higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 4

7 November 2022

This marking guideline consists of 26 pages.

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QUESTIONS		ALLOCATED TIME	MARKS
QUESTION 1	Timed accuracy test	10 minutes	20
QUESTION 2	Agenda for meeting	20 minutes	40
QUESTION 3	Database	40 minutes	60
QUESTION 4	Presentations	40 minutes	60
QUESTION 5	Spreadsheets	40 minutes	60
QUESTION 6	Communication	15 minutes	30
QUESTION 7	Audio typing	15 minutes	30
TOTAL		3 hours	**300**

INSTRUCTIONS TO MARKERS

To facilitate marking and moderation, the following must be adhered:

Manipulation:
- Use a **blue pen** for **all** manipulation commands carried out;
- Use a **tick**/s and the question number for every **correct** manipulation carried out, as indicated in the marking guideline;
- Use an **X** (cross) to mark manipulation incorrectly done.
- The **question number** must be written next to every ✓ or **X** (e.g. 1.3 ✓✓)

Accuracy:
- Use a **red tick** to indicate **all** accuracy marks
- Use a **red X** to indicate **all** accuracy errors
- For each command, the **question number** must be written next to every ✓ or **X** (e.g. 1.4 ✓✓✓✓XX)

Timed Accuracy Test:
- The TIMED ACCURACY TEST should be marked according to the given Schedule for QUESTION 1.
- A candidate who fails the TIME ACCURACY TEST but obtains 50% or more for the whole examination paper, is competent in the examination.
- A candidate who passes the TIMED ACCURACY TEST but fails the examination paper, FAILS the examination paper as well as the accuracy test.

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

NOTE: **THE TIMED ACCURACY TEST MUST BE MARKED VERY CAREFULLY AS IT IMPACTS THE RESULTS. MARK ACCURACY ERRORS ONLY.**

1. The mark schedule attached must be used to allocate marks.

2. When the same word is repeatedly typed incorrectly, it is penalised the first time only (once) and encircled thereafter, per question.

3. Omission of words: Count the first 5 strokes (including spaces) and thereafter every 10 strokes as 1 error each.

4. Should a word/s or a paragraph be omitted, but it appears at the bottom of the answer, deduct only ONE accuracy error and do not penalised as an omission of words.

5. Should words or a paragraph be repeated, only ONE accuracy error will be deducted for all the words or paragraph.

6. If 40 wpm is not reached, count backwards for words omitted (which are penalised as errors), as indicated in the marking guideline by the numbers above the words – which indicate the errors for words omitted. The same can be done if a student has passed 40 wpm and may have ONE or TWO words to 45 wpm; however, the speed with the highest marks must be selected.

7. Indicate the speed obtained with a P/S (Pass Speed) 40 wpm/45 wpm or F/S (Fail Speed), on the cover page next to the mark for the speed and indicate the speed obtained next to the percentage obtained.

8. In QUESTION 1**,** indicate the highest mark obtained, number of errors, the highest speed obtained as well as whether it is a pass or fail as set out below: e.g.

Pass/Fail speed	**P/S**
No. of errors	**3**
Mark achieved	**17/20**
WPM achieved	**40 wpm**

58%

40 wpm

9. The speed reached is endorsed on the cover of the answer sheet next to the percentage obtained for the entire paper (within the circle) (see above).

10. Do NOT penalise the following:
    - Incorrect case (uppercase/lower case)
    - Incorrect letter spacing
    - Incorrect hyphenation
    - Incorrect line spacing
    - Incorrect paragraphing
    - Incorrect Alignment

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MARGIN OF ERRORS	**5%**	**5%**	**5%**
Words per minute	**40**	**45**	**50**
MAXIMUM ERRORS PERMITTED	**10**	**13**	**17**
MARKS PER ERROR DEDUCTED	**0,9**	**0,8**	**0,6**
POSSIBLE MARKS		**20**	
NO. OF ERRORS/MARKS DEDUCTED			
0	20	20	20
1	19	19	19
2	18	18	19
3	17	18	18
4	16	17	18
5	16	16	17
6	15	15	16
7	14	14	16
8	13	14	15
9	12	13	15
10	11	12	14
11 [Passed 40 wpm]	**10**	11	13
12	9	10	13
13 [Passed 45 wpm]	8	**10**	12
14	7	9	12
15	7	8	11
16	6	7	10
17 [Passed 50 wpm]	5	6	**10**
18	4	6	9
19	3	5	9
20	2	4	8
21	1	3	7
22	0	2	7
23		2	6
24		1	6
25		0	5
26			4
27			4
28			3
29			3
30			3
31			2
32			2
33			1
34			1
35			0

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The world is in the midst of a COVID-19 pandemic. As WHO and partners work together on the response - tracking the pandemic, advising on critical interventions, distributing vital medical supplies to those in need and they are racing to develop and deploy safe and effective vaccines. Vaccines save millions of lives each year. Vaccines work by training and preparing the body's natural defences – the immune system – to recognise and fight off the viruses and bacteria they target. After vaccination, if the body is later exposed to those disease-causing germs, the body is immediately ready to destroy them, preventing illness. There are several safe and effective vaccines that prevent people from getting seriously ill or dying from COVID-19.

This is one part of managing COVID-19, in addition to the main preventive measures of staying at least 1 metre away from others, covering a cough or sneeze in your elbow, frequently cleaning your hands, wearing a mask and avoiding poorly ventilated rooms or opening a window.

Some national regulators have also assessed other COVID-19 vaccine products for use in their countries. Take whatever vaccine is made available to you first, even if you have already had COVID-19. It is important to be vaccinated as soon as possible once it's your turn and not wait. Approved COVID-19 vaccines provide a high degree of protection against getting seriously ill and dying from the disease, although no vaccine is 100% protective.

Who should get vaccinated? The COVID-19 vaccines are safe for most people 18 years and older, including those with pre-existing conditions of any kind, including auto-immune disorders. These conditions include: hypertension, diabetes, asthma, pulmonary, liver and kidney disease, as well as chronic infections that are stable and controlled. If supplies are limited in your area, discuss your situation with your care provider.

