

**GAUTENG DEPARTMENT OF EDUCATION  
SENIOR CERTIFICATE EXAMINATION**

**TYPING SG  
(Second Paper)**

**Possible Answers / Moontlike Antwoorde  
Feb / Mar / Maart 2006**

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**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 **w.p.m.**

**TIME: 10 minutes**

**[60]**

The word health may be seen as a state in which disease is absent. It can also be more fully defined as the physical, mental and social well-being of the individual. It thus has to do with the relationship between the body, the mind and the social patterns of the human being.

An employee's health can be adversely affected by diseases, accidents and stress. This means that management must not only see to the physical welfare of employees, but also to their psychological health.

It is obvious that poor employee health will lead to high absenteeism and low productivity. Management can protect the organisation against these losses to a great extent by regularly investigating the welfare of employees and the state of machinery. The employee does, of course, benefit from such a health plan in the sense that fewer work days and less pay are lost as a result of absenteeism.

In the work situation, the employee may be exposed to a wide variety of factors that may lead to illness. It is the responsibility of management to see to it that the workplace is equipped in such a way that occupational health is promoted. To achieve this, health programmes can be instituted at organisations.

Human resources managers today have to deal with complex problems that threaten the health of employees. These include aids, smoking, alcoholism and drug abuse.

Mental health may be defined as a state in which an employee is well adjusted, has an accurate perception of reality and can adapt fairly well to the pressures and frustrations of life.

Burn-out means the individuals feels that his or her physical and mental resources have been exhausted as a result of the continuous striving for a ..... 35 w.p.m.  
work related objective. Burn-out is often the end result of too much work pressure and stress, particularly if the pressure arises from a striving for unattainable goals. Often dynamic, purposeful and idealistic people suffer from this syndrome as ..... 40 w.p.m.  
they tend to be excessively committed to their task. These individuals are intense in everything they do, make high demands on themselves and usually aim their activities exclusively at attaining certain goals, which means that they often lead unbalanced ..... 45 w.p.m.  
lives.

People work for several reasons. Whatever the reason for any particular individual, working seems to be the principal activity in modern society. People work not only for obvious reasons such as earning a salary, but because work ..... 50 w.p.m.  
plays an important role in the development of self-respect and a sense of identity. In modern society, people's jobs largely determine who and what they are. Their job determines their status in society, where they stay, with whom they associate and ..... 55 w.p.m.

## QUESTION 2

✓ margins

DEENO MEDICAL AID SCHEME

BALANCE SHEET AS AT 13 DECEMBER 2005

		2005	2004
	Notes	R	R
ASSETS			
NON-CURRENT ASSETS		13 829	4 938
Property, plant and equipment	2	6 722	4 938
Investment properties	3	<u>7 107</u>	<u>-</u>
CURRENT ASSETS		10 934	7 172
Contributions outstanding	4	2 994	3 807
Accounts receivable	6	<u>7 940</u>	<u>3 365</u>
TOTAL ASSETS		<u>24 763</u>	<u>12 110</u>
FUNDS AND LIABILITIES			
MEMBERS' FUNDS			
Accumulated funds		10 867	3 200
NON-CURRENT LIABILITIES			
Savings Plan Liability		8 000	908
CURRENT LIABILITIES		5 896	8 002
Outstanding claims	8	4 231	808
Contributions received		<u>1 667</u>	<u>7 194</u>
TOTAL FUNDS		<u>24 763</u>	<u>12 110</u>

✓ ms

A1b  
 D1b

0  
 8 max  
 8<sup>x</sup> max

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 32

## QUESTION 3

## FAVOURITE RADIO STATIONS FOR THE NATION

(Basis: 70 interviews)<sup>1</sup>

Radio stations in FM stereo and frequency	Language		Ages		Total Interviews	
	English	Afrikaans	13 - 22	23 - 34	Boys	Girls
Metro 96.4	50	20	40	30	38	32
Kaya 95.4	55	15	45	25	30	40
Highveld 94.7	58	12	48	22	32	38
Jozi 105.8	60	10	50	20	40	30
5 FM 98.0	51	19	19	51	45	25
YFM 99.2	59	11	22	48	45	25

1 An analysis of answers received to the question: Which radio station is your favourite station?


A 18      9<sup>0</sup> max      36  
D 18      9<sup>x</sup> max

## QUESTION 4

margin 15°

Letterhead

Manuscript signs



ORGAN DONOR  
ORGAANSKENKING

P O Box 1430 Nelspruit 1200  
Postbus

Organ Donor Foundation 0800 22 66 11  
Stigting vir Orgaanskenkers:

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Spacing after line

18 June 2006  
#  
P.O. Box 164  
NELSPRUIT  
1200

address form

Dear Ms Nkoetoe

ORGAN DONATION

Organ donations are now so successful that many lives can be saved this way.

Phone the Organ Donor Foundation's toll free line for information. They will send you an organ donor card to always carry in your purse and organ donor stickers for your identity document and driver's licence.

margin 72

In South Africa we have the system of required consent. This means that although your organ donor card may be found at the time of your death, your organs cannot be procured for transplantation without getting consent from your next of kin.

There is no cost involved in becoming an organ donor.

The following organs can be transplanted: heart, lungs, liver, kidneys and pancreas. The following tissue is also used: corneas, heart valves, bone and skin.

Please inform your family of the organs you would like to donate.

