higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

15 NOVEMBER 2023

This marking guideline consists of 44 pages.

Copyright reserved

SECTION A

TYPING TECHNIQUE

TYPING TECHNIQUE: SECTION A (200)

THE CANDIDATE CANNOT FAIL BECAUSE HE/SHE COULD NOT COMPLETE OR PASS THE TIMED ACCURACY TEST.

1. THIS MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE CD: NATIONAL EXAMINATIONS AND ADMINISTRATION.

2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.

3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.

Copyright reserved

QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST

WPM	50	55		WPM	50	55
ERRORS				ERRORS		
1	19	19		28	7	8
2	19	19		29	6	7
3	19	19		30	6	7
4	18	18		31	5	6
5	18	18		32	5	6
6	17	17		33	4	6
7	17	17		34	4	5
8	16	17		35	3	5
9	16	16		36	3	4
10	15	16		37	2	4
11	15	15		38	2	3
12	14	15		39	1	3
13	14	14		40	1	3
14	13	14		41	0	2
15	13	13		42		2
16	12	13		43		1
17	12	13		44		1
18	11	12		45		0
19	11	12				
20	10	11				
21	10	11				
22	9	10				
23	9	10				
24	8	10				
25	8	9				
26	8	9				
27	7	8				

Copyright reserved

QUESTION 1: TIMED ACCURACY TEST **MARKS: 20**

NOTE: RED / = ACCURACY ERRORS

THE TIMED ACCURACY TEST SHOULD BE MARKED WITH CARE AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED.

MARK ACCORDING TO THE ENCLOSED DEPARTMENTAL SCHEDULE.

MARK ACCURACY ERRORS ONLY.

Indicate accuracy errors with a red slash (/).

One or more incorrect characters in a word – 1 error.

Do not penalise incorrect margins.

Do not penalise incorrect line spacing.

Do not penalise incorrect hyphenation.

Do not penalise incorrect upper or lower case.

Do not penalise incorrect letter spaces.

Do not penalise incorrect alignment.

Do not penalise any display errors.

Do not penalise if a whole line or paragraph has been left out and keyed in at another position.

When the same word is repeatedly keyed in incorrectly, it is penalised once only per question. Thereafter it is encircled as a repetitive error.

Copyright reserved

QUESTION 1 (CONTINUED)

Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

If 50 wpm is not completed, count back as indicated in the marking guideline.

The highest mark obtained must be indicated. The highest speed passed must be indicated.

Indicate the speed obtained with Pass 50 wpm/Pass 55 wpm/Fail where applicable in the following way:

INDICATE AT THE END OF THE TIMED ACCURACY TEST:

Pass 50 wpm/Pass 55 wpm/Fail; Errors; Mark

INDICATE ON THE FRONT OF THE FOLDER DIRECTLY NEXT TO THE MARK OBTAINED FOR QUESTION 1:

Pass 50 wpm/Pass 55 wpm/Fail

INDICATE ON THE FRONT OF THE FOLDER JUST BELOW THE CIRCLE FOR THE MARKS OBTAINED: √

Pass 50 wpm/Pass 55 wpm/Fail

Should a candidate fail the examination (less than 40%) and pass the timed accuracy test, the word Fail replaces the Pass 50 wpm/Pass 55 wpm, as a candidate cannot fail the question paper as a whole and get recognition for the wpm.

Copyright reserved

QUESTION 1

In recent decades, scholars, policy makers and educators have shown increased interest in the field of entrepreneurship. Entrepreneurship is viewed as a critical source of economic growth in most countries, and its effects are evident in terms of increased innovation, competitiveness, wealth creation, productivity, job creation and new-industry development.

Today, promoting entrepreneurship is a key theme in government policies and strategies around the world, aiming to stimulate economic activity, increase employment rates and promote international competitiveness.

Along with policy makers' efforts to promote entrepreneurship, there has been significant growth in entrepreneurship education programmes and courses in universities. This growth is fuelled by a belief that entrepreneurship, or at least some aspects of it, can be learned via formal education and training.

South Africa is the economic powerhouse of Africa. In spite of its developed economic infrastructure, South Africa continues to experience severe income inequality. According to the national data agency, Statistics South Africa, in 2015, 55,5% of the population lived below the poverty line with limited prospects of finding employment.

Copyright reserved

QUESTION 1 (CONTINUED)

The country is plagued by high unemployment due to the misalignment of the skills required by the economy and those possessed by the populace. The government has committed to fostering entrepreneurship to advance its economic development and, in particular, job creation priorities. This is in recognition of the fact that investment in the development of small businesses has been among the key ingredients of success for many successful economies.

Things are not completely bleak in the country. The Global Entrepreneurship Monitor (GEM) reported that a high percentage of adults viewed entrepreneurship in a positive light. The survey data also highlighted that over a quarter of entrepreneurs are expected to create six or more jobs over the next five years. However, when GEM compared South Africa to other countries, it noted that the entrepreneurial ecosystem was weighed down by red tape, low transfer research and development, lack of entrepreneurship education at schools and poor cultural and social norms towards entrepreneurship.

Copyright reserved

QUESTION 1 (CONTINUED)

In its 2019 survey of global social entrepreneurship, the Thompson Reuters Foundation contacted academics, social entrepreneurs, investors and policymakers in the 44 countries with the largest economies in the world, to assess the level of social entrepreneurship in each country. Using six key indicators (government support, ability to attract skilled staff, public understanding of social entrepreneurship, the ability to make a living through

50 wpm

55 wpm

20	-	20

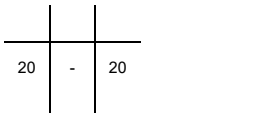
[20]

QUESTION 1 (CONTINUED)

50 WPM

However, when GEM compared South Africa to other countries,
it noted that t|he entrepr|eneurial e|cosystem w|as weighed
|down by r|ed tape, l|ow transfe|r research| and devel|opment,
la|ck of entr|epreneursh|ip educati|on at scho|ols and po|or
cultura|l and soci|al norms t|owards ent|repreneurs|hip.

In |its 2019 s|urvey of g|lobal soci|al entrepr|eneurship,
|the Thom|pson Reut|ers Found|ation cont|acted acad|emics,
soc|ial entrep|reneurs, i|nvestors a|nd policym|akers in t|he
44 coun|tries with| the large|st economies



[20]

QUESTION 1 (CONTINUED)

55 WPM

```
  45          44          43          42          41          40
In| its 2019 |survey of |global soc|ial entrep|reneurship|,
       39         38         37         36         35
the Tho|mpson Reu|ters Foun|dation con|tacted aca|demics,
  34          33          32          31          30          29
so|cial entre|preneurs, |investors |and policy|makers in |the
      28         27         26         25         24          23
44 cou|ntries wit|h the larg|est econom|ies in the| world, to|
         22          21          20          19          18
assess th|e level of| social en|trepreneur|ship in ea|ch
       17          16          15          14          13          12
country|.  Using |six key in|dicators |(governmen|t support,|
         11          10          9           8           7
ability t|o attract |skilled st|aff, publi|c understa|nding of
 6          5           4           3           2           1
s|ocial entr|epreneursh|ip, the abi|lity to ma|ke a livin|g
```

