

GAUTENG DEPARTMENT OF EDUCATION**SENIOR CERTIFICATE EXAMINATION****TYPING SG
(Second Paper)****FEB / MAR 2006****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 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

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

Type the following **balance sheet** using margins of 10°.

TIME: 20 minutes

[32]

<u>Balance Sheet as at 13/12/05</u>		in full	
<u>Deeno Medical Aid Scheme</u>			
	Notes	2005 R	2004 R
<u>Assets</u>			
<u>Non-Current Assets</u>		13 829	4 938
Property, plant and equipment	2	6 722	4 938
Investment properties	3	<u>7 107</u>	<u>-</u>
<u>Current Assets</u>		10 934	7 172
Contributions Outstanding	4	2 994	3 807
Accounts receivable	6	<u>7 940</u>	<u>3 365</u>
<u>Total Assets</u>		<u>24 763</u>	<u>12 110</u>
<u>Liabilities</u> <u>Funds and</u>		trs	
<u>Members' Funds</u>			
Accumulated capital funds		10 867	3 200
<u>Non-Current Liabilities</u>			
Savings Plan Liability		8 000	908

<u>Current Liabilities</u>		5 896	8 002
Outstanding claims	8	4 231	808
Contributions received		<u>1 667</u>	<u>7 194</u>
<u>Total Funds</u>		<u>24 763</u>	<u>12 110</u>

TYPIST: Do not add leader dots
Type all the underlined words in Capital Letters

QUESTION 3

Type the following **table** on one sheet of **A4-LANDSCAPE** paper. Draw the vertical lines in ink or with the typewriter.

TIME: 28 minutes

[36]

5°
← Favourite Radio stations for the nation
(Basis: 70 interviews) 11.c.

Radio stations in FM stereo and frequency	LANGUAGE		Ages		Total Interviews	
	English	Afrikaans	13 - 22	23 - 34	Boys	Girls
Metro 96.45	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

11.c.

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

QUESTION 4

Type the following **letter** correctly on the ORGAN DONOR letterhead. An extra letterhead will be provided. Use the left-hand margin of 15° and a right-hand margin of 10°.

TIME: 35 minutes

[50]

June 18 2006

\type correctly

P.O. Box 164, NELSPRUIT, 1200

Dear Ms Nkoetoe

← ORGAN DONATION

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

* Insert paragraph here

[In S.A. we have the system of required consent. \in full
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.

→ no cost involved in becoming an organ donor.
(There is

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

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

In some cases an organ can be donated while you are alive. Live donations, such as kidneys ~~such as~~ 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.

1 del.

1 c

Anyone under the age of seventy who is in good health, can become an organ donor. Anyone younger than 18 years will require parental permission.

1 in numbers

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.

1 c

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

1 stet.

Yours faithfully

≡

✓ Barnard (Colette)
Consultant

|trs

* Insert paragraph

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 doc. and driver's
licence.

#

in full

QUESTION 5

Type the following **lease** correctly.

TIME: 25 minutes

[36]

Deed of Lease: Townhouse

Deed of lease made and entered into by and between

Monde Yoyo

l.u.c.

(hereinafter referred to as the LESSOR)

and

Silvester Moleko

(hereinafter referred to as the LESSEE)

It is herewith agreed to as follows:

* The lessor hereby lets to the lessee, who hereby hires from the lessor, townhouse number 20 situated in Dingo Street 33, Soweto, Diepkloof, upon the following terms:

* This contract shall be for a period of six (6) months.

~~R4 000~~

* / rent shall be the amount of ~~R5 000~~ (four-thousand-rand) per month, payable in advance on the first day of each month until terminated at the offices of the LESSOR.

1stet.

* The LESSEE shall use the townhouse solely for the purpose of a private residence.

* The LESSEE shall be responsible for electrical power ~~and~~ ^{del.} water consumed.

Duly signed ↩

/run on

and witnessed at Diepkloof on the second day of 05/2006. /in full

As witnesses

1.

Lessor

2.

Lessee

} Display correctly

Typist: Add numbers to paragraphs 1 - 5.
Delete the *

QUESTION 6

Type the following REPORT. Adhere to all manuscript signs.

TIME: 24 minutes

[34]

HIV/AIDS [ABRIDGED REPORT ON THE VITAL INFORMATION ON AIDS

†

is Aids 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. 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. ltrs.

1. HIV is spread from one person to another: 1.3

By transmission from an infected mother to her child during pregnancy, birth or / (though only some baabies born to infected mothers become infected with HIV.) 2. Medication 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 / virus multiplies. Even though these DRUGS cannot completely eliminate / virus, by slowing down its multiplication they can prolong the system-free period of the disease. 1u.c.

1 breast feeding
1 sp.

11.c.

[1] 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~~ correct foods, reducing stress and practising safe sex. | Many 8/

Note to typist: Arrange paragraphs
in the correct order

QUESTION 7

Type the following **testimonial** on the DE DEUR POLICE SECTION letterhead. An extra letterhead is provided. Take all manuscript instructions into consideration.

TIME: 22 minutes

[32]

June 2005 31

|type correctly

Lectori salutem

I, the undersigned, declare that Linda Coolman

has been a police ~~cadet~~ officer at the above mentioned |del.
police section since February 2000.

→
LINDA fulfilled the supportive role expected of the police |l.c.
force in a capable manner.

[During this period she performed her duties exceptionally well.]

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

our best wishes accompany her!

Chief officer

T. Thomas

QUESTION 8

Type the following **agenda** correctly.

TIME: 15 minutes

[20]

Swimming association of pretoria }
Annual general meeting } d.s.

Notice is hereby given that the 22nd annual general meeting of the association will be held at 07:00 on 26 May 2005, at the Swimming Clubhouse, Fountain street, Pretoria.

AGENDA | cent

1. Official opening and welcome by / chairman 2. | stet.
- Noting of apologies & signing of attendance register | in full
3. Minutes of the 21st annual meeting 4. | general
- Chairman's report 5. Annual financial statements
6. Report of the auditors ~~directors~~ 7. Address by 8 |
- Mr Omari 8. Conclusion

Chairman

Secretary

TOTAL: 300

END



ORGAN DONOR

ORGAANSKENKING

P O Box 1430 Nelspruit 1200 Organ Donor Foundation 0800 22 66 11
Posbus Stigting vir Orgaanskenkers:

DE DEUR POLICE SECTION



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