higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 4

16 November 2023

This marking guideline consists of 27 pages.

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QUESTIONS		ALLOCATED TIME	MARKS
QUESTION 1	Timed accuracy test	10 minutes	20
QUESTION 2	Minutes of meeting	20 minutes	40
QUESTION 3	Database	40 minutes	60
QUESTION 4	Spreadsheets	40 minutes	60
QUESTION 5	Presentations	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 to when marking:

Manipulation:
- Use a **blue pen** for **all** manipulation commands.
- Use (a) **tick**(s) and the question number for every **correct** manipulation carried out, as indicated in the marking guideline.
- Use a **X** (cross) to mark manipulation incorrectly done.
- The **question number** must be written next to every **tick** 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 **tick** or **X** (e.g. 1.4 ✓✓✓✓XX).

Timed Accuracy Test:
- The timed accuracy test will be marked according to the given Schedule for QUESTION 1.
- A candidate failing speed, but obtaining 50% or more for the whole examination paper, is competent in the examination.
- A candidate passing speed, but failing the examination paper, FAILS the examination paper as well as the speed.

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SECTION A: DEVELOPING KEYBOARD PROFICIENCY

QUESTION 1: TIMED ACCURACY TEST MARKS: 20

NOTE: THE ACCURACY TEST MUST BE MARKED VERY CAREFULLY AS IT IMPACTS ON 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 penalized 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 for 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 mark. Do not penalise as an omission of words.

5. Should words or a paragraph be repeated, deduct only ONE accuracy for all the words or the 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 **P/S** (Pass Speed) 40 wpm/45 wpm or **F/S** (Fail Speed), on the student's cover page next to the mark for the speed, and indicate the speed obtained next to the percentage obtained.

8. In Question 1**,** the highest mark obtained must be indicated; 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%

40wpm

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), e.g.

10. Do not penalize the following:
    - Incorrect casing (upper/lower case)
    - Incorrect letter spacing
    - Incorrect hyphenation
    - Incorrect line spacing
    - Incorrect paragraphing
    - Incorrect justification

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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 WSZA National Competition takes place three years after the 45th WorldSkills International Competition in Kazan, Russia in September 2019. The 46th WorldSkills International Competition, previously scheduled for September 2021 in Shanghai, China, had to be re-scheduled for 12 - 17 October 2022 because of the Covid-19 pandemic.

This postponement afforded member countries, including South Africa, time to focus on local competitions and other related activities in preparation for the international competition in Shanghai, China. The postponement also allowed WSZA time to prepare for the WorldSkills Africa Competition which took place in Swakopmund, Namibia in March 2022. South Africa participated in fourteen of the skills at the WorldSkills Africa competition and managed to bring home eight medals.

The WorldSkills Africa competition in Namibia was a huge opportunity for our young competitors and prepared them for what will probably be a tough national competition in June. WSZA travelled between provinces to host workshops with different stakeholders, monitor and ensure the success of all WSZA provincial competitions in preparation for the 2022 WSZA National Competitions. The provincial competitions were a result of a rigorous and transparent sifting process at local competitions which took place at colleges, workplaces and training centres across the country. The DHET hosts the biennial WSZA National Competitions as an important mechanism to promote artisan skills as a viable career choice as well as to open up potential partnerships with industry. The national competition supported by regional competitions provide a critical platform from which the country is able to assess the levels of apprenticeship and artisan training in addition to advocating for the uptake of artisan careers as careers of first choice.

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The WSZA programme also plays a critical role in building bridges between all stakeholders within the apprenticeship and artisan development arena. Hosted under the theme "It's Cool to be a 21st Century Artisan", the 2022 WSZA National Competition will incorporate a two day WSZA Conference at the Inkosi Albert Luthuli International Convention Centre parallel to the National Competition. 1908 1971 2038 2095 2162 2219 2232

40 wpm

45 wpm

The conference will be used as a launching pad for the promulgated strategy. Also incorporated at the WSZA National Competition, will be the National Artisan Development Career Festival which will be hosted in different selected districts of the KwaZulu-Natal province. The aim of the career festival is to reduce, among others, the stigma related to artisan careers, provide information on artisan careers and possible career projections. 2299 2366 2432 2493 2554 2621 2672

50 wpm

[20]

QUESTION 2: MINUTES OF MEETING **MARKS: 40**

In this question candidates were required to type the Minutes of the Steering Committee Meeting. Take ALL manuscript signs into consideration.

