

**GAUTENG DEPARTMENT OF EDUCATION
SENIOR CERTIFICATE EXAMINATION**

**TYPING SG
(Second Paper)**

TIME: 3 hours

MARKS: 300

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 commencement of 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.
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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 w.p.m.
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 w.p.m.
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 w.p.m.
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 w.p.m.
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 w.p.m.

QUESTION 2

Use ONE sheet of A4 paper (LANDSCAPE) to type the tabular statement. Vertical lines must be typed or ruled in pen.

TIME: 20 minutes

[30]

← Interest rates for 2000 to 2004 →

H/c End of Month	Deposit rates							Municipal stock	Mortgage bond schemes	Money loans
	Banks	Building societies			Year					
		Fixed deposits								
		1 Year	3 Year							
		12 months								
%	%	%	%	%	%	%	R'000			
31 May 2004	12,00	12,50	12,50	12,75	13,50	15,00	7 845			
30 June 2004	12,75	12,75	13,00	13,25	14,75	15,00	3 225			
31 July 2004	11,00	11,75	12,00	12,25	13,25	15,00	14 562			
31 August 2004	13,00	13,25	13,50	13,75	14,50	15,00	129 264			
<u>Total</u>	Not applicable						254 896			
1 Year 2000							25 632			
2 Year 2002										
3 Year 2004										

4/c

del/

u/c

/del

QUESTION 3

Type the following on ONE sheet of A4 paper. Horizontal lines must be typed on the typewriter. All vertical lines must be in ink or typed on the typewriter.

TIME: 15 minutes

[20]

← { 2004 Interim results

Group balance sheet } /u/c

	June unaudited	
	2004	2003
	R million	R million
Assets		
Non-current assets	203	289
Equipment and Property	386	353
Current assets	168 898	146 910
Trade and other receivables	168 604	146 721
Cash, deposits and similar securities	294	189
1 #/ Total assets	169 284	147 552
Equity and liabilities	18 549	21 179
Term finance	20 220	27 282
Deferred tax	12 456	2 217
Short-term insurance provisions	673	4 951
Current liabilities	4963	223
Total equities and liabilities	150 735	126 373

/del

QUESTION 4

Use the letterhead and type the CIRCULAR LETTER correctly. Only TWO letterheads per candidate will be provided.

TIME: 30 minutes

[50]

Circular ADC

Date: 5 September 2006

Enquiries: Prof Zukiswa

To: All Staff

Applications for the following vacant post close on 14 February 2007 /u/c

[In addition to merit on the basis of qualifications, experience and proven achievements, the ^{UJ}~~University~~ of ~~Johannesburg~~ is committed to taking the potential of historically-disadvantaged individuals or groups into account for appointment. /del

u/c { Centre for teaching, learning and assessment; ↑ /h;
Instructional designer; ↑
Permanent post

1. Job description /del

- *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 /del

- *2.1 An appropriate education ^③ in ^① degree. /to
- *2.2 A sound knowledge of and ^② proficiency in the software package WebCT or a similar programme. /c

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

*2.4 At least 1 year's experience of integrated course in the design and development for multimodal teaching, learning and assessment in a Tertiary Educational Environment. 1/c

*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.

* Fluency in Afrikaans and English and good communication and negotiation skills.

* Good interpersonal skills and the ability to work in a team.

Recommendations:

* A postgraduate qualification in computer-based education or a related field.

Assumption of duties:

* As soon as possible.

3. Enquiries

Competitive fringe benefits are available. 1/c

All administration regarding the filling of non-academic ^{jobs} ~~posts~~, including acknowledgement of receipt, the 1/c scheduling of applications and correspondence with unsuccessful candidates, is handled by Nompumelelo 1/c Recruitment.

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. ^{u/c}

Please state clearly the position for which you are applying. The ^{UTB} ~~University~~ accepts no responsibility for ~~Idel~~ applications that do not comply with this requirement.

(Sgd.) S Shongwe

Chief Director: Human Resources ~~Personnel~~ ^{/del}

Typist
Change * to numbers
e.g. 1.1

QUESTION 5

Type the minutes of the following meeting of shareholders.

TIME: 30 minutes

[40]

Minutes of the twelfth Annual General meeting of the Nedbank Design Banking held on Friday, 9 April 2006 at 15.00 in the boardroom, Ered2, Auckland Park. /u/c

1. Welcome

The Chairman bid everyone a hearty welcome.

2. Minutes of previous meeting

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

del/ 3. Nedbank Design Banking gives you: 1 Benefits of
The following has been reported: /del

del/ 3.1 This is what a cheque card does
A cheque card works like a debit card, saving you ^{cash} ~~money~~ /del and giving you greater financial control. It also cuts out the security risk of carrying cash and gives you other value-added benefits, including cover travel free. /to

3.2. A cost-effective payment method

When using your cheque card for purchases, you pay up to 50% less on your service fee than you would when writing out a cheque for the same amount.