55 wpm

```
through
```

20	-	20

[20]

TYPING TECHNIQUE

ACCURACY SCHEDULE: QUESTIONS 2–6					
–3 MARKS DEDUCTED PER ERROR – ACCURACY – RED					
MARKS	**20**	**32**	**32**	**32**	**20**
RED ERRORS	**Q2**	**Q3**	**Q4**	**Q5**	**Q6**
0	**20**	**32**	**32**	**32**	**20**
1	**17**	**29**	**29**	**29**	**17**
2	**14**	**26**	**26**	**26**	**14**
3	**11**	**23**	**23**	**23**	**11**
4	**8**	**20**	**20**	**20**	**8**
5	**5**	**17**	**17**	**17**	**5**
6	**2**	**14**	**14**	**14**	**2**
7	**0**	**11**	**11**	**11**	**0**
8		**8**	**8**	**8**	
9		**5**	**5**	**5**	
10		**2**	**2**	**2**	
11		**0**	**0**	**0**	

Copyright reserved

TYPING TECHNIQUE

DISPLAY SCHEDULE: QUESTIONS 2–5				
–2 MARKS PER ERROR DEDUCTED – DISPLAY – BLUE				
MARKS	**20**	**8**	**8**	**8**
BLUE ERRORS	**Q2**	**Q3**	**Q4**	**Q5**
0	**20**	**8**	**8**	**8**
1	**18**	**6**	**6**	**6**
2	**16**	**4**	**4**	**4**
3	**14**	**2**	**2**	**2**
4	**12**	**0**	**0**	**0**
5	**10**			
6	**8**			
7	**6**			
8	**4**			
9	**2**			
10	**0**			

Copyright reserved

QUESTION 2: TABULAR STATEMENT **MARKS: 40**

20 MARKS – ACCURACY – 3 marks per error
– Every keying-in error
20 MARKS – DISPLAY – 2 marks per error

1. Margins incorrect and/or
   Alignment (left, centred, right, justified) incorrect and/or
   Line spacing (as indicated) incorrect

2. Paper size (A4 landscape) incorrect and/or
   Tabular stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/Font size (Arial 10 pt and 16 pt) incorrect and/or
   Upper case/lower case incorrect and/or
   Letter spaces incorrect

4. / – not changed to [the] and/or incorrect and/or
   Del – not deleted and/or incorrect and/or
   Insert – incorrect and/or
   [EXAMINATION NUMBER] left and [QUESTION 2] right not inserted as header and/or incorrect

5. Trs – not transposed and/or incorrect and/or
   Stet – not retained and/or incorrect and/or
   Sp – spelling incorrect

6. Bold – not changed and/or incorrect and/or
   Italics – not changed and/or incorrect and/or
   Underline/Double underline – not changed and/or incorrect

7. Move – not moved and/or incorrect and/or
   Sp caps – spaced capital letters incorrect

8. [& NP – new line and new paragraph incorrect and/or
   Runs on – incorrect and/or
   In full – not in full and/or incorrect

9. Main headings incorrect and/or
   Column headings incorrect and/or
   Columns incorrect and/or column not shaded and/or incorrect

10. Vertical lines omitted and/or incorrect

11. Horizontal lines omitted and/or incorrect

12. Footnote incorrect

¼

5	5	10	40

½

10	10	20	40

¾

15	15	30	40

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40

QUESTION 2: TABULAR STATEMENT

1 margins, alignment, line spacing 2 A4L, tab stops/indent, hyph 3 font, uc/lc, letter spaces 9 headings, columns, column shaded 10 vertical lines 11 horizontal lines 12 footnote

EXAMINATION NUMBER **4 [EXAMINATION NUMBER] left and [QUESTION 2] right as header 3 16 pt, uc 6 bold, double underline 1 centre 8 runs on** QUESTION 2

WHAT IS ENTREPRENEURSHIP AND WHAT IS AN ENTREPRENEUR?

7 sp caps 1 centre column headings horizontally and vertically 12 footnote sign 1 centre figures horizontally 6 u/line 8 NL 3 uc 6 italics 6 bold 8 NL

CODING	*WORD OCCURRENCE:*								
	Entrepreneurship (Academic[1])		Entrepreneurship (Professional services[2])		**Entrepreneur** (Academic)		**Entrepreneur** (Professional services)		
Coding the **4 the** responses on key words **4 insert** gave greater insight into **5 sp** how both academics and support professionals describe entrepreneurship.	business/es	63	business/es	76	businesses/es	58	business/es	66	
	opportunities/y	37	entrepreneur/ial/ship	40	person	44	individual/s	63	
	process	27	create/d/ting/tion	36	entrepreneur/ial/s/ship	40	person/al	38	¼
	innovation/s	26	process/es	36	risk/s	38	risk/s	34	
	with	25	profit/s	28	take/taker/takes/taking	35	entrepreneur/s/ship	33	
	entrepreneur/ially/ship	23	for **7 move**	27	opportunities/y	29	somebody/someone	32	
	create/ting/tion	20	make/s/ing	24	someone/somebody	26	take/s/ing/taker	27	½
	profit/s/able	18	idea/s	23	individual/s	25	opportunities/y	24	
	risk/s	16	develop/ed/ing/ment	21	start/starter/starting/starts	19	create/s/ing	25	
	economic/economy/ies	15	innovate/tive/tion	21	innovative/innovation/ted	18	idea/s	23	
			opportunities/y **7 move**	21	create/ting **4 del [tion]**	17	has/have/having	22	¾
			identification/tified/tify/ing	18			make/s/ing	20	
			risk/s	18			profit/s/ability/able	20	

9 shade 3 uc 6 bold 5 stet 8 in full ¼ ½ ¾

1 **ACADEMIC**: innovation, create, profit, risk and economic.
3 uc 6 bold **5 trs**

2 **SUPPORT PROFESSIONALS**: create, development, innovation and opportunities.

¼

5	5	10	40

½

10	10	20	40

¾

15	15	30	40

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40

[40]

Copyright reserved

QUESTION 3: SMARTART **MARKS: 40**

32 MARKS – ACCURACY – 3 marks per error
– Every keying-in error
8 MARKS – DISPLAY – 2 marks per error
1. Margins (2.54 cm/1" left and right) incorrect and/or Alignment (left, centred, right, justified) incorrect and/or Line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3. Font/Font size (Arial 10 pt, 12 pt, 14 pt, Comic Sans 14 pt and 18 pt) incorrect and/or Upper case/lower case incorrect and/or Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or Del – not deleted and/or incorrect and/or Insert – incorrect and/or Page break not inserted and/or incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 3] right not as header inserted and/or incorrect
5. Trs – not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp – spelling incorrect
6. Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Double underline – not changed and/or incorrect
7. Moved – not moved and/or incorrect and/or Sp caps – spaced capital letters incorrect and/or Join – not joined
8. [& NP – new line and new paragraph incorrect and/or Runs on – incorrect and/or In figures – not in figures and/or incorrect
9. SmartArt and shapes not inserted and/or incorrect and/or SmartArt filled and/or incorrect and/or Bullets not inserted and/or incorrect and/or Pages 1 and 2 not centred vertically and/or incorrect
10. Vertical lines omitted and/or incorrect
11. Horizontal lines omitted and/or incorrect