100% (Completed)		
A	**D**	**T**
32	**8**	**40**

75% (¾ done)		
A	**D**	**T**
24	**6**	**30**

50% (½ done)		
A	**D**	**T**
16	**4**	**20**

25% (¼ done)		
A	**D**	**T**
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 Justification: Left, right, centre, full
2	Font size/Font/type Line spacing (including spacing between paragraphs) Letter spacing
3	Paragraph numbering Indentation
4	Stet Transpose In full
5	Bold Centre Uppercase Lowercase
6	Spelling
7	Insert text Delete text Insert ‘the’
8	New Paragraph Display closure correctly Date in descending order Page break

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1 LM 1"/2,54cm **5 uppercase 5 bold 5 centre 2 font size 18pt** **1 RM 1"/2,54cm**

WORLDSKILLS SOUTH AFRICA

2 line spacing

7 insert "the" **5 uppercase**

Minutes of a meeting held by the WorldSkills Steering Committee in the meeting room on the second floor of the Convention Centre, in Durban on Wednesday, 2 March 2023 at 13:00. **4 transpose 7 insert (:)**

5 uppercase **6 spelling** **7 insert "the"**

1. Attendance **3 indentation**

   See attached register. **8 New Paragraph** **7 insert (.)** **2 letter spacing**

2. Opening and Welcome **5 uppercase**

   8 New Paragraph

   All members present at the meeting were welcomed by the chairperson. **¼** **7 insert "the"**

3. Apologies

   K. Newaka, H. Burger and Z. Peter **4 in full** **7 insert text**

4. Minutes of previous meeting

   8 New Paragraph **3 indentation**

   The minutes of the previous meeting held on 8 February 2022, were accepted as read and approved. **4 stet**

5. Conference dates

   8 New Paragraph **7 insert "the"** **7 insert text**

   The conference will take place from 16 – 18 February 2024. **½**

   Teams will compete in four categories. **4 in full**

7 insert "the" **4 transpose**

6. Discussion of the following matters: **5 uppercase**

6.1 Promotion of sponsors **3 indentation**

8 New Paragraph

Sponsors will receive promotional clearance from the committee.

8 Page break

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6.2 Career festival ╪ **2 line spacing**

8 New Paragraph **7 insert "the"** **¾**

A career festival will be organised for all participants to familiarise themselves with the rules for each section during the briefing sessions. Sponsors will assist in compiling a description of strategies that is required for the festival. **4 stet**

7. Closure

3 indentation

The meeting adjourned at 17:30.

╪ **2 line spacing**
╪
╪

.....
CHAIRPERSON

╪ **2 line spacing**
╪ **8 closure correctly**

.....
SECRETARY **8 closure correctly – 20 dots**

Insert date in descending order **8 date format (YYYY-MM-dd)**

[40]

QUESTION 3: DATABASES MARKS: 60

QUESTION 3A

C:\ \SKILLZAR.accdb **3.1 database name - SKILLAR✓**
Table: SKILL EXAMINATION NUMBER **table name – SKILL EXAMINATION NUMBER✓** Page: 1

Columns

Name	Type	Size	
LISTING	Short Text	4	✓
INVENTORY	Short Text	16	✓
QUANTITY	Long Integer	4	✓
PRICE PER ITEM	Currency	8	✓
PROCUREMENT DATE	Date With Time	8	✓
REQUIRED	Yes/No	1	✓

3.1.2 NO primary key set✓

3.1.3 print database structure✓

NOTES:

1. **To obtain a mark for data entry in the structure – the field name, type and size must be correct**

2. **Primary key – if not visible on printout, verify the table to see if records are displayed exactly as provided in 3.1.4 (when primary key is active, data is sorted automatically according to set field)**

10

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SKILL EXAMINATION NUMBER

LISTING	INVENTORY	QUANTITY	PRICE PER ITEM	PROCUREMENT DATE	REQUIRED
ZAR1	Bricks	5000	R15,00	04-Apr-23	☑
ZAR2	Cement	4000	R60,00	07-Apr-23	☑
ZAR3	Sand	3000	R100,00	10-Apr-23	☐
ZAR4	Pipes	2000	R150,00	09-Apr-23	☑
ZAR5	Wood	1000	R120,00	10-Apr-23	☐
ZAR6	Nails	4000	R20,00	10-Apr-23	☐
ZAR7	Circuit Breakers	3000	R150,00	14-Apr-23	☐
ZAR8	Panel Boards	1500	R300,00	15-Apr-23	☑
ZAR9	Transformers	1000	R250,00	16-Apr-23	☑