3.3. Free travel cover

When using your cheque card to purchase airline tickets, you automatically qualify for free travel insurance, which covers accidental and medical expenses. /del

3.4. Safety

There is no need to carry large sums of cash on you - your cheque card is all you need to pay for your everyday basics and luxuries. /del

3. ~~2~~³ Smart financial control /del

Your cheque card is linked to your current account so your expenses are ~~debited~~^{credited} almost immediately and reflected on your statements, allowing you to monitor and control your spending. /del

3. ~~4~~³ Access to emergency ~~money~~ cash /del

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.

For a small fee of R3,30 per R1 000 insured, or part thereof, you will receive cover that is underwritten by BoE Life Assurance Company Limited, a Nedcor joint venture focused on your credit protection. /del

4. Closing

The meeting closed at 18:00.

Chairman

Secretary

Date

→ 45°

QUESTION 6

Type the AGREEMENT OF LEASE on A4 paper.

TIME: 20 minutes

[30]

+ Lease of ~~kn~~movable property / Kim
(House / Apartment / Townhouse)
Memorandum of agreement by and between: / u/c
Paul Giannakopoulos
(Hereinafter referred to as the Lessor) / u/c
[of [21 Cedar Road, [Springs, [~~2001~~ 1559 / del
and
Peter Nkobe, [(Identity number 481011 0131 084), [(Hereinafter
referred to as the Lessee) / u/c
of [117 Salmon Road, [Soweto, [~~2001~~ 1804 / del

u/c / The Lessor hereby lets to the Lessee, who hereby hires:

1. The Premises 1.1 Townhouse number 1 in the building known as Goddess, situated at 21 Cedar Road, Springs in the municipal area of Springs.

u/c / 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 month calendar at / to

del / 21 Cedar Road, Springs, or at any other address that the Lessor might determine. 2.2 The rent shall be subject to an escalation of 10 % (ten per cent) per annum from the ~~1st day of December of each year.~~ / del

3. Lease period 3.1 The lease shall be for a period of 12 (twelve) calendar months and the lease shall

commence on the 1 day of December 2005 and shall 1/1 first
1/1thirtieth/ expire at midnight on the 1 day of November 2006.

as Witnesses

1. -----
Lessor

2. -----
Lessee

QUESTION 7

Type the following report using the correct display.

TIME: 30 minutes

[40]

Afgri Limited

The directors are pleased to present the interim results
del/ for the 6 months ended 31 August 200⁵ to Afgri's /in full
shareholders.

[The past two years have produced good results for both
producers and ~~consumers~~ processors. However, the
current strong Rand, significantly lower commodity prices
and unusual weather conditions have set the scene for a
tough year in agriculture. Afgri is managing these
adverse conditions by fine-tuning its structure to /del
further improve service and reduce fixed overheads.]

Prior year adjustment

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

[The results for the year ended 28 February 2004 have
been restated and the effect of the prior year adjustment
was to reduce profit after tax by R63 million, headline
earnings per share by 19,0 cents to 66,2 cents and net
tangible asset value per share by 19,4 cents to 371,9 cents.] /del

Revenue unchanged

Afgri's revenue for the first six months has remained static over that of the period comparable of the previous 1st year. This is mainly the result of lower commodity prices in the Animal Feed business and lower sales of cotton due 1st to the strong Rand.

These declines have been offset by increased revenue in 1st the grain handling and storage, broiler, Requisites and 1st Capital businesses.

[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 M^{re} King resigned from the Board 1st of Directors.

By order of the Board

~~Mr~~ J^D Wright
Managing Director

} 1st del
Display correctly

QUESTION 8

Type the following last will and testament.

TIME: 20 minutes

[30]

Will of one person

Quentin Loyiso (650423 5678 098)

Married or unmarried. /i/c

To whom it may concern /del

I, the undersigned, ~~Quentin Loyiso~~, of 75 Mary Road, do ~~del~~ hereby revoke all former testamentary dispositions and declare this to be my last will and testament:

1. I do hereby declare, nominate and appoint /c 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.
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 /u/c to dispense with security from my said Executor for the administration of my said Estate.

Dated at ~~Gauteng~~ ^{Johannesburg} this 29th day of August in the year of /del Our Lord, 2006. ~~for~~

[Signed and acknowledged as ~~his~~ last will and Testament in /del the presence of us, the subscribed witnesses, being present at the same time, and who at ~~his~~ ^{for} request and in /del

his presence and in the presence of each other have
hereunto set our names.

Typist provide for signatures
of witnesses and Testator

UJB UJB UJB UJB UJB UJB

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