¼

8	2	10	40

½

16	4	20	40

¾

24	6	30	40

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

32	8	40

QUESTION 3

EXAMINATION NUMBER **4 [EXAMINATION NUMBER] left and [QUESTION 3] right as header** QUESTION 3
1 margins, alignment, line spacing 2 A4P, tab stops/indent, hyph 3 font, uc/lc, letter spaces
9 SmartArt and shapes, no fill, bullets, pages 1 and 2 centred vertically 10 vertical lines 11 horizontal lines

3 Comic Sans 14 pt, uc 6 bold, double u/line 1 right-align

INTERPRETATION OF DATA AND RESEARCH OUTCOMES

7 join **4 the**

A review of institutional website was undertaken to better understand the public profile of *entrepreneurship activity* and the ease with which information can be readily obtained. **6 italics** **8 runs on** **4 the**
8 NP 4 the 8 in figures

Of the 26 institutional websites reviewed:

1 centre 3 14 pt 6 bold **3 10 pt**

20%	• had entrepreneurship degree programmes on offer
28%	• had courses on offer ¼
28%	• had explicit student activities (clubs, groups or competitions) listed
56%	• had evidence of instutional or departmental activity (entrepreneurship activity within the department) **4 the**
12%	• had no evidence of activity (courses, curriculum, student activities, clubs, etc.) on their websites ½

4 page break

QUESTION 3 (CONTINUED)

EXAMINATION NUMBER QUESTION 3

9 page centre vertically

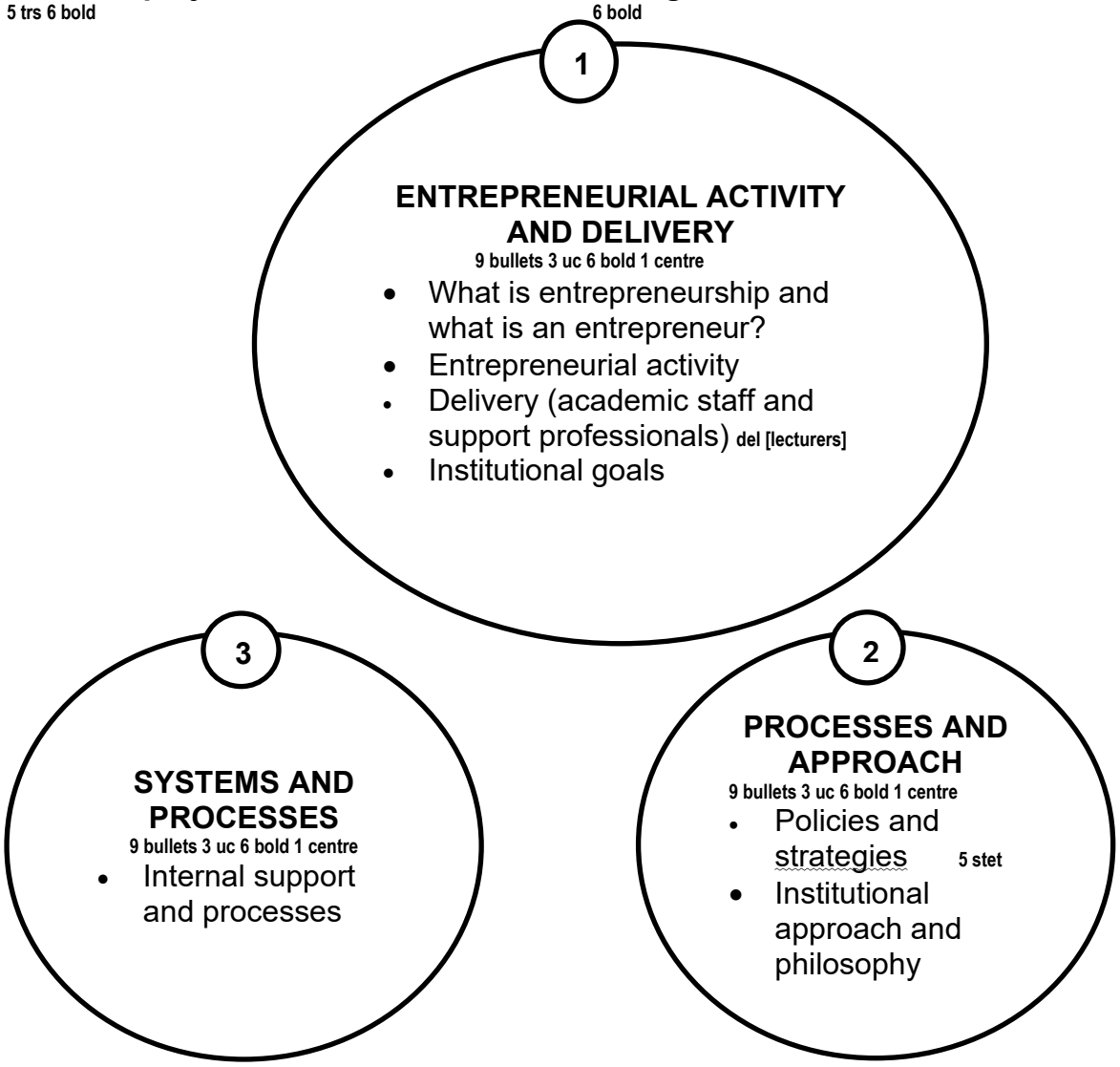
3 Comic Sans 18 pt 7 sp caps 6 bold, double u/line 1 centre

T H E M E S

7 move 5 sp **4 insert** **4 the** **6 bold**

The thematic design of data reporting connected directly to the stated **aims** of the **research project** and focused on **understanding**:

5 trs 6 bold **6 bold**



32	8	40

[40]

QUESTION 4: PAMPHLET **MARKS: 40**

32 MARKS – ACCURACY –3 marks per error
– Every keying-in error
8 MARKS – DISPLAY –2 marks per error

1. Margins (1.27 cm/0.5" left and right) incorrect and/or
   Alignment (left, centred, right, justified) incorrect and/or
   Line spacing (as indicated) incorrect

2. Paper size (A4 landscape) incorrect and/or
   Tabular stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/Font size (Courier New 12 pt, Tahoma 12 pt, Verdana 18 pt and Lucida Fax 14 pt) incorrect and/or
   Upper case/lower case incorrect and/or
   Letter spaces incorrect

4. / – not changed to [the] and/or incorrect and/or
   Del – not deleted and/or incorrect and/or
   Insert – incorrect and/or
   [EXAMINATION NUMBER] left and [QUESTION 4] right not inserted as header and/or incorrect

5. Trs – not transposed and/or incorrect and/or
   Stet – not retained and/or incorrect and/or
   Sp – spelling incorrect

6. Bold – not changed and/or incorrect and/or
   Italics – not changed and/or incorrect and/or
   Underline/Double underline – not changed and/or incorrect

7. Move – not moved and/or incorrect and/or
   Sp caps – spaced capital letters incorrect and/or
   Join – not joined

8. [& NP – new line and new paragraph incorrect and/or
   Runs on – incorrect and/or
   In full – not in full and/or symbol not used and/or incorrect

