

GAUTENG DEPARTMENT OF EDUCATION
SENIOR CERTIFICATE EXAMINATION
TYPING SG
(Second Paper)

POSSIBLE ANSWERS OCT / NOV 2006

QUESTION 1

TIMED ACCURACY TEST

[60]

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

The continued existence of human beings depends upon the constant satisfaction of numerous needs, both physical and psychological, and the work that every member of a community performs is directly or indirectly related to the satisfaction of needs, for even in the remotest inhabited corners of the earth there is a need for certain goods and services. Those needs may be very simple and few, as in the case of a primitive community in which an individual or a family, with the help of nature, finds the resources necessary to satisfy a simple structure of needs. The way of life of the Kalahari Bushman, for example, depends on the satisfaction of the most basic necessities for survival. On the other hand, in highly-developed communities, needs may be numerous and may therefore require large and complex organizations to satisfy them.

A need may be of a physical, psychological or social origin, and it probably creates a condition among human beings that requires satisfaction. It is obvious, therefore, that the number of identifiable needs is infinite. Some, particularly the physiological, are related to the absolutely basic necessities such as the satisfaction of hunger and thirst, which have to be satisfied for the sake of survival. Others, particularly the psychological, concern matters that merely make life more pleasant, without being essential to survival. These

include holidays, video machines, dishwashers, tennis facilities, luxury cars, and innumerable products and services of that kind. Satisfying basic physical needs may also satisfy psychological needs - for example, we do not wear clothes merely for warmth and protection, but (35 wpm)

also to be fashionable. We enjoy expensive delicacies in a luxurious restaurant, accompanied by fine wines; in this way we satisfy survival needs and psychological needs at the same time. Maslow explains the variable and unlimited human (40 wpm)

needs by a sequence or hierarchy of needs.

According to Maslow human needs range in a definite order from the most essential for survival to the least necessary. They range in order of importance from the basic physical or physiological (45 wpm)

needs that have to be satisfied for survival, such as hunger and thirst, to the higher levels of the hierarchy, which are mainly concerned with psychological needs. The individual, and likewise his society, will first satisfy the most urgent needs (50 wpm)

and then, when this has been done, he will move up to the next level until he reaches the higher psychological levels. With changing circumstances an individual not only desires more possessions, he continually desires still newer and better (55 wpm)

QUESTION 2

✓① equal margins

QUESTION 2

✓② INTEREST RATES FOR 2000 TO 2005

✓⑤ lines
 ✓⑥ manuscript
 ✓⑦ line spaces before and after and lines
 ✓⑧ horizontal headings and spaces before and after lines

End of month	Deposit rates						Money loans	
	Banks	Building societies			Municipal stock	Mortgage bond schemes		
		Fixed deposits 12 months	Fixed deposits					
			1 Year ¹					
			3 Year					5 Year
	%	%	%	%	%	R'000		
31 May 2004	12,00	12,50	12,50	12,75	13,50	15	7 845	
30 June 2004	12,75	12,75	13,00	13,25	14,75	15	3 225	
31 July 2004	11,00	11,75	12,00	12,25	13,25	15	14 562	
TOTAL	Not applicable						25 632	

✓④ 1 Year 2000

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QUESTION 3

① } 2004 INTERIM RESULTS
 ✓ } GROUP BALANCE SHEET

June unaudited
 (3) }
 ✓ } 2004 2003
 R million ++ R million

ASSETS

NON-CURRENT ASSETS	203	289
u/c ✓ h/c ② EQUIPMENT AND PROPERTY	386	HTU ④ ✓ 353
CURRENT ASSETS	168 898	146 910
Trade and other receivables	168 604	146 721
Cash, deposits and similar securities	294	189
TOTAL ASSETS	169 284	147 552
EQUITY AND LIABILITIES	18 549	21 179
TOTAL EQUITIES AND LIABILITIES	150 735	126 373

⑤ ✓
 Frame
 Total lines

total lines

A - 10
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 20

QUESTION 4

UJB UJB UJB UJB UJB UJB

Tel.: (011) 967 6543
Fax: (011) 967 6000

PO Box 45
SANDTON
2091

margins ✓
②

5 September 2006

✓ ③

CIRCULAR ADC

✓ ④

ENQUIRIES: PROF JLP ZUKISWA

✓ ⑤

TO: ALL STAFF

APPLICATIONS FOR THE FOLLOWING VACANT POST CLOSE ON
14 FEBRUARY 2007

In addition to merit on the basis of qualifications, experience and proven achievements, the UJB is committed to taking the potential of historically-disadvantaged individuals or groups into account for appointment.

✓ ⑥ { CENTRE FOR TEACHING, LEARNING AND ASSESSMENT;
INSTRUCTIONAL DESIGNER; PERMANENT POST *u/c*
1. ~~†~~ JOB DESCRIPTION *u/c*

1.1 Integrated course design and development to create learning material packages for multimodal teaching, learning and assessment.