Inform them if you have a compromised immune system, are pregnant 1950
(if you are already breastfeeding, you should continue after 2010
vaccination), have a history of severe allergies, particularly to 2075
a vaccine or any of the ingredients in the vaccine. 2126

Children and adolescents tend to have milder disease compared to 2191
adults, so unless they are part of a group at higher risk of 2252
severe COVID-19, it is less urgent to vaccinate them than older 2316
people, those with chronic health conditions, and health workers. 2381
More evidence is needed on the use of the different COVID-19 2442
vaccines in children to be able to make general recommendations on 2506
vaccinating children against COVID-19. 2547

[20]

QUESTION 2: AGENDA FOR MEETING **MARKS: 40**

100% (Completed)				75% (¾ done)				50% (½ done)				25% (¼ done)		
A	**D**	**T**		**A**	**D**	**T**		**A**	**D**	**T**		**A**	**D**	**T**
32	**8**	**40**		**24**	**6**	**30**		**16**	**4**	**20**		**8**	**2**	**10**

ACCURACY ERRORS: -2 PER ERROR **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERROR NO.	**GROUPING OF ERRORS**
1	Paper size Margins Hyphenation off Alignment: Left, right, centre, justified
2	Font size/Font/type Line spacing (including spacing between paragraphs) Letter spacing
3	Paragraph numbering Bullets Indentation Tab stop
4	Stet Transpose In full
5	Bold Uppercase/spaced caps Lower case
6	Spelling Run on
7	Insert text/insert “the” Delete text Replace text
8	Arrange in paragraphs numerical order Display closure correctly Display date correctly

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1 L/M 1'/2.54 cm **1 R/M 1'/2.54 cm**

1 centre **2 font size 18pt** **5 uppercase** **5 bold**

SOUTH AFRICAN HEALTH ORGANISATION (SAHO)

2 line spacing

6 spelling

Notice is hereby given that a committee meeting will be held at the SAHO Conference Centre on Thursday, 22 November 2022, at 15:00.**7 insert "the"** **5 uppercase** **7 insert "22"** **¼**

2 line spacing

A G E N D A **5 spaced caps**

2 line spacing

1. Welcome **2 letter spacing**
2. Attendance
3. Minutes of previous meeting **4 transpose**
4. Correspondence **6 spelling** **½**
5. Matters arising from previous minutes **4 stet**
6. Points of discussion **2 line spacing 1.5**
   - Personal Protective Equipment **5 uppercase** **7 delete text**
   - Purchase pharmaceutical material **3 bullets and indent** **¾**
7. General **8 paragraphs numerical order**
8. Date of next meeting

By order of the Board **2 letter spaces** **4 stet**

2 line spacing

Z. MAKI **2 line spacing**
SECRETARY **8 closure correctly**

Insert date in full **8 date format (dd-MMMM-yyyy)**

[40]

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QUESTION 3: DATABASES

QUESTION 3A

\Vaccinate.accdb **3.1.1 database name - VACCINATE✓**

Table: VACCINE EXAMINATION NUMBER **3.1.1 table name – VACCINE EXAM NUMBER✓** Page: 1

Columns

Name	Type	Size	3.1.1
CODE	Short Text	5	✓
DOSE	Short Text	25	✓
QUANTITY	Long Integer	4	✓
PRICE PER DOSAGE	Currency	8	✓
DATE ORDERED	Date With Time	8	✓
VACCINE DELIVERED	Yes/No	1	✓

One mark (✓) per field for Name, Type and Size

3.1.2 NO primary key✓

3.1.3 print structure✓

NOTE: See on next page how to allocate marks if the student didn't print the structure

(10)

VACCINE EXAMINATION NUMBER

3.1.4 column widths✓ accuracy (-1 per error)✓✓✓✓✓✓✓✓✓✓ uppercase/lowercase✓

CODE	DOSE	QUANTITY	PRICE PER DOSAGE	DATE ORDERED	VACCINNE DELIVERED
BPF01	BionTech	2000	R100,00	16-May-22	☑
CVA02	CoronaVac	5000	R150,00	24-May-22	☐
JOJ03	Johnson & Johnson	3000	R155,00	15-Apr-22	☑
OAZ04	AstraZeneca	1500	R135,00	25-Jun-22	☑
JAD05	Janssen Ad26	1200	R145,00	20-Jun-22	☐
MOD06	Moderna	2500	R165,50	24-May-22	☐
SBB07	Sinopharm-BBIBP	1250	R150,50	18-May-22	☑
SPV08	Sputnik V	1000	R200,00	24-May-22	☐

3.1.5 print landscape ✓ one page ✓

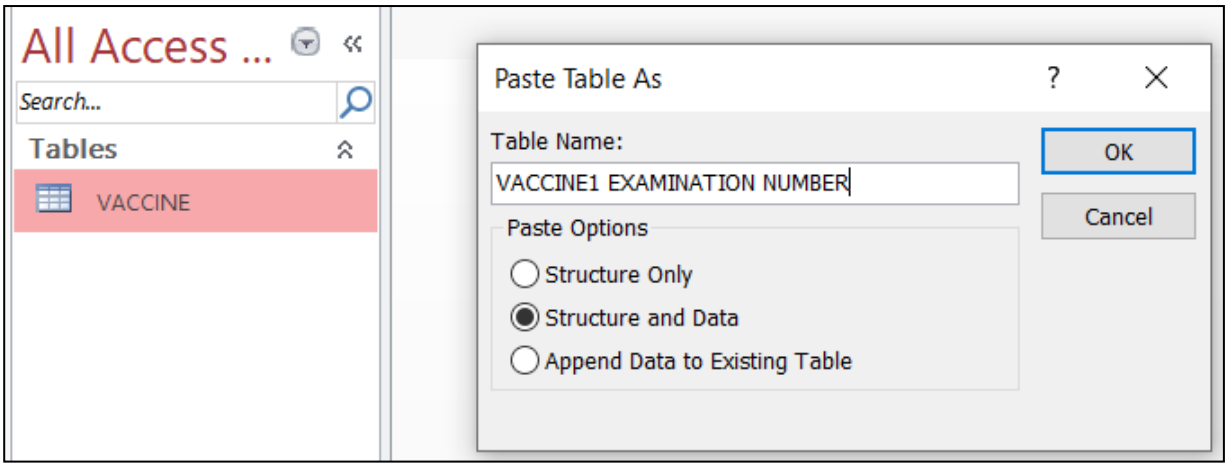
NOTES:

1. **If the student didn't print the database structure, allocate marks here as follows: 3.1.1 field names, types and size 3.1.2 primary key**

2. **Should the candidate use MS Word to type the records, only mark accuracy Q3.1.4 without the column widths**

(14)

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3.1.6 copy VACCINE✓ and paste as VACCINE1✓

3.1.7 print screen image of Navigation Pane ✓

(3)

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3.1.8 used VACCINE table✓

VACCINE EXAMINATION NUMBER

3.1.8 delete field – VACCINE DELIVERED✓

CODE	DOSE	QUANTITY	PRICE PER DOSAGE	DATE ORDERED
OAZ04	AstraZeneca	1500	R135,00	25-Jun-22
JAD05	Janssen Ad26	1200	R145,00	20-Jun-22
SPV08	Sputnik V	1000	R200,00	24-May-22
MOD06	Medigen	2500	R165,50	24-May-22
CVA02	CoronaVac	5000	R150,00	24-May-22
SBB07	Sinopharm-BBIBP	1250	R150,50	18-May-22
PFZ01	BionTech	2000	R100,00	16-May-22
JOJ03	Johnson & Johnson	3000	R155,00	15-Apr-22

3.1.10 change dose to MEDIGEN✓

3.1.9 change code to PFZ01✓

3.1.11 sort Z-A✓ according to DATE ORDERED✓

3.1.12 print landscape✓ one page✓

(8)

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QUESTION 3B

3.2.1 create query using VACCINE1✓ - confirm with record nr 2

DOSE EXAMINATION NUMBER

3.2.2 named DOSE✓

3.2.1 field 1✓ field 2✓ field 3✓ field 4✓

CODE	DOSE	QUANTITY	DATE ORDERED
CVA02	CoronaVac	5000	24-May-22
MOD06	Moderna	2500	24-May-22
SPV08	Sputnik V	1000	24-May-22