9. Columns incorrect and/or
   Tables incorrect and/or
   Table borders not 1½ pt and/or incorrect and/or
   Columns and rows not shaded and/or incorrect and/or
   Bullets not inserted and/or incorrect

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

¼

8	2	10	40

½

16	4	20	40

¾

24	6	30	40

32	8	40

1 margins, alignment, line spacing 2 A4L, tab stops/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 4] right as header 9 columns, tables, table borders 1½ pt, shaded, bullets 8 in full 3 Lucida Fax 14 pt, uc 6 bold 1 centre

SUMMARY OF SOUTH AFRICA'S YOUTH DEVELOPMENT POLICIES

3 Verdana 18 pt 7 sp caps 6 bold, double u/line 1 centre 9 column 1 and row 1 shaded 1 centre vertically 3 Tahoma 12 pt 3 uc 6 bold 3 uc 6 u/line 1 centre 3 uc 6 u/line 1 centre

ENTREPRENEURSHIP ECOSYSTEM

The implementation of entrepreneurship programmes has been recommended in national plans and

POLICY	THE NATIONAL DEVELOPMENT PLAN 2030 (NDP)	THE DEPARTMENT OF TRADE AND INDUSTRY YOUTH ENTERPRISE DEVELOPMENT STRATEGY 2013-2023
YEAR	*2012* 6 italics 9 bullets 7 move 8 in full	*2013* 6 italics 9 bullets 4 del [development]
DESCRIPTION	➢ The NDP is a detailed blueprint for how South Africa can eliminate poverty and reduce inequality by the year 2030. 4 the 7 join 8 runs on ➢ It proposes that fertile conditions for entrepreneurship and career mobility will contribute and support entrepreneurship as a youth development strategy. 5 stet ½	➢ A strategy instrument intended to foster youth economic participation by enhancing youth entrepreneurship and accelerating the growth of youth-owned and managed enterprises. 4 the 4 symbol 5 sp 4 the ¾ ➢ It aims to increase the number of self-employed youth to 20% by 2023, as well as increase entrepreneurial culture, business managerial capacities, technical skills and talents. 4 the 4 insert
RECOMMENDATIONS INCLUDE	• Introducing community-based programmes to offer life skills and entrepreneurship training. 8 NL 9 bullets 1 right-align 5 trs	• A programme to raise awareness of entrepreneurship at an early stage as the first option for economic participation endeavours.
SOURCE	*National Planning Commission, 2012* 6 italics	*Department of Trade and Industry, 2013* 6 italics

¼ **[40]**

QUESTION 5: FINANCIAL STATEMENT **MARKS: 40**

32 MARKS – ACCURACY – 3 marks per error
– Every keying-in error
8 MARKS – DISPLAY – 2 marks per error
1. Margins (1.27 cm/0.5" left and right) incorrect and/or Alignment (left, centred, right, justified) incorrect and/or Line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3. Font/Font size (Courier New 10 pt, 12 pt and Arial 14 pt) incorrect and/or Upper case/lower case incorrect and/or Letter spaces incorrect
4. / – not changed to [the] and/or incorrect and/or Del – not deleted and/or incorrect and/or Insert – incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 5] right not inserted as a header and/or incorrect
5. Trs – not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp – spelling incorrect
6. Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not changed and/or incorrect
7. Sp caps – spaced capital letters incorrect and/or Join – not joined
8. [& NP – new line and new paragraph incorrect and/or In full – not in full and/or incorrect and/or Runs on – incorrect
9. Main headings incorrect and/or Column headings incorrect and/or Columns incorrect and/or Column not shaded and/or incorrect
10. Vertical lines omitted and/or incorrect
11. Horizontal lines omitted and/or incorrect
12. Figures incorrect and/or Units, tens not underneath one another and/or incorrect

¼

8	2	10	40

½

16	4	20	40

¾

24	6	30	40

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

32	8	40

QUESTION 5

1 margins, alignment, line spacing 2 A4P, tab stops/indent, hyph 3 font, uc/lc, letter spaces 9 headings, columns, column shaded 10 vertical lines 11 horizontal lines
EXAMINATION NUMBER 4 [EXAMINATION NUMBER] left [QUESTION 5] right as header QUESTION 5

COMPUTER TECHNOLOGIES LIMITED

3 Arial 14 pt, uc 6 bold 1 centre 8 in full

BALANCE SHEET AS AT 31 MARCH 2023

3 12 pt, uc 6 u/line 1 centre 8 in full

	Notes	2023 R'000	2022 R'000
		9 shade	
1 right-align 6 bold, italics			
3 uc 6 bold 1 centre			
ASSETS			
C U R R E N T A S S E T S 7 sp caps 6 bold, u/line			
Cash 2 indent		225,000	110,000
Accounts receivable		280,000	295,000
Investment tax credits receivable		89,939	87,175
Inventories	2	47,500	38,500
Prepaid expenses 5 stet		7,000	6,000
			¼
		649,439	536,675
Investment in Sentec Limited 6 italics	2	10,000	10,000
Equipment and software 6 italics 7 join	4	115,620	173,600
Intangible assets 6 italics	5	1,600	2,000
	6 bold	**R766,669**	**R712,285**
3 uc 6 bold 1 centre			
LIABILITIES AND SHAREHOLDERS' EQUITY			½
C U R R E N T L I A B I L I T I E S 7 sp caps 6 bold, u/line			
Accounts payable and accrued liabilities 4 insert		88,825	95,000
Government remittances payable 2 indent		25,000	27,000
Deferred revenue 5 sp		–	100,000
Current portion of loan payable	6	75,000	12,000
Owing to shareholder (non-interest bearing		28,000	10,000
and due on demand) 8 runs on 8 NL			¾
		216,825	319,000
Loan payable 6 italics 5 trs	6	–	75,000
		216,825	319,000
Shareholders' equity 6 italics			
Capital stock 2 indent	8	155,000	160,000
Retained earnings 4 del [income]		394,844	233,285
		549,844	393,285
	6 bold	**R766,669**	**R712,285**

12 figures right-aligned

Approved by the Board 4 the 3 uc

CHIEF ACCOUNTING OFFICER 3 uc 6 bold **[40]**

Copyright reserved

QUESTION 6: AFRICAN LANGUAGE **MARKS: 20**

20 MARKS – ACCURACY – 3 marks per error
– Every keying-in error
0 MARKS – DISPLAY – no marks

NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS

1. Do not penalise incorrect margins.
2. Do not penalise incorrect line spacing.
3. Do not penalise incorrect hyphenation.
4. Do not penalise incorrect upper case/lower case.
5. Do not penalise incorrect letter spaces.
6. Do not penalise incorrect alignment.
7. Do not penalise any incorrect display.
8. Do not penalise if a whole line or paragraph has been left out and keyed in at another position.
9. When exactly the same word is repeatedly keyed in incorrectly, it is penalised once only per question. Thereafter it is encircled as a repetitive error.
10. Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

¼

5	-	5	20

½

10	-	10	20

¾

15	-	15	20

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	-	20

QUESTION 6 (CONTINUED)