6 lines up

2

✓ s/s { In some cases an organ can be donated while you are alive. Live donations, such as kidneys and a part of a liver are nearly always transplanted between close relatives, such as a parent to a child, because the blood groups and tissue types are more compatible and thus ensure a high success rate. You can also donate bone marrow while you are alive.

✓ d/s { Anyone under the age of 70 who is in good health, can become an organ donor. Anyone younger than 18 years will require parental permission.

between para. { People cannot buy or sell organs. Organ donation in South Africa is seen as a "gift of life". Trading in organs is illegal worldwide.

A transplant patient will never know who the donor was. Confidentiality is always maintained except in the case of living donors where transplants are usually done within the same family.

You can change your mind by tearing up your organ donor card and informing your family that you no longer wish to be an organ donor.

✓ { Yours faithfully

✓ { COLETTE BARNARD  
CONSULTANT

A36

18<sup>0</sup> max

D14

50

## QUESTION 5

strokes: 931  
words: 143

✓  
15° - 72°

777

DEED OF LEASE: TOWNHOUSE

DEED OF LEASE made and entered into by and between  
MONDE YOYO

(hereinafter referred to as the LESSOR)

and

SILVESTER MOLEKO

(hereinafter referred to as the LESSEE)

It is herewith agreed to as follows:

1. The LESSOR hereby lets to the LESSEE, who hereby hires from the LESSOR, townhouse number 20 situated in Dingo Street 33, Diepkloof, Soweto, upon the following terms
2. This contract shall be for a period of 6 (six) months.
3. The rent shall be the amount of R4 000 (four-thousand-  
rand) per month, payable in advance on the first day of each month until terminated at the offices of the LESSOR.
4. The LESSEE shall use the townhouse solely for the purpose of a private residence.
5. The LESSEE shall be responsible for electrical power consumed.

Duly signed and witnessed at DIEPKLOOF on the second day of May 2006.

AS WITNESSES

⌘

✓ 40° - 45°

1. ....

LESSOR ✓ u.c.

⌘ ✓

2. ....

LESSEE

A26  
D10

13 max

36

## QUESTION 6

✓ margins

✓ headings

HIV/AIDS

ms

## ABRIDGED REPORT ON THE VITAL INFORMATION ON AIDS

Aids is a disease that affects millions of South Africans. It is caused by a virus called HIV that slowly weakens a persons ability to fight off other diseases. Once a person is infected, the virus remains in the body for life, which means that all people infected with HIV will eventually get Aids, which is a fatal illness.

✓ headings with numbers

## 1. HIV IS SPREAD FROM ONE PERSON TO ANOTHER

sub-para.

- 1.1 By having unprotected vaginal or anal sex with an infected person.
- 1.2 Through contact with infected blood, ie. using contaminated needles or surgical instruments, for example during traditional circumcision.
- 1.3 By transmission from an infected mother to her child during pregnancy, birth or breastfeeding (though only some babies born to infected mothers become infected with HIV).

## 2. MEDICATION

✓ s/s

There is no drug that can cure HIV infection, but there are drugs that can control the virus and delay the onset of Aids. Anti-retroviral drugs slow down the rate at which the virus multiplies. Even though these drugs cannot completely eliminate the virus, by slowing down its multiplication they can prolong the symptom-free period of the disease.

✓ 1st

≠ spacing

Many people who are infected with HIV live long and healthy lives by taking care of their health, keeping fit, getting treatment when they are sick, eating the correct foods, reducing stress and practicing safe sex.

1398 strokes  
230 words

A18  
DA24  
D1012<sup>0</sup> max

34



## QUESTION 7

## DE DEUR POLICE SECTION



POLISIEAFDELING DE DEUR

Letterhead

manuscript signs

24281  
Arconpark  
0016

Tel: (016) 990 0922  
Faks/Fax: (016) 990 0923

711 Yoyostraat/street 711  
Arconpark  
0016

31 June 2005

LECTORI SALUTEM

I, the undersigned, declare that

LINDA COOLMAN

has been a police officer at the above mentioned police  
section since February 2000.

During this period she performed her duties exceptionally  
well.

Linda fulfilled the supportive role expected of the police  
force in a capable manner.

She understood the very demanding task and responsibilities  
of a high-ranking officer. Linda showed insight, good  
judgement, tact and diplomacy in being able to identify the  
routine work (often of a high degree of difficulty), take  
it over and deal with it correctly.

I further wish to witness to her friendliness,  
trustworthiness and capability and recommend her for  
appointment to any post.

Our best wishes accompany her!

T. THOMAS  
CHIEF OFFICER

A22  
D10

11° max

798 strokes  
120 words

32

## QUESTION 8

SWIMMING ASSOCIATION OF PRETORIA

✓ms

## ✓ ANNUAL GENERAL MEETING

Notice is hereby given that the 22<sup>nd</sup> Annual General Meeting of the association will be held at 07:00 on 26 May 2005, at the Swimming Clubhouse, Fountain Street, Pretoria.

## ✓ AGENDA

1. Official opening and welcome by the Chairman
- ✓ 2. Noting of apologies and signing of attendance register
3. Minutes of the 21<sup>st</sup> annual general meeting
4. Chairman's report
5. Annual financial statements
6. Report of the auditors
7. Address by Mr Omari
8. Conclusion

.....  
CHAIRMAN

✓ .....  
SECRETARY

A14 7<sup>0</sup>max  
D6

20

TOTAL: 300