1.2 Support and training of lecturers, tutors and students in the implementation of multimodal teaching and learning strategies.

2. REQUIREMENTS

✓ ⑦ { 2.1 ~~†~~ An appropriate degree in education.

2.2 A sound knowledge of and proficiency in the software package WebCT or a similar programme.

2.3 A sound knowledge of instructional design and the development of multimedia, including compact discs (CD-ROMs) and associated development programmes such as

2

⑧ ✓

Flash, Quest, Authorware and others.

- 2.4 At least one year's experience of integrated course design and development for multimodal teaching, learning and assessment in a tertiary educational environment.
- 2.5 Experience in design and the development of learning materials based on project management principles.
- 2.6 At least one year's experience in training and support of staff and students in a tertiary educational environment.

3. ENQUIRIES

Competitive fringe benefits are available. All administration regarding the filling of non-academic posts, including acknowledgement of receipt, the scheduling of applications and correspondence with unsuccessful candidates, is handled by Nompumelelo in Recruitment.

- ✓ ⑨ 15° ~ 1
Please send a comprehensive CV (stating inter alia your current salary, date of last increase and the names and telephone numbers of at least three referees) to the Chief Director: Human Resources, BRed 2. Please state clearly the position for which you are applying. The UJB accepts no responsibility for applications that do not comply with this requirement.

- ✓ ⑩ } (SGD.) S SHONGWE
✓ ⑪ } CHIEF DIRECTOR: HUMAN RESOURCES

Manuscript ✓ ⑫ ✓ ⑬ ✓ ⑭

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5.0

QUESTION 5

mergins ① ✓

- ✓② { Minutes of the twelfth Annual General meeting of the
Nedbank DeSIGN Banking held on Friday, 9 April 2006 at
15:00 in the boardroom, ERed 2, Auckland Park.

- ✓③ 1. # WELCOME u/c

The Chairman bid everyone a hearty welcome.

2. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were read, approved and signed.

3. BENEFITS OF NEDBANK DESIGN BANKING

- ✓④ 3.1 # This is what a cheque card does u/c
‡

A cheque card works like a debit card, saving you money and giving you greater financial control. It also cuts out the security risk of carrying cash and gives you other value-added benefits, including free travel cover.

3.2 Smart financial control

Your cheque card is linked to your current account so your expenses are debited almost immediately and reflected on your statements, allowing you to monitor and control your spending.

3.3 Access to emergency cash

To secure your overdraft against death, disability or retrenchment and for greater peace of mind call 0860 263 543 or you could email customerservice@boelife.co.za to ask about Nedbank's overdraft assurance.

4. CLOSING

The meeting closed at 18:00.

- ✓⑤ {
✓⑥ { CHAIRMAN
Date

SECRETARY

Manuscript ⑦ ✓ ⑧ ✓

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QUESTION 6

- LEASE OF IMMOVABLE PROPERTY
(House/Apartment/Townhouse)
- MEMORANDUM OF AGREEMENT BY AND BETWEEN:
- ✓① PAUL GIANNAKOPOLOUS
(Hereinafter referred to as the LESSOR)
- ✓② of
- ✓③ 21 Cedar Road
SPRINGS
1559
- and
- PETER NKOBE
(Identity number 481011 0131 084)
(Hereinafter referred to as the LESSEE)
- of
- 117 Salmon Road
SOWETO
1804
- The LESSOR hereby lets to the LESSEE, who hereby hires:
- ✓④ { 1. #THE PREMISES *u/c*
- 1.1 #Townhouse number 1 in the building known as Goddess,
situated at 21 Cedar Road, Springs in the municipal area
of Springs.
2. RENT
- 2.1 The rent shall be R2 000 (two thousand rand) per month
and shall be paid monthly in advance on or before the 3rd
day of every calendar month.
- 2.2 The rent shall be subject to an escalation of 10 % (ten
per cent) per annum.
3. LEASE PERIOD
- 3.1 The lease shall be for a period of 12 (twelve) calendar
months and the lease shall commence on the first day of

2 ✓ ⑤

December 2005 and shall expire at midnight on the thirtieth day of November 2006.

AS WITNESSES

1. LESSOR

2. LESSEE

Manuscript ⑧ ✓

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QUESTION 7

margins ① ✓

✓ ② AFGRI LIMITED

- ③ { The directors are pleased to present the interim results for the six months ended 31 August 2005 to Afgri's shareholders.

The past two years have produced good results for both producers and processors. However, the current strong Rand, significantly lower commodity prices and unusual weather conditions have set the scene for a tough year in agriculture.