EXAMINATION NUMBER QUESTION 6

NDAWO YOKUXHASA UMNYANGO

Inkqubo epheleleyo yesidanga sokuqala
Ikhosi(z) ngaphakathi okanye kwiinkqubo zesidanga sokuqala
Iinkqubo zokufunda ezimfutshane
Isikolo seshishini; isiseko sekharityhulamu ¼
Isikolo seshishini; unyulo
Iinkqubo zokufunda ezimfutshane – isikolo seshishini
Isikolo seshishini kugxilwe kwhishishini
Iinkqubo zokuzibandakanya ekuhlaleni ½
Ukhuphiswano kwezorhwebo
Iingqungquthela zorhwebo
Icandelo lokuDlulisela ubuchwephesha
Icandelo lezorhwebo
Iziko loRhwebo noShishino
Iziko loRhwebo loLuntu ¾
Uluntu lwe Enactus
IPaki yeSayensi
Izithuba zemisebenzi/iilebhu zokuyila
Isixhobo esikhethekileyo/iilebhu
Incubator yeshishini

¼ ½ ¾

5	-	5	20

10	-	10	20

15	-	15	20

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	-	20

[20]

TOTAL SECTION A: 200

SECTION B: WORD PROCESSING (100)

1. The total of this section is 100 MARKS. 80% of part A of each question is allocated for accuracy and 20% for display. 80% of the marks of part B of each question is allocated for processing and 20% for accuracy.

2. Part A of each question has to be keyed in correctly.

3. Part B of each question must be processed according to the instructions.

4. ONE mark is deducted per error – accuracy as well as display and processing.

   ACCURACY ERRORS = All keying-in errors
   DISPLAY ERRORS = All display errors
   PROCESSING ERRORS = All processing instructions

5. Questions in part A not completed must be marked accordingly.

   If only ¼ of a question is completed, only ¼ of the original mark will be used for the marking of the question. If only ½ of a question is completed, only ½ of the original mark will be used for the marking of the question. If only ¾ of a question is completed, only ¾ of the original mark will be used for the marking of the question.

   EXAMPLE

   TOTAL MARKS = 20
   ACCURACY = 16
   DISPLAY = 4

   ½ OF THE QUESTION IS COMPLETED, MARK AS FOLLOWS:

   ½ OUT OF 16 = 8 MARKS
   ½ OUT OF 4 = 2 MARKS

   THE QUESTION IS MARKED OUT OF 10, BUT THE MARK IS ALLOCATED OUT OF 20:

7	1	=	8	=	8
8	2	=	10	=	20
1e	1e	=	2e		

6. A keying-in error occurring repeatedly must be penalised as one accuracy error only; repetitive errors must be encircled only.

Copyright reserved

ALLOCATION OF MARKS

1. PART A must be keyed in correctly.

2. PART B must be processed according to the instructions.

ACCURACY ERRORS	=	ALL KEYING-IN ERRORS
DISPLAY ERRORS	=	ALL DISPLAY ERRORS
PROCESSING ERRORS	=	ALL PROCESSING INSTRUCTIONS

3. REMEMBER: ONE mark is deducted per error – accuracy as well as display and processing.

Copyright reserved

WORD PROCESSING

SCHEDULE – QUESTIONS 7A, 7B, 8A, 8B, 8C, 9A AND 9B						
–1 MARK PER ERROR DEDUCTED – ACCURACY – RED **–1 MARK PER ERROR DEDUCTED – DISPLAY – BLUE** **–1 MARK PER ERROR DEDUCTED – PROCESSING – BLUE**						
MARKS:	**16**	**12**	**8**	**4**	**3**	**2**
QUESTION: ERRORS:	**Q7B Q9B**	**Q7A Q8B Q9A**	**Q8A**	**Q7B Q8B Q8C Q9B**	**Q7A Q9A**	**Q8A**
0	**16**	**12**	**8**	**4**	**3**	**2**
1	**15**	**11**	**7**	**3**	**2**	**1**
2	**14**	**10**	**6**	**2**	**1**	**0**
3	**13**	**9**	**5**	**1**	**0**	
4	**12**	**8**	**4**	**0**		
5	**11**	**7**	**3**			
6	**10**	**6**	**2**			
7	**9**	**5**	**1**			
8	**8**	**4**	**0**			
9	**7**	**3**				
10	**6**	**2**				
11	**5**	**1**				
12	**4**	**0**				
13	**3**					
14	**2**					
15	**1**					
16	**0**					

Copyright reserved

QUESTION 7A: AFRICAN LANGUAGE **MARKS: 15**

12 MARKS – ACCURACY
– Every keying-in error
3 MARKS – DISPLAY
1. Margins incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing incorrect 2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect 3. Font/Font size (Courier New 12 pt) incorrect and/or upper case/lower case incorrect and/or letter spaces incorrect 4. [EXAMINATION NUMBER] left and [QUESTION 7A] right not inserted as header and/or incorrect

¼

3	1	4	15

½

6	2	8	15

¾

9	2	11	15

12	3	15

QUESTION 7A (CONTINUED)

EXAMINATION NUMBER QUESTION 7A

1 margins, alignment, line spacing 2 A4P, tab stops/indent, hyph 3 font, uc/lc, letter spaces
4 [EXAMINATION NUMBER] left and [QUESTION 7A] right as header

Mizekelo esebenzayo yokufundisa:

Ukufaka amagama okwenyani ukusombulula ingxaki
Ishishini lokuthengisa
Ukuncedisa ngophuhliso lweembono zenoveli
Ushishino lweshishini ¼
Inkqubo yoQinisekiso lweeShishini
Ukusebenza

Imizekelo yoqeqesho olusekwe kwizakhono:

Ukufakwa kwe-4IR kwiikharityhula ½
Ukuzibandakanya ekuhlaleni kunye noqeqesho lophuhliso
Ulwazi ngommandla weshishini, ukuvelisa izimvo zeshishini
ngokuvavanya ukuba nakho, ukusebenza kunye nokuthengisa ¾
Uyilo lokucinga kunye nemodyuli yokuthatha inxaxheba apho
abafundi babonelela ngenkxaso kunye noyilo koosomashishini
abakhoyo kwicandelo lokuyila

¼

3	1	4	15

½

6	2	8	15

¾

9	2	11	15

12	3	15

(15)

QUESTION 7B: AFRICAN LANGUAGE **MARKS: 20**

4 MARKS – ACCURACY
– Every keying-in error
16 MARKS – PROCESSING

1. Margins (1,27 cm/0,5") incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect

2. Paper size (A4 landscape) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect

3. Font/Font size (additional) incorrect and/or upper case/lower case incorrect and/or letter spaces incorrect

4. [QUESTION 7A] not changed in the header to [QUESTION 7B] and/or page number not inserted with the format Page and/or page number does not start with 25, Arial 10 pt, bottom and right-aligned and/or incorrect plus one accuracy error

5. Double line border not inserted as footer and/or [Ingxelo yonyaka wokugqibela wendalo esingqongileyo] not inserted as footer two line spaces after double line border in Rockwell Extra Bold 10 pt, capital letters and centred and/or incorrect plus one accuracy error

6. [Umsebenzi wokugqibela nokuzonwabisa] not inserted in Comic Sans MS 14 pt, capital letters, bold and centred and/or incorrect plus one accuracy error

