drunken drivers and speed freaks. One man was arrested in Laingsburg for travelling at a speed of 187 km/h. He had the option of paying a fine of R8 000 or spending eight 8 months in jail. A number of unlicensed drivers were also caught and reprimanded. | C  
| retain figure  
| stet

3. A spokesperson for Arrive Alive said that they would like to see the entire country get involved in bringing down of the death rate. | del

4. The provinces with the most fatalities were: | und.

~~4.1~~ Kwa-Zulu Natal - 239

~~4.2~~ Gauteng - 218

~~4.3~~ Western Cape - 172

Change 4.1 - (a)  
4.2 - (b)  
4.3 - (c)

~~4.2~~ Gauteng - 218

~~4.3~~ Westelike Provinsie - 172

Die enigste oplossing lê by jou en my: Beleefdheid, Besorgdheid en Inagneming. Ons keuse is duidelik - eerder strawwe maatreëls of meer hoflikheid!

D.C./Doolittle  
Voorsitter

ltrs.



The only solution lies with you and me: Courtesy, Care and Consideration. our choice is clear -  
either heavier punishment or greater courtesy!

D. C. Doolittle      1trs  
Chairman

## VRAAG 8

Tik die onderstaande brief op die korrekte wyse op die ingeslote briefhoof. 'n Ekstra briefhoof word voorsien.

TYD: 25 minute

[35]

20 Augustus 2004

Verw.: 57/04

Die brief is geadresseer aan: Mnr. R.V. Dennim,  
Olympusstraat 16, Bothasig, 7405

Geagte Meneer

Onderwerp: Navraag insake deposito's

1. Vaste deposito's

1.1 Wat is 'n vaste deposito? [Dis 'n rekening  
waarin 'n vaste som geld vir 'n vaste termyn teen  
'n vaste rentekoers belê word. ←

1 b.k.

13

1 loop aan

Dit is 'n goeie opsie vir individue sowel as sake-  
ondernemings en ander organisasies.

1.2 Kenmerke

[Om 'n vastedeposito-rekening te open, moet jy 'n  
vaste som  $\lambda$  belê. Die minimum saldo is R1 000.  
Die gedeponeerde bedrag sal vasgestel bly vir die  
termyn van die deposito. Jy kan self die  
depositotermyn kies, enigiets tussen 6 maande en  
60 maande. [Geld kan nie onttrek of bygevoeg word

$\lambda$  geld

## QUESTION 8

Type the following letter correctly on the enclosed letterhead. An extra letterhead is provided.

TIME: 25 minutes

[35]

20 August 2004

Ref.: 57/04

The letter is addressed to: Mr R.V. Dennim, 16  
Olympus Street, Bothasig, 7405

Dear Sir

Subject heading: Enquiry regarding deposits

1. Fixed Deposits

1.1 What is a fixed deposit? [An account into which a fixed sum of money is deposited for a fixed period of interest. ←

u.c.

12

run on

This is a good option for individuals, as well as business and other organizations.

1.2 Features

[To make a fixed deposit, you have to invest a fixed sum of ₹. The minimum balance is ₹1 000. The deposited amount will stay fixed for the term of the deposit. You can choose the term of the deposit, anywhere between 6 months and 60 months. [Funds can not be withdrawn or added to before maturity date, except in the event of death or liquidation of the account holder. When the

money

2.

voor die vervaldatum nie, behalwe in die geval van die afsterwe of likwidasië van die rekeninghouer. Wanneer die deposito uitbetaalbaar word, sal jy die volle kapitaalwaarde daarvan ontvang.

## 1.3 Rente

[Die deposito verdien rente teen 'n vaste koers, en hierdie koers word ~~gewaarborg~~ vir die duur van die termyn. Standaardkoerse is van toepassing op depositobedrae onder R100 000. as jy oor die ouderdom van 55 jaar is of 'n vaste termyn van 12 maande of langer kies, sal 'n bykomende 0,5 % verdien rente word.

Istet

Ib.k.

Itrs.

Hierdie rente is maandeliks, kwartaalliks, halfjaarlik, jaarlik of op die vervaldatum betaalbaar en kan in 'n spesifieke Barclays Bank Rekening inbetaal word.

Il.c.

## 1.4 Koste

[Daar is geen koste verbonde aan die inbetaling van 'n vaste deposito nie.

Idel.

Die uwe

J. van Onselen  
Bestuurder

TOTAAL: 300

EINDE

deposit reaches maturity, you will receive the full capital value.

### 1.3 Interest

The deposit earns interest at a fixed rate and this rate is ~~guaranteed~~ for the duration of the term. Standard rates will apply for deposited amounts below R100 000. If you are over 55 years of age and choose a term of 12 months or longer, an additional 0,5 % will interest be earned.

1stet.

1u.c.

1trs.

This interest can be paid monthly, quarterly, half-yearly, annually or upon maturity and can be paid into a specific Barclays Bank Account.

11.c.

### 1.4 Cost~~s~~

There is no cost involved in making a fixed deposit.

1del.

Yours faithfully

J. van Onselen  
Manager

TOTAL: 300

END





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Tel.: (012) 51 1233 Fax./Faks.: (012) 52 1550 Tel. Ad.: Barclays P.O. Box/Posbus 94562  
BOTHASIG 7405

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