3.2.3 filter criterion #24/05/2022#✓✓

3.2.4 print✓

(9)

QUESTION 3

3.3.1 create report using VACCINE✓ (confirm with MEDIGEN record)

VACCINE DOSES EXAMINATION NUMBER

3.3.2 report header✓ uppercase✓ accuracy✓ 3.3.3 Berlin Sans FB 20pt✓ black✓

3.3.1 field 1✓ field 2✓ field 3✓ field 4✓

DOSE	QUANTITY	PRICE PER DOSAGE	DATE ORDERED
AstraZeneca	1500	R135,00	25-Jun-22
Janssen Ad26	1200	R145,00	20-Jun-22
Sputnik V	1000	R200,00	24-May-22
Medigen	2500	R165,50	24-May-22
CoronaVac	5000	R150,00	24-May-22
Sinopharm-BBIBP	1250	R150,50	18-May-22
BionTech	2000	R100,00	16-May-22
Johnson & Johnson	3000	R155,00	15-Apr-22

3.3.4 page header Berlin Sans FB✓ (all field names)

3.3.5 insert image✓✓ align right in footer✓

3.3.6 print PORTRAIT✓

3.4 print QUESTION 3✓

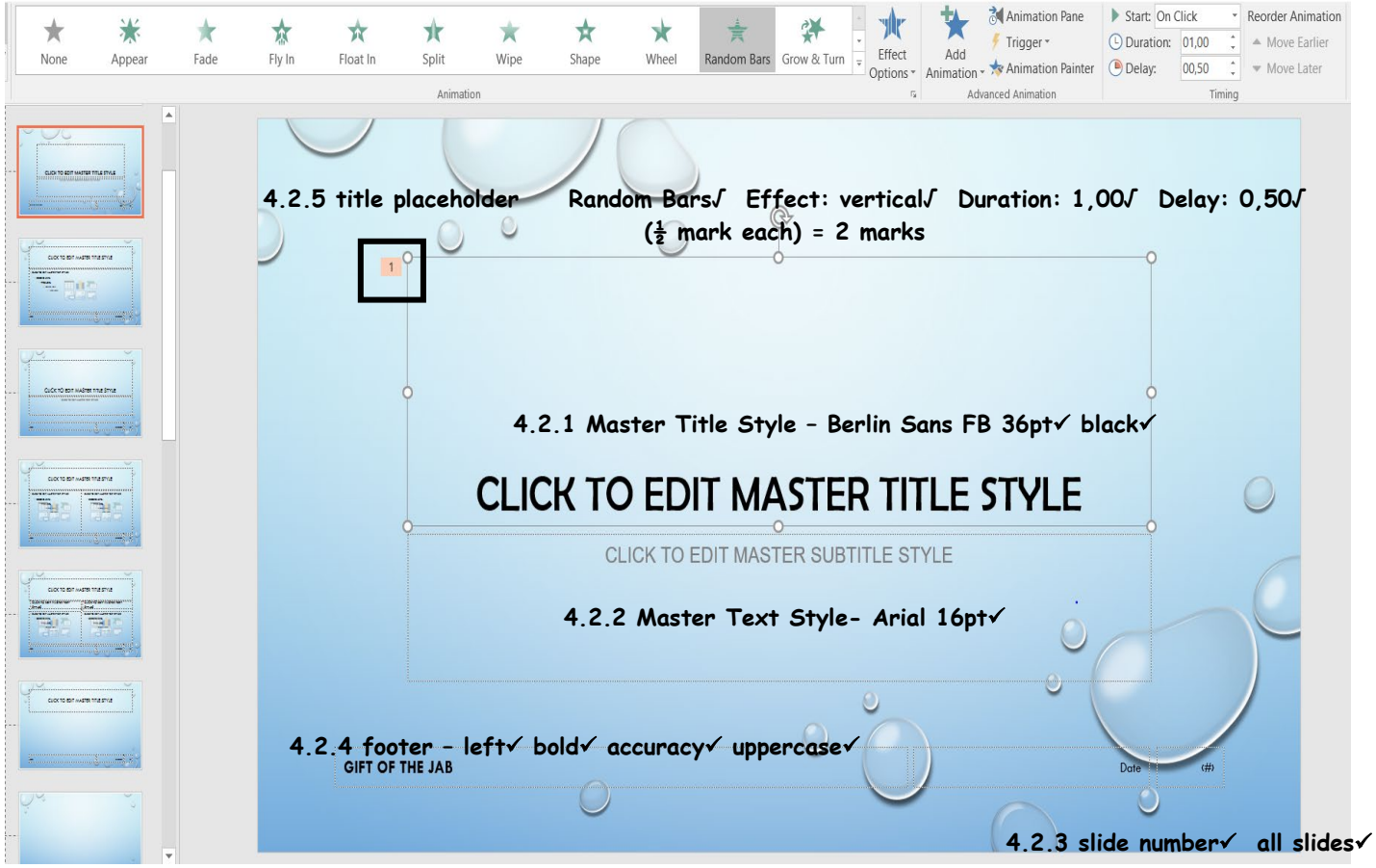
(16)

TOTAL: [60]

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QUESTION 4

4.1 retrieve VACCINE✓



4.2.6 print screen✓ Slide Master View✓

(14)

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4.2.15 re-use slides from REGISTRATION – Slide 4✓

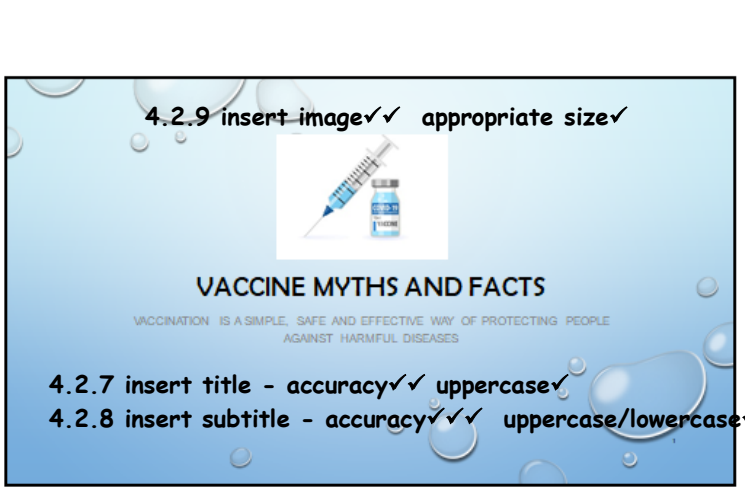
4.2.15 re-use slides from REGISTRATION – Slide 5✓

4.2.16 print screen✓ Navigation Pane✓

(4)