7. Three columns not inserted with a vertical line and/or incorrect

8. QUESTION 6 not copied to column 1 and/or paragraph numbers not inserted and/or indented and/or font not changed to Arial 10 pt and/or line spacing not single and/or incorrect

9. [NDAWO YOKUXHASA UMNYANGO] not changed to Berlin Sans FB 12 pt, double underlined and right-aligned and/or incorrect

10. Footnote 1 [Olu phando luvavanye abantu ababesele bebandakanyekile kolu shishino] not inserted in Arial 9 pt and/or incorrect plus one accuracy error

11. [Iveki yabafundi kwezentengiselwano] and [Iziko elingasebenzi kakuhle koosomashishini] not inserted and/or incorrect plus two accuracy errors

12. [Mizekelo esebenzayo yokufundisa:] not changed to Bradley Hand ITC 16 pt, capital letters, bold, underlined and centred and/or incorrect

13. Bullets not inserted and indented and/or content not changed to Arial 14 pt and/or incorrect

Copyright reserved

QUESTION 7B (CONTINUED)

14. [Ukusebenza] not changed to italics and/or incorrect

15. Footnote 2 [Ukuphuhliswa kwesicelo seeprojekthi zabafundi] not inserted in Arial 9 pt and/or incorrect plus one accuracy error

16. [Imizekelo yoqeqesho olusekwe kwizakhono:] not changed to Bookman Old Style 14 pt, capital letters, bold and italics and/or incorrect

17. Bullets not inserted and indented and/or content not changed to Lucida Fax 12 pt and/or incorrect

18. [kwe-4IR] not changed to underline and/or incorrect

19. Footnote 3 [I-4IR ithetha iSine sohlaziyo lwezoMveliso] not inserted in Arial 9 pt and/or incorrect plus one accuracy error

4	16	20

QUESTION 7B 1 margins, align, line spacing 2 A4L, tab stops/indent, hyph 3 font, uc/lc, letter spaces 4 [QUESTION 7A] changed to [7B] in header

EXAMINATION NUMBER 6 insert, Comic Sans MS 14 pt, uc, bold, centred QUESTION 7B

UMSEBENZI WOKUGQIBELA NOKUZONWABISA

7 THREE columns with vertical lines 9 Berlin Sans FB 12 pt, double u/line, right-align 8 QUESTION 6 copied to column 1, paragraph numbers and indent, Arial 10 pt, single line spacing

NDAWO YOKUXHASA UMNYANGO[1]

10 footnote

1. Inkqubo epheleleyo yesidanga sokuqala
2. Ikhosi(z) ngaphakathi okanye kwiinkqubo zesidanga sokuqala
3. Iinkqubo zokufunda ezimfutshane
4. Isikolo seshishini; isiseko sekharityhulamu
5. Isikolo seshishini; unyulo
6. Iinkqubo zokufunda ezimfutshane - isikolo seshishini
7. Isikolo seshishini kugxilwe kwishishini
8. Iinkqubo zokuzibandakanya ekuhlaleni
9. Ukhuphiswano kwezorhwebo
10. Iveki yabafundi kwezentengiselwano 11 insert
11. Iingqungquthela zorhwebo
12. Icandelo lokuDlulisela ubuchwephesha
13. Icandelo lezorhwebo
14. Iziko loRhwebo noShishino
15. Iziko loRhwebo loLuntu
16. Iziko elingasebenzi kakuhle koosomashishini 11 insert
17. Uluntu lwe Enactus
18. IPaki yeSayensi
19. Izithuba zemisebenzi/iilebhu zokuyila
20. Isixhobo esikhethekileyo/iilebhu
21. Incubator yeshishini

MIZEKELO ESEBENZAYO YOKUFUNDISA:

12 Bradley Hand ITC 16 pt, uc, bold, u/line, centre

- Ukufaka amagama okwenyani ukusombulula ingxaki
  13 any bullets, indent, Arial 14 pt
- Ishishini lokuthengisa
- Ukuncedisa ngophuhliso lweembono zenoveli
- Ushishino lweshishini
- Inkqubo yoQinisekiso lweeShishini
- *Ukusebenza*[2]
  14 italics 15 footnote

IMIZEKELO YOQEQESHO OLUSEKWE KWIZAKHONO:

16 Bookman Old Style 14 pt, uc, bold, italics 19 footnote

- Ukufakwa kwe-4IR[3] 18 u/line kwiikharityhula

17 bullets, indent, Lucida Fax 12 pt

- Ukuzibandakanya ekuhlaleni kunye noqeqesho lophuhliso
- Ulwazi ngommandla weshishini, ukuvelisa izimvo zeshishini ngokuvavanya ukuba nakho, ukusebenza kunye nokuthengisa
- Uyilo lokucinga kunye nemodyuli yokuthatha inxaxheba apho abafundi babonelela ngenkxaso kunye noyilo koosomashishini abakhoyo kwicandelo lokuyila

---

[1] Olu phando luvavanye abantu ababesele bebandakanyekile kolu shishino 10 footnote, Arial 9 pt

[2] Ukuphuhliswa kwesicelo seeprojekthi zabafundi 15 footnote, Arial 9 pt

[3] I-4IR ithetha iSine sohlaziyo lwezoMveliso 19 footnote, Arial 9 pt

5 footer, double line border, two line spaces, Rockwell Extra Bold 10 pt, uc, centred 4 format Page, page number 25, Arial 10 pt, bottom right

(20)
[35]

Copyright reserved

QUESTION 8A: MAIL MERGE **MARKS: 10**

8 MARKS – ACCURACY
– Every keying-in error
2 MARKS – DISPLAY/MANIPULATION
1. Line spacing and/or margins and/or column width incorrect 2. Paper size (A4 landscape) and/or word wrap and/or columns incorrect 3. Font/Font size (Arial 8 pt) and/or upper case/lower case and/or letter spaces incorrect 4. [EXAMINATION NUMBER] and [QUESTION 8A] not inserted 5. Fields/Field names incorrect

QUESTION 8A

1 line spacing, margins, column width 2 A4L, word wrap, columns 3 Arial 8 pt, uc/lc, letter spaces 4 [EXAMINATION NUMBER] and [QUESTION 8A] inserted 5 fields/field names

INITIALS	SURNAME	ADDRESS	CITY	CODE	COURSE 1	COURSE 2	COURSE 3	COURSE 4	CELL NUMBER	E-MAIL ADDRESS
AP	Letsoalo	PO Box 987	SUNNYSIDE	0002	Postgraduate degree			Business incubator	084 660 6161	letsoaloap@gmail.com
MH	Heath	PO Box 654	CLUBVIEW	0014		Undergraduate degree	Short programme		083 456 9876	heath@yahoo.com

¼ ½ ¾

¼

2	1	3	10

½

4	1	5	10

¾

6	2	8	10

8	2	10

(10)