✓ ⑤ PRIOR YEAR ADJUSTMENT u/c

Afgri was one of the first companies to implement AC133, a particular complex and complicated accounting standard. Subsequent to the release of the results for the year ended 28 February 2005, Afgri has been able to refine and review the AC133 valuation model and the information used to calculate the impact on the results of 28 February 2005, in order to more accurately reflect the results of the Grain Trading Division. Division of names, dates ④ ✓

✓ ⑥ \$s

REVENUE UNCHANGED

Afgri's revenue for the first six months has remained static over that of the comparable period of the previous year. This is mainly the result of lower commodity prices in the animal feed business and lower sales of cotton due to the strong Rand. These declines have been offset by increased revenue in the grain handling and storage, broilers, Requisites and Capital business.

HEADLINE EARNINGS PER SHARE UP 86,2%

Notwithstanding the slower growth in revenue, Afgri's Heps increased by 86,2%, based on the adjusted results for the corresponding period last year, mainly due to the increased carry over grain stock in storage facilities, excellent results by Animal Feed and Earlybird Farm and the fact that Afgri's Trading Division was profitable for the current six-month reporting period. The Capital Division achieved good results due to growth in the debtors' book.

DIRECTORATE

During the period Mr ME King resigned from the Board of Directors.

{ By order of the Board

✓⑦
✓⑧
✓⑨

} JD WRIGHT
MANAGING DIRECTOR

Manuscript ✓⑩ ✓⑪ ✓⑫

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Δ 12
—
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QUESTION 8

③ ✓ Manuscript

✓ ① { WILL OF ONE PERSON
 ✓ ② { QUENTIN LOYISO (650423 5678 098)
 married or unmarried.

✓ ④ { I, the undersigned, of 75 Mary Road, do hereby revoke all
 former testamentary dispositions and declare this to be my
 last will and testament:

1. I do hereby declare, nominate and appoint CHRISTOPHER MARCEL to be the sole and universal heir to my estate and effects, movable or immovable, whether the same be in possession, reversion, remainder or expectancy, nothing excepted. ⑤ ✓ u/c
2. I do further appoint ASHTON RUTH as Executor of this my will granting to her all power and authority allowed by law and especially that of assumption.
3. I do further direct the Master of the Supreme Court to dispense with security from my said Executor for the administration of my said Estate.

✓ ⑥ { Dated at GAUTENG this 29th day of August in the year
 of Our Lord, 2006.

Signed and acknowledged as his last Will and Testament in the presence of us, the subscribed Witnesses, being present at the same time, and who at his request and in his presence and in the presence of each other have hereunto set our names.

✓ ⑦ { AS WITNESSES
 ✓ ⑧ {

1.

TESTATOR

2.

4F left
 out
 $3^c + 2^x$

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 —
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ANNEXURE II - GRADE 12

MARK SCHEME FOR TIMED ACCURACY TEST WITH A 10 MINUTE TIME LIMIT

		MAXIMUM NUMBER OF ERRORS TO PASS									
		8	10	11	12	14	16	18	20	22	24
w.p.m.		15	20	25	30	35	40	45	50	55	60
Marks		60	60	60	60	60	60	60	60	60	60
Errors	1	56	57	57	57	57	58	58	58	58	59
	2	51	53	54	54	55	56	56	56	57	57
	3	47	49	50	51	52	53	54	55	55	56
	4	42	45	47	48	50	51	52	53	54	54
	5	38	42	44	45	47	49	50	51	52	53
	6	33	38	40	42	45	47	48	49	50	51
	7	29	35	37	39	42	44	46	47	49	50
	8	<u>24</u>	31	34	36	39	42	44	46	47	48
	9	20	28	31	33	37	40	42	44	45	47
	10	15	<u>24</u>	27	30	34	38	40	42	44	45
	11	11	21	<u>24</u>	27	32	35	38	40	42	44
	12	6	17	21	<u>24</u>	29	33	36	38	40	42
	13	2	14	18	21	27	31	34	37	39	41
	14	0	10	14	18	<u>24</u>	29	32	35	37	39
	15		7	11	15	21	26	30	33	36	38
	16		3	7	12	19	<u>24</u>	28	31	34	36
	17		0	3	9	16	22	26	29	32	35
	18			0	6	14	20	<u>24</u>	28	31	33
	19				3	11	17	22	26	29	32
	20				0	9	15	20	<u>24</u>	27	30
	21					6	13	18	22	26	29
	22					3	11	16	20	<u>24</u>	27
	23					1	8	14	19	22	26
	24					0	6	12	17	21	<u>24</u>
	25						4	10	15	19	23
	26						2	8	13	18	21
	27						0	6	11	16	20
	28							4	10	14	18
	29							2	8	13	17
	30							0	6	11	15
	31								4	9	14
	32								2	8	12
	33								1	6	11
	34								0	4	9
	35									3	8
	36									1	6
	37									0	5
	38										3
	39										2
	40										0

Speed adjustment: If the minimum speed or the following speed limit is not attained, the first five strokes omitted are regarded as an error and every subsequent ten strokes as an additional error. Candidates obtaining a minimum of 40% in this way qualify for the applicable speed endorsement.