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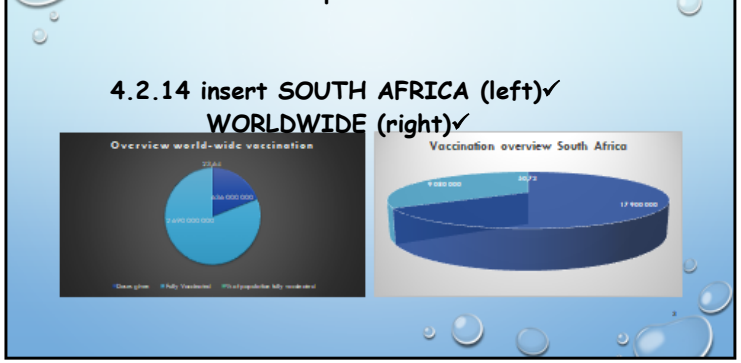
4.2.9 insert image✓✓ appropriate size✓



4.2.7 insert title - accuracy✓✓ uppercase✓
4.2.8 insert subtitle - accuracy✓✓✓ uppercase/lowercase✓

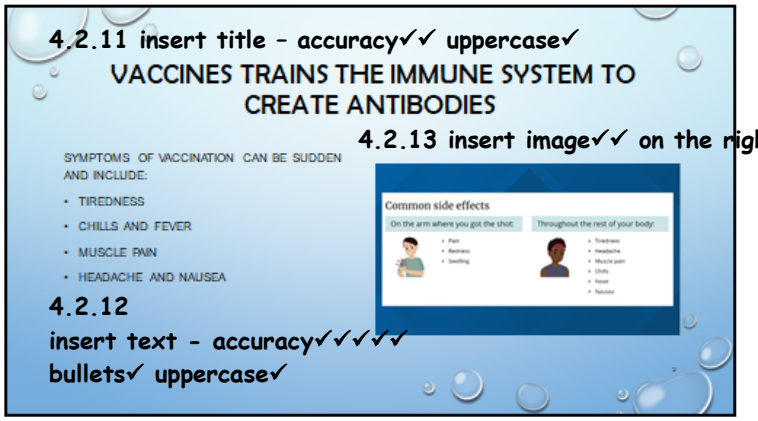
4.2.14 insert Comparison slide✓

4.2.14 insert SOUTH AFRICA (left)✓
WORLDWIDE (right)✓



4.2.10 insert Two Content slide✓

4.2.11 insert title – accuracy✓✓ uppercase✓



4.2.13 insert image✓✓ on the right✓

4.2.12
insert text - accuracy✓✓✓✓✓
bullets✓ uppercase✓



4.2.20 delete Slide 5✓

QUESTION 4 EXAMINATION NUMBER 1

(28)



4.2.17
insert Title & Content slide✓
SmartArt – Continuous Picture List✓✓
add shape✓

4.2.18
uppercase/lowercase✓
accuracy✓✓

4.2.19
add pictures✓✓✓✓ (½ mark each) = 2 marks

4.2.21 footer✓

4.2.22 print as handout, four slides✓ vertical✓ landscape✓

QUESTION 4 EXAMINATION NUMBER

4.2.23 print QUESTION 4✓

2

(14)

TOTAL: (60)

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QUESTION 5

5.1 retrieve STATS✓

	A	B	C	D	E	F	G	H
1	COVID-19 VACCINATION ROLL OUT							
2	Location	Doses given	Partial vaccination	Fully vaccinated	Booster vaccine required	% of population fully vaccinated		
3	Afghanistan	2	2 370 000	431 000	3	1,1%		
4	Albania	2	1 840 000	860 000	4	30,3%		
5	Algeria	1	14 100 000	4 030 000	4	9,2%		
6	Andorra	1	102 000	47 720	3	61,8%		
7	Angola	1	5 660 000	1 530 000	2	4,7%		
8	Anguilla	1	18 705	9 157	2	60,7%		
9	Antigua and Barbuda	2	103 000	47 298	2	48,3%		
10	Argentina	2	57 300 000	25 100 000	1	55,3%		
11	Armenia	2	514 000	170 000	1	5,7%		
12	Aruba	1	159 000	76 445	2	71,6%		
13	Australia	1	34 000 000	15 300 000	1	59,7%		

High roll out of vaccination achieved

5.1.1 (a) copy A1:D1✓ to A1:D1✓

(b) copy A13:F21✓ to A2✓ adjust height of A2✓

(c) print screen STATS w/sheet✓

Rollout | Sites | Stats

	Location	Doses given	Partial vaccination	Fully vaccinated	Booster vaccine required	% of population fully vaccinate
21	Anguilla	1	18 705	9 157	2	60,7%
22	Antigua and Barbuda	2	103 000	47 298	2	48,3%
25	Aruba	1	159 000	76 445	2	71,6%

5.1.2 (a) copy A2:F13✓ to A15:F26✓ (b) filter Row 15✓

(c) PARTIAL VACCINATION✓ <2 370 000✓

(d) BOOSTER VACCINE✓ =2✓

(e) print screen STATS w/sheet✓

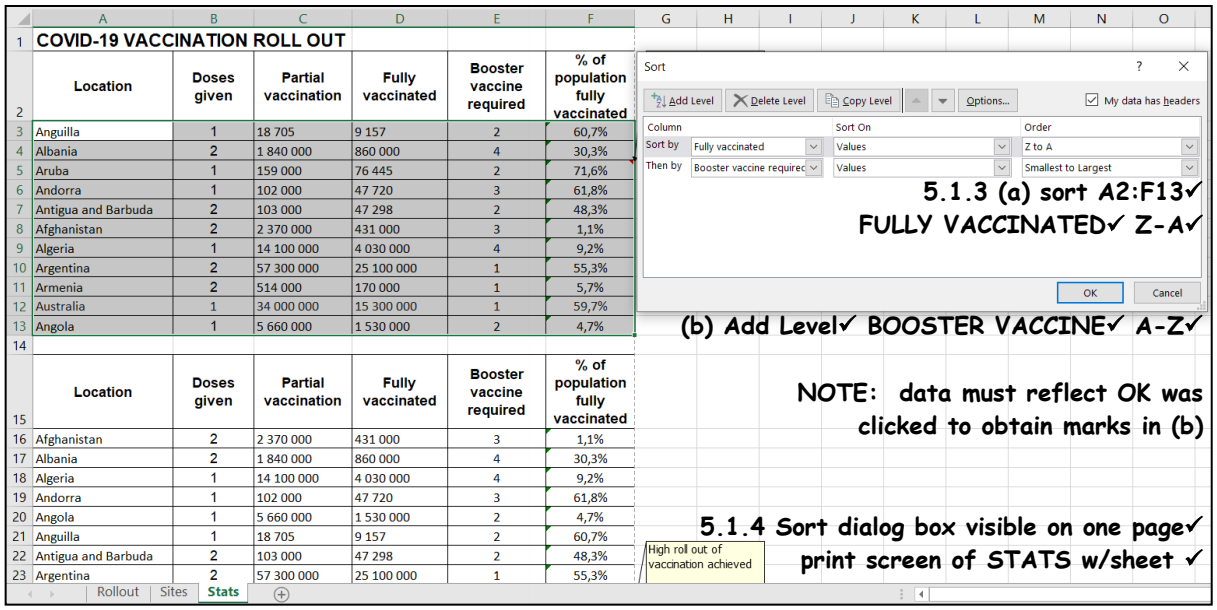
Rollout | Sites | Stats

(15)