Copyright reserved

QUESTION 8B: MAIL MERGE **MARKS: 16**

4 MARKS – ACCURACY
– Every keying-in error
12 MARKS – PROCESSING
1. Margins incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect 2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect 3. Font/Font size (additional) incorrect and/or upper case/lower case incorrect and/or letter spaces incorrect 4. [EXAMINATION NUMBER] left and [QUESTION 8B] right not inserted as a header and/or incorrect 5. Fields/Field names not highlighted and bold and/or incorrect 6. [MIDRAND UNIVERSITY] not changed to Algerian 18 pt, bold and centred and/or incorrect 7. Content of column 1 not changed to Comic Sans MS 10 pt and/or incorrect 8. Picture height 2,71 cm/1,07" and width 4,82 cm/1,9" not changed and/or incorrect 9. Dash line 2 pt not inserted around picture and/or not centred in column 2 and/or incorrect 10. Address in column 3 not changed to Comic Sans 12 pt and/or [Midrand] not changed to capital letters and/or address not right-aligned and/or incorrect 11. Horizontal border, 1½ pt not inserted after letterhead and/or incorrect 12. Today's date not inserted right-aligned and/or [Mr/Ms] and/or [Dear Mr/Ms] not inserted and/or incorrect plus one accuracy error 13. [Midrand University offers entrepreneurship activities, which was assessed both qualitatively and quantitatively.] not inserted and/or [qualitatively] and/or [quantitatively] not underlined and/or incorrect plus one accuracy error 14. [Entrepreneurship development delivery varies from full degree programmes within disciplines, short courses delivered through specialist units[i] and third-party delivery partners.] not inserted and/or does not run on and/or [disciplines] spelling incorrect plus two accuracy errors

Copyright reserved

QUESTION 8B (CONTINUED)

15. [Such as centres for entrepreneurship] not inserted as endnote and/or incorrect plus one accuracy error

16. [You indicated that you are interested in the below courses offered by the university:] and/or [Course 1], [Course 2], [Course 3] and [Course 4], not inserted in capital letters and/or new paragraph not created and/or incorrect plus one accuracy error

17. Column 1 not shaded and/or table not inserted and/or 3 pt double inside border not inserted and/or incorrect

18. [Indicate if you are still interested in the above courses by completing the below tear-off slip and e-mailing it back to the university:] not inserted and/or [Indicate if you are still interested in the above courses by completing the below tear-off slip and e-mail back to the university:] not moved and/or dashed line not inserted and/or incorrect plus one accuracy error

19. Table not inserted and/or [Initials and surname:], [Cell number] and [E-mail address] not inserted and/or column 1 not shaded and/or 3 pt double inside border not inserted and/or incorrect plus one accuracy error

20. [Regards] not inserted and/or line tab stop not inserted on 7,62 cm/3" and/ or [MJ Marshall] and [Chief Executive Officer] not inserted and/or incorrect plus one accuracy error

21. [MJ Marshall] not underlined and/or [Chief Executive Officer] not in capital letters, bold and italics and/or incorrect

QUESTION 8C: MAIL MERGE **MARKS: 4**

4 MARKS – PROCESSING – MERGED DOCUMENT

–2 PER PRINTOUT NOT HANDED IN)

1. If endnote is not i on all letters, 1 mark will be deducted.

2. If [QUESTION 8B] not changed to [QUESTION 8C] in the header, 1 mark will be deducted.

Copyright reserved

QUESTION 8B (CONTINUED)

EXAMINATION NUMBER QUESTION 8B

1 margins, alignment, line spacing 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces
4 [EXAMINATION NUMBER] left and [QUESTION 8B] right as header 5 fields/field names highlighted, bold

6 Algerian 18 pt, bold, centre

MIDRAND UNIVERSITY

Tel. (011) 654 2135
E-mail: midrand@gmail.com
7 Comic Sans MS 10 pt



141 Church Street
MIDRAND
1682
10 Comic Sans MS 12 pt, right-aligned, uc
[Midrand]

8 picture: height 2,71 cm/1,07", width 4,82 cm/1,9" 9 dash line, 2 pt, centre 11 horizontal border, 1½ pt

8 November 2023
12 insert **12 insert date, right-aligned**

Mr/Ms **«INITIALS» «SURNAME»** **5 fields/field names highlighted, bold**
«ADDRESS»
«CITY»
«CODE»
12 insert

Dear Mr/Ms **«SURNAME»**
13 insert, u/line **14 insert, runs on, spelling**

Midrand University offers entrepreneurship activities, which were assessed both qualitatively and quantitatively. Entrepreneurship development delivery varies from full degree programmes within disciplines, short courses delivered through specialist units[i] and third-party delivery partners. **15 endnote**
16 insert, NP

You indicated that you are interested in the below courses offered by the university:
16 insert, uc 17 shade, table, 3 pt double inside border

COURSE 1:	**«COURSE_1»**
COURSE 2:	**«COURSE_2»**
COURSE 3:	**«COURSE_3»**
COURSE 4:	**«COURSE_4»**

18 insert, move, dash line

Indicate if you are still interested in the above courses by completing the below tear-off slip and e-mailing it back to the university:

---

19 insert, uc, table, shade, 3 pt double inside border

INITIALS AND SURNAME:	**«INITIALS» «SURNAME»**
CELL NUMBER:	**«CELL_NUMBER»**
E-MAIL ADDRESS:	**«EMAIL_ADDRESS»**

Regards

20 insert, line tab stop 7,62 cm/3"

_____

MJ Marshall **20 insert 21 u/line**
CHIEF EXECUTIVE OFFICER **20 insert 21 uc, bold, italics**

_____

[i] Such as centres for entrepreneurship **15 endnote, Verdana 8 pt**

(16)

QUESTION 8C

EXAMINATION NUMBER ✓ QUESTION 8C

MIDRAND UNIVERSITY

Tel. (011) 654 2135
E-mail: midrand@gmail.com



141 Church Street
MIDRAND
1682

8 November 2023

Mr/Ms AP Letsoalo
PO Box 987
SUNNYSIDE
0002

Dear Mr/Ms **Letsoalo**

Midrand University offers entrepreneurship activities, which were assessed both qualitatively and quantitatively. Entrepreneurship development delivery varies from full degree programmes within disciplines, short courses delivered through specialist units[i] and third-party delivery partners.

You indicated that you are interested in the below courses offered by the university:

COURSE 1:	**Postgraduate degree**
COURSE 2:	
COURSE 3:	
COURSE 4:	**Business incubator**

Indicate if you are still interested in the above courses by completing the below tear-off slip and e-mailing it back to the university:

INITIALS AND SURNAME:	**AP Letsoalo**
CELL NUMBER:	**084 660 6161**
E-MAIL ADDRESS:	**letsoaloap@gmail.com**

Regards

_____
MJ Marshall
CHIEF EXECUTIVE OFFICER

[i] Such as centres for entrepreneurship ✓
✓✓

QUESTION 8C (CONTINUED)

EXAMINATION NUMBER ✓ QUESTION 8C

MIDRAND UNIVERSITY

Tel. (011) 654 2135
E-mail: midrand@gmail.com



141 Church Street
MIDRAND
1682

8 November 2023

Mr/Ms MH Heath
PO Box 654
CLUBVIEW
0014

Dear Mr/Ms **Heath**

Midrand University offers entrepreneurship activities, which was assessed both qualitatively and quantitatively. Entrepreneurship development delivery varies from full degree programmes within disciplines, short courses delivered through specialist units[i] and third-party delivery partners.