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	A	B	C	D	E	F
1	**COVID-19 VACCINATION ROLL OUT**					
2	**Location**	**Doses given**	**Partial vaccination**	**Fully vaccinated**	**Booster vaccine required**	**% of population fully vaccinated**
3	Afghanistan	2	2 370 000	431 000	3	1,1%
4	Albania	2	1 840 000	860 000	4	30,3%
5	Algeria	1	14 100 000	4 030 000	4	9,2%
6	Andorra	1	102 000	47 720	3	61,8%
7	Angola	1	5 660 000	1 530 000	2	4,7%
8	Anguilla	1	18 705	9 157	2	60,7%
9	Antigua and Barbuda	2	103 000	47 298	2	48,3%
10	Argentina	2	57 300 000	25 100 000	1	55,3%
11	Armenia	2	514 000	170 000	1	5,7%
12	Aruba	1	159 000	76 445	2	71,6%
13	Australia	1	34 000 000	15 300 000	1	59,7%
14						
15	**Location**	**Doses given**	**Partial vaccination**	**Fully vaccinated**	**Booster vaccine required**	**% of population fully vaccinated**
16	Afghanistan	2	2 370 000	431 000	3	1,1%
17	Albania	2	1 840 000	860 000	4	30,3%
18	Algeria	1	14 100 000	4 030 000	4	9,2%
19	Andorra	1	102 000	47 720	3	61,8%
20	Angola	1	5 660 000	1 530 000	2	4,7%
21	Anguilla	1	18 705	9 157	2	60,7%
22	Antigua and Barbuda	2	103 000	47 298	2	48,3%
23	Argentina	2	57 300 000	25 100 000	1	55,3%
24	Armenia	2	514 000	170 000	1	5,7%
25	Aruba	1	159 000	76 445	2	71,6%
26	Australia	1	34 000 000	15 300 000	1	59,7%

(f) clear filter✓ print with Row & Column headings✓ portrait (one page)✓



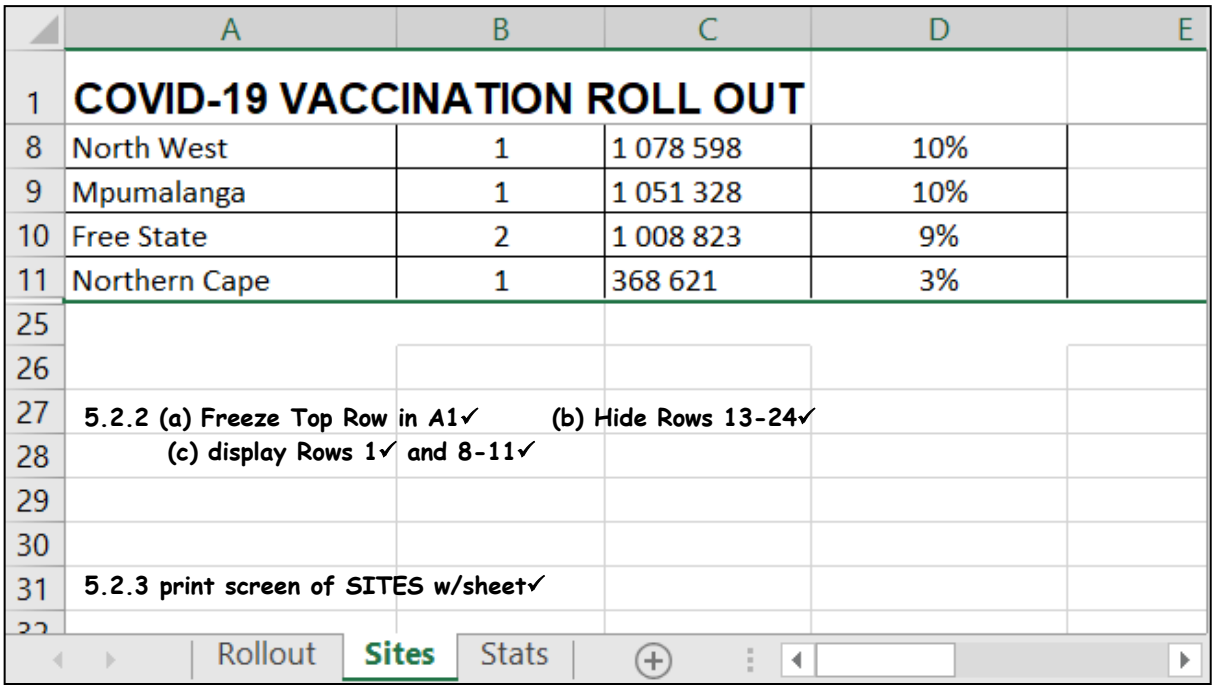
5.1.3 (a) sort A2:F13✓
FULLY VACCINATED✓ Z-A✓

(b) Add Level✓ BOOSTER VACCINE✓ A-Z✓

NOTE: data must reflect OK was clicked to obtain marks in (b)

5.1.4 Sort dialog box visible on one page✓
print screen of STATS w/sheet ✓

(11)



	A	B	C	D	E
1	**COVID-19 VACCINATION ROLL OUT**				
8	North West	1	1 078 598	10%	
9	Mpumalanga	1	1 051 328	10%	
10	Free State	2	1 008 823	9%	
11	Northern Cape	1	368 621	3%	
25					
26					
27	5.2.2 (a) Freeze Top Row in A1✓ (b) Hide Rows 13-24✓				
28	(c) display Rows 1✓ and 8-11✓				
29					
30					
31	5.2.3 print screen of SITES w/sheet✓				

Rollout | Sites | Stats

	A	B	C	D	E	F	G	H	I
1	**COVID-19 VACCINATION ROLL OUT**								
2	**Sites**	**Doses given**	**People fully vaccinated**	**% Fully vaccinated**					
3	Gauteng	2	4 893 405	44%					
4	Western Cape	2	3 051 483	28%					
5	KwaZulu-Natal	1	2 977 515	27%					
6	Eatern Cape	1	2 215 584	20%					
7	Limpopo	2	1 865 586	17%					
8	North West	1	1 078 598	10%					
9	Mpumalanga	1	1 051 328	10%					
10	Free State	2	1 008 823	9%					
11	Northern Cape	1	368 621	3%					
12									
13	**Location**	**Doses given**	**Partial vaccination**	**Fully vaccinated**	**Booster vaccine required**	**% of population fully vaccinated**			
14	Afghanistan	2	2 370 000	431 000	3	1,1%			
15	Albania	2	1 840 000	860 000	4	30,3%			
16	Algeria	1	14 100 000	4 030 000	4	9,2%			
17	Andorra	1	102 000	47 720	3	61,8%			
18	Angola	1	5 660 000	1 530 000	2	4,7%			
19	Anguilla	1	18 705	9 157	2	60,7%			
20	Antigua and Barbuda	2	103 000	47 298	2	48,3%			
21	Argentina	2	57 300 000	25 100 000	1	55,3%			
22	Armenia	2	514 000	170 000	1	5,7%			
23	Aruba	1	159 000	76 445	2	71,6%			
24	Australia	1	34 000 000	15 300 000	1	59,7%			
25									

Vaccination in country needs to be amplified.

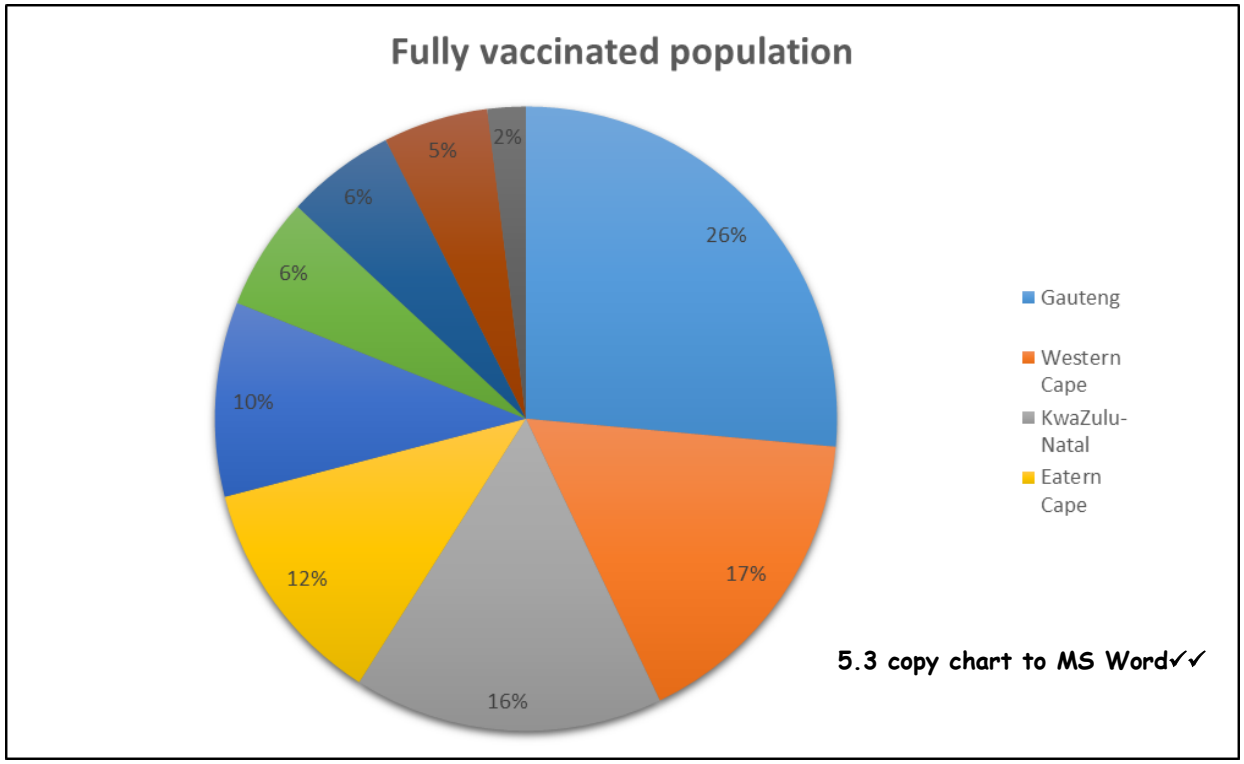
High roll-out of vaccination leads to greater population immunity.

5.2.4
Unfreeze✓ & Unhide rows✓
Print Row & Column headings✓
display comments as in w/sheet✓
one page✓

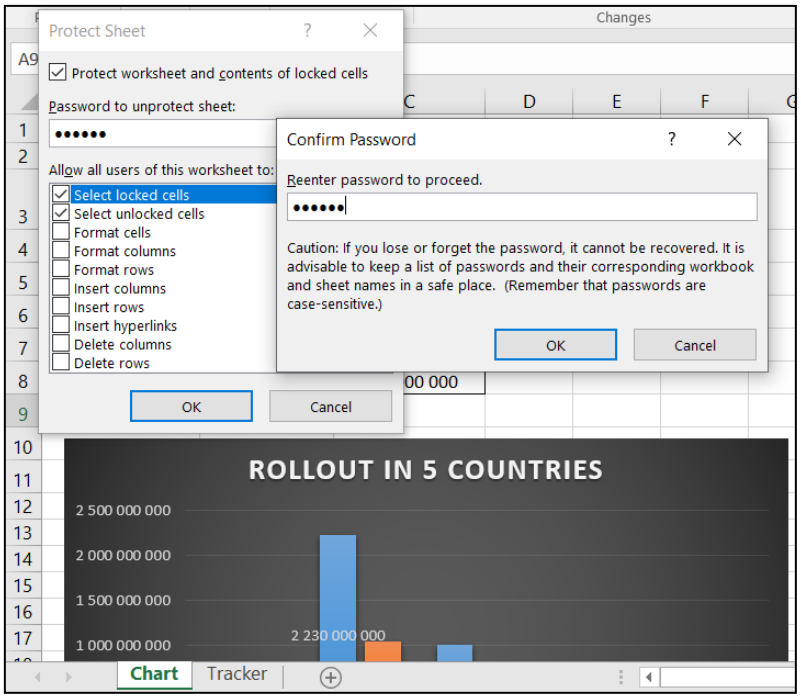
5.2.1 (b) cell F18✓
accuracy✓✓
uppercase/lowercase✓

5.2.1 (a) cell F23✓
accuracy✓✓✓
uppercase/lowercase✓

(19)



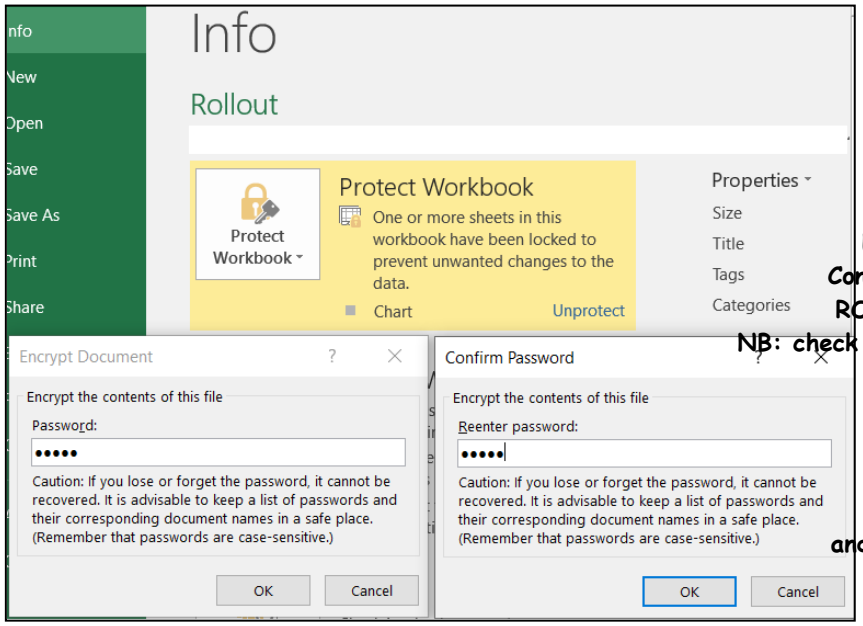
5.3 copy chart to MS Word✓✓



5.4.1
Protect w/sheet ✓
Confirm Password ✓
NB: check number of ****

5.4.2
print screen of Protect w/sheet and Confirm P/word dialog boxes✓ showing CHART w/sheet window ✓