You indicated that you are interested in the below courses offered by the university:

COURSE 1:	
COURSE 2:	**Undergraduate degree**
COURSE 3:	**Short programme**
COURSE 4:	

Indicate if you are still interested in the above courses by completing the below tear-off slip and e-mailing it back to the university:

INITIALS AND SURNAME:	**MH Heath**
CELL NUMBER:	**083 456 9876**
E-MAIL ADDRESS:	**heath@yahoo.com**

Regards

MJ Marshall
CHIEF EXECUTIVE OFFICER

4 (4)

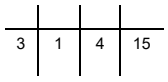
[i] Such as centres for entrepreneurship ✓ ✓✓

[30]

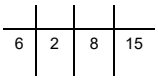
QUESTION 9A: DISPLAY **MARKS: 15**

12 MARKS – ACCURACY
– Every keying-in error
3 MARKS – DISPLAY
1. Margins incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing incorrect 2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect 3. Font/Font size (Courier New 12 pt) incorrect and/or upper/lower case incorrect and/or letter spaces incorrect 4. [EXAMINATION NUMBER] left and [QUESTION 9A] right not inserted as header and/or incorrect

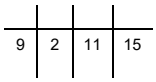
¼

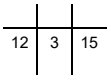


½



¾





Copyright reserved

QUESTION 9A (CONTINUED)

EXAMINATION NUMBER QUESTION 9A

4 [EXAMINATION NUMBER] left and [QUESTION 9A] right as header
1 margins, alignment, line spacing 2 A4P, tab stops/indent, hyph 3 font, uc/lc, letter spaces

Honours Level Course (full year)
Focuses on developing business leadership and management skills in a highly entrepreneurial context. ¼

Open Online Course (10 weeks)
Free course to all students as an introduction to entrepreneurship awareness.

Boot Camp ½
Using lean start-up methodology for developing businesses and products which aim to shorten product development cycles.

Undergraduate Module
Technology and Innovation Course with module on the use of ¾ innovation and technology within entrepreneurship.

Business School
Focus on the growth phase of business (MBA for transitioning SMMEs).

(15)

QUESTION 9B: DISPLAY **MARKS: 20**

4 MARKS – ACCURACY
– Every keying-in error
16 MARKS – PROCESSING

1. Margins incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect

2. Paper size (A5 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect

3. Font/Font size (additional) incorrect and/or upper/lower case incorrect and/or letter spaces incorrect

4. Page border not inserted and/or not 1½ pt border and/or incorrect

5. [Innovative delivery] not inserted as a header in Comic Sans MS 8 pt, bold, double underlined and centred and/or incorrect plus one accuracy error and/or [QUESTION 9A] not changed to [QUESTION 9B] in the header and/or incorrect

6. Page numbers not inserted at the bottom left-aligned in Arial 10 pt and/or not Page 1 of 2 as format used and/or incorrect

7. [Findings] not inserted in Bradley Hand ITC 10 pt, spaced capital letters, bold and right-aligned and/or incorrect plus one accuracy error

8. [Entrepreneurship Development] not inserted in Algerian 14 pt, capital letters, bold and centred and/or incorrect plus one accuracy error

9. Paragraph numbers not inserted at headings and/or content not indented below the headings and/or incorrect

10. Paragraph headings not changed to 10 pt, capital letters and italics and/or incorrect

11. First letter of headings not changed to 14 pt and bold and/or incorrect

12. Endnote 1 [Candidates are required to set up and run their own business] not inserted in Arial 8 pt and/or incorrect plus one accuracy error

13. [introduction to entrepreneurship awareness] and [lean start-up methodology] not changed to Elephant 10 pt and/or incorrect

14. Endnote 2 [First of its kind in South Africa] not inserted in Arial 8 pt and/or incorrect plus one accuracy error

Copyright reserved

QUESTION 9B (CONTINUED)

15. [Post-graduate diploma ... into reality.] not inserted and/or bullets not inserted and/or bullets not indented in line with the heading and/or new paragraph and new lines not inserted and/or [passion for innovation into reality] not in capital letters and/or incorrect plus four accuracy errors

16. Page break not inserted and/or page 2 not centred vertically and/or incorrect

17. Text box not inserted and/or triple border not inserted and/or not 2¼ pt border and/or content in text box not shaded and/or incorrect

18. [Role of …. thinking institutions.] not inserted in Arial 10 pt and/or incorrect plus four accuracy errors

19. [Role of universities and colleges] not inserted in Algerian 14 pt, capital letters, bold and right-aligned and/or incorrect

20. [socio-economic set-up] not double underlined and/or [long-term prospects] not in italics and/or [making the changes] not in bold and/or [upfront] not underlined and/or [thinking institutions] not in capital letters and/or incorrect

21. Paragraphs not indented and/or incorrect

4	16	20

QUESTION 9B **1 margins, alignment, line spacing 2 A5P, tab stops/indent, hyph 3 font, uc/lc, letter spaces 4 page border, 1½ pt 5 header Comic Sans MS 8 pt, bold, double u/line, centre, [QUESTION 9A] change to [9B]**

EXAMINATION NUMBER **Innovative delivery** QUESTION 9B

8 insert, Algerian 14 pt, uc, bold, centre

ENTREPRENEURSHIP DEVELOPMENT

9 paragraph numbers, content in line with heading 10 headings 10 pt, uc, italics 11 first letter 14 pt, bold

1. ***H****ONOURS LEVEL COURSE (FULL YEAR)*

   Focuses on developing business leadership and management skills in a highly entrepreneurial context[i]. **12 endnote**

2. ***O****PEN ONLINE COURSE (10 WEEKS)*

   Free course to all students as an **introduction to entrepreneurship awareness**. **13 Elephant 10 pt**

3. ***B****OOT CAMP*

   13 Elephant 10 pt

   Using **lean start-up methodology** for developing businesses and products which aims to shorten product development cycles.

4. ***U****NDERGRADUATE MODULE*

   Technology and Innovation Course with module on the use of innovation and technology within entrepreneurship[ii]. **14 endnote**

5. ***B****USINESS SCHOOL*

   Focus on the growth phase of business (MBA for transitioning SMMEs).

15 insert, bullets, indent, NP, NL

6. ***P****OST-GRADUATE DIPLOMA*

   Yearlong programme that links students to the

   - insights,
   - ideas;
   - network, and
   - people

15 uc

who can help turn a PASSION FOR INNOVATION INTO REALITY. **16 page break**

Copyright reserved Please turn over

QUESTION 9B

EXAMINATION NUMBER **Innovative delivery** QUESTION 9B

16 centre page vertically

17 text box, triple border, 2¼ pt, shade 18 insert text, Arial 10 pt 19 Algerian 14 pt, uc, bold, right-align

ROLE OF UNIVERSITIES AND COLLEGES

As universities/colleges, we have a critical role to play in the socio-economic set-up in our country. We should be the **20 double u/line**
21 indent
drivers in making sure that we look at the *long-term prospects*;
21 indent **20 bold** **20 italics**
the ones **making the changes**;
21 indent **20 uline, uc**
upfront, because we are the THINKING INSTITUTIONS.

[i] Candidates are required to set up and run their own business **12 endnote, 8 pt**
[ii] First of its kind in South Africa **14 endnote, 8 pt**

(20)
[30]

TOTAL SECTION B: 100
GRAND TOTAL: 300

Copyright reserved