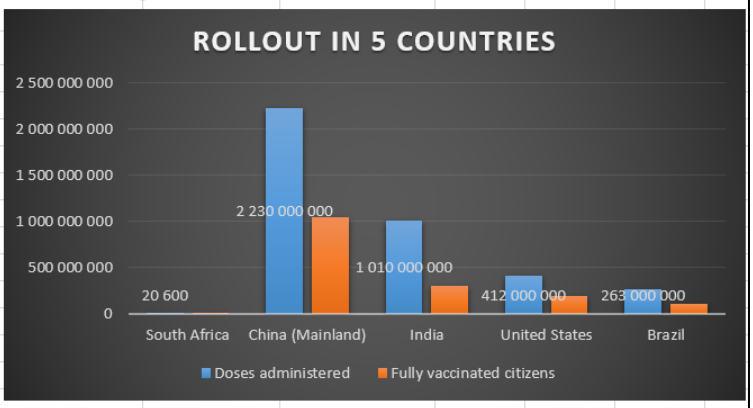
(6)



5.4.3
Encrypt w/book✓
Confirm Password ✓
ROLLOUT w/book✓
NB: check number of ***

5.4.4
print screen of Protect w/book and Confirm P/word dialog boxes✓

	A	B	C
1	VACCINE ROLLOUT IN 5 COUNTRIES		
2			
3	Per country	Doses administered	Fully vaccinated citizens
4	South Africa	20 600	11 000 000
5	China (Mainland)	2 230 000 000	1 050 000 000
6	India	1 010 000 000	298 000 000
7	United States	412 000 000	190 000 000
8	Brazil	263 000 000	110 000 000



Booster | Chart

5.4.5 insert BOOSTER w/sheet✓ before CHART✓ **5.4.6 delete TRACKER w/sheet✓**

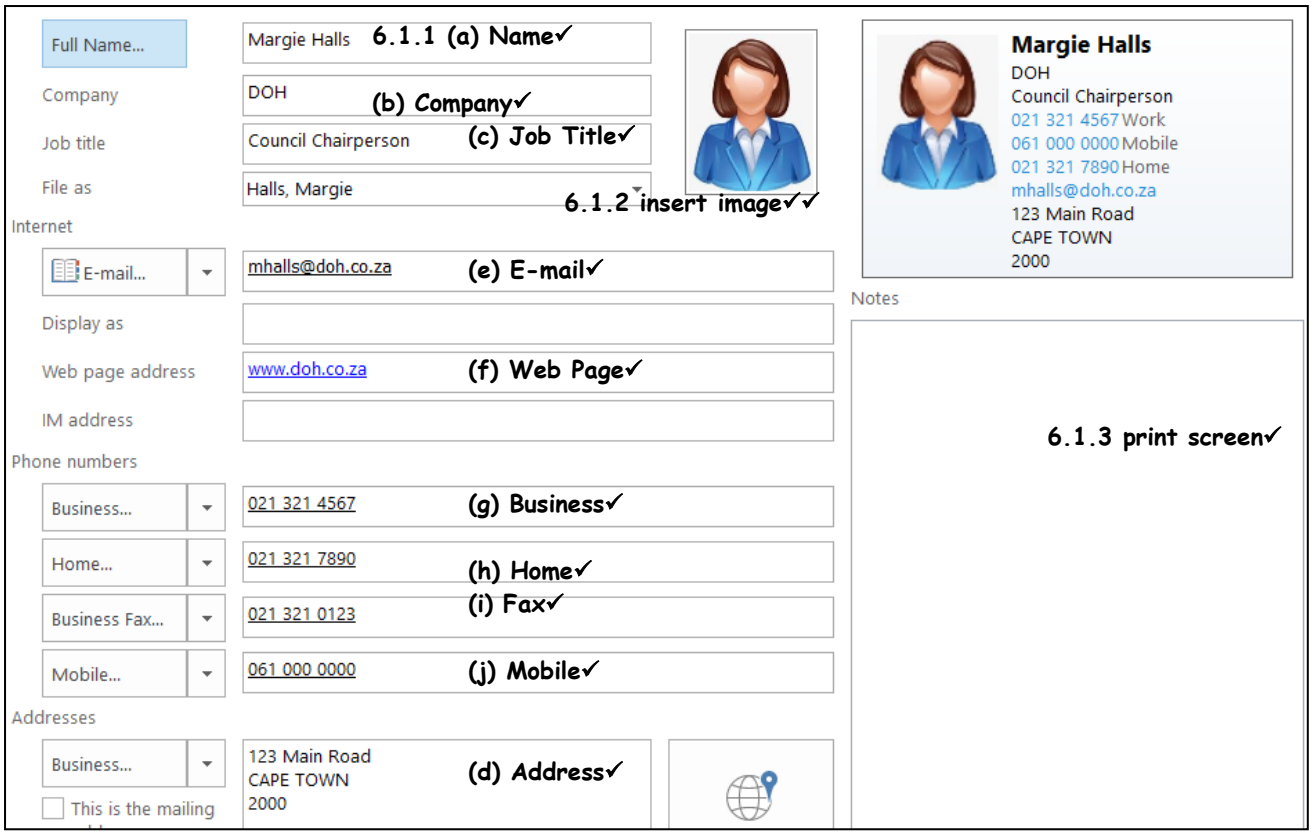
5.4.7 print screen showing available w/sheets✓ **5.5 print QUESTION 5✓**

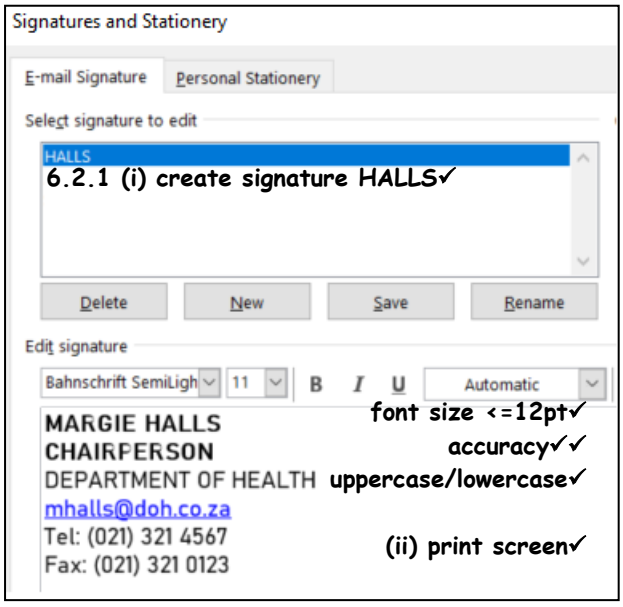
(9)

TOTAL: (60)

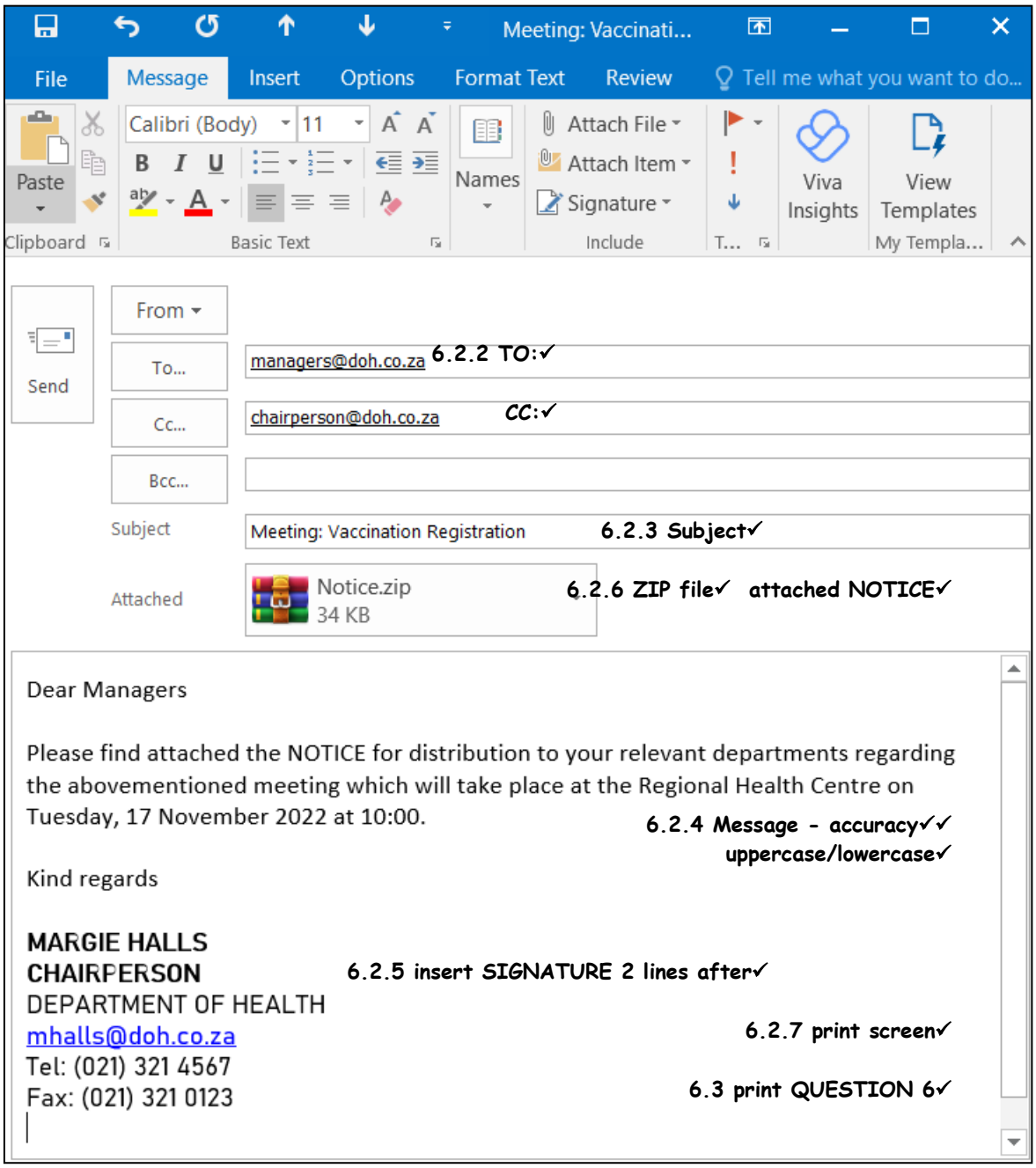
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QUESTION 6





(19)


Meeting: Vaccinati...
File
Message
Insert
Options
Format Text
Review
Tell me what you want to do...
Paste
Calibri (Body)
11
Attach File
Attach Item
Signature
Names
Viva Insights
View Templates
Clipboard
Basic Text
Include
My Templa...
Send
From
To...
managers@doh.co.za
6.2.2 TO:✓
Cc...
chairperson@doh.co.za
CC:✓
Bcc...
Subject
Meeting: Vaccination Registration
6.2.3 Subject✓
Attached
Notice.zip
34 KB
6.2.6 ZIP file✓ attached NOTICE✓
Dear Managers
Please find attached the NOTICE for distribution to your relevant departments regarding the abovementioned meeting which will take place at the Regional Health Centre on Tuesday, 17 November 2022 at 10:00.
6.2.4 Message - accuracy✓✓
uppercase/lowercase✓
Kind regards
MARGIE HALLS
CHAIRPERSON
6.2.5 insert SIGNATURE 2 lines after✓
DEPARTMENT OF HEALTH
mhalls@doh.co.za
Tel: (021) 321 4567
Fax: (021) 321 0123
6.2.7 print screen✓
6.3 print QUESTION 6✓

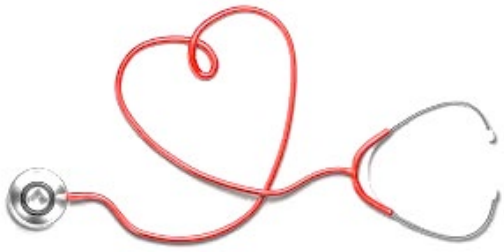
(11)

TOTAL: (30)

QUESTION 7

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERROR NO.	**GROUPING OF ERRORS**
1	Paper size Fit to letterhead Margins Hyphenation off
2	Font size/ Font/type
3	Line spacing (including spacing between paragraphs) Letter spacing Bold
4	Initial capital letter Uppercase Lowercase
5	Bullets and numbering Insert date Centre
6	Closure Footer Audio instructions typed

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South African Health Organisation

21 Mafu Street, Zone 12, PRETORIA, 0001, Tel.: (011) 459 8794 Fax: (011) 459 9875

╪ **1 fit to letterhead**

TO: DHET **4 uppercase** **3 bold**

╪ **2 line spacing**

FROM: HEAD OF DEPARTMENT **4 uppercase** **3 bold**

╪

DATE: 18 October 2022 **5 insert date**

╪

Dear Sir/Madam **5 insert salutation**

╪

COVID VACCINATION DRIVE **3 bold** **4 uppercase**

╪

We wish to inform you that the Department of Health has received the COVID-19 vaccines.

╪

The Department of Health will visit the college for the vaccination drive from 18 to 20 November 2022. There will be teams allocated to the campuses. They will be utilising the conference centre and gazebo in front of the entrances.

╪ **2 line spacing**

Yours faithfully

╪ **2 line spacing**

╪ **6 correct closure**

Z. MKHIZWANA **4 uppercase**

6 Audio instructions typed

6 Footer – Exam No. **6 Footer – Question No.**

EXAMINATION NUMBER QUESTION NUMBER

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