3.1.4 column width ✓ uppercase/lowercase✓ accuracy (-1 per error) ✓✓✓✓✓✓✓✓✓✓ (10) **3.1.5 print landscape orientation ✓ on 1 page ✓**

NOTES:

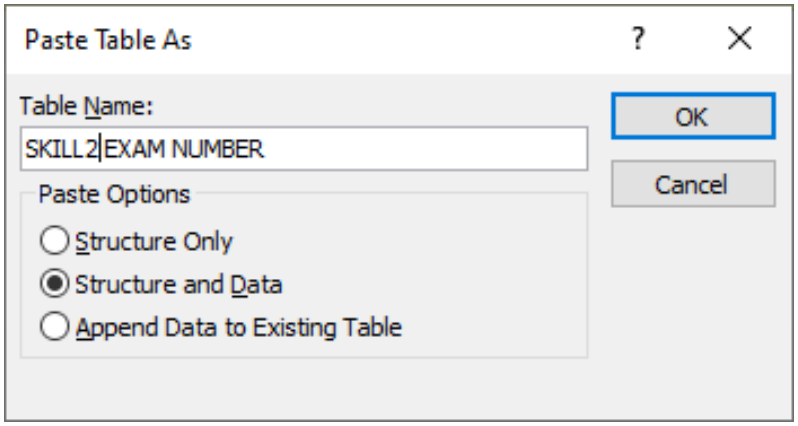
1. **If the student did not print the database structure, ONLY allocate marks here as follows: Q3.1.1 field names, types and size (6 marks)**

2. **If the candidate used MS Word to type the records, ONLY mark accuracy (Q3.1.4)**

14

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3.1.6 copy and paste database (structure and data) ✓ table name SKILL2✓



3.1.7 print screen of PASTE TABLE AS dialog box ✓

3

3.1.8 used SKILL EXAM NUMBER✓

SKILL EXAMINATION NUMBER

LISTING	INVENTORY	PRICE PER ITEM	PROCUREMENT DATE	REQUIRED
ZAR1	Bricks	R15,00	04-Apr-23	☑
ZAR2	Cement	R60,00	07-Apr-23	☑
ZAR4	Pipes	R150,00	09-Apr-23	☑
ZAR6	Nails	R20,00	10-Apr-23	☐
ZAR5	Plank	R120,00	10-Apr-23	☑
ZAR3	Sand	R100,00	10-Apr-23	☐
ZAR7	Circuit Breaker	R150,00	14-Apr-23	☐
ZAR8	Panel Boards	R300,00	15-Apr-23	☑
ZAR0	Transformers	R250,00	16-Apr-23	☑

3.1.8 (a) delete QUANTITY field✓

(b) change ZAR9 to ZAR0✓

(c) change WOOD to PLANK✓ sentence case✓

(d) sort PROCUREMENT DATE (Z-A)✓✓

3.1.9 print portrait orientation✓ 1 page✓

9

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QUESTION 3B

3.2.1 used SKILL2✓ 3.2.2 saved as ORDERED EXAM NUMBER✓

ORDERED EXAMINATION NUMBER

3.2.1 Field 1✓ Field 2✓ Field 3✓

LISTING	QUANTITY	PROCUREMENT
ZAR3	3000	10-Apr-23
ZAR5	1000	10-Apr-23
ZAR6	4000	10-Apr-23

3.2.3 queried PROCUREMENT DATE✓ #2023/04/10#✓✓

3.2.4 print query✓

9

QUESTION 3C

3.3.1 used SKILL2✓ 3.3.2 uppercase✓ accuracy✓ 3.3.3 Franklin Gothic Demi✓ 18pt✓

DELIVERED EXAMINATION NUMBER

Field 1✓ Field 2✓ Field 3✓ Field 4✓

LISTING	QUANTITY	PRICE PER ITEM	PROCUREMENT DATE
ZAR1	5000	R15,00	04-Apr-23
ZAR2	4000	R60,00	07-Apr-23
ZAR3	3000	R100,00	10-Apr-23
ZAR4	2000	R150,00	09-Apr-23
ZAR5	1000	R120,00	10-Apr-23
ZAR6	4000	R20,00	10-Apr-23
ZAR7	3000	R150,00	14-Apr-23
ZAR8	1500	R300,00	15-Apr-23
ZAR9	1000	R250,00	16-Apr-23

3.3.4
insert image✓✓
centre✓
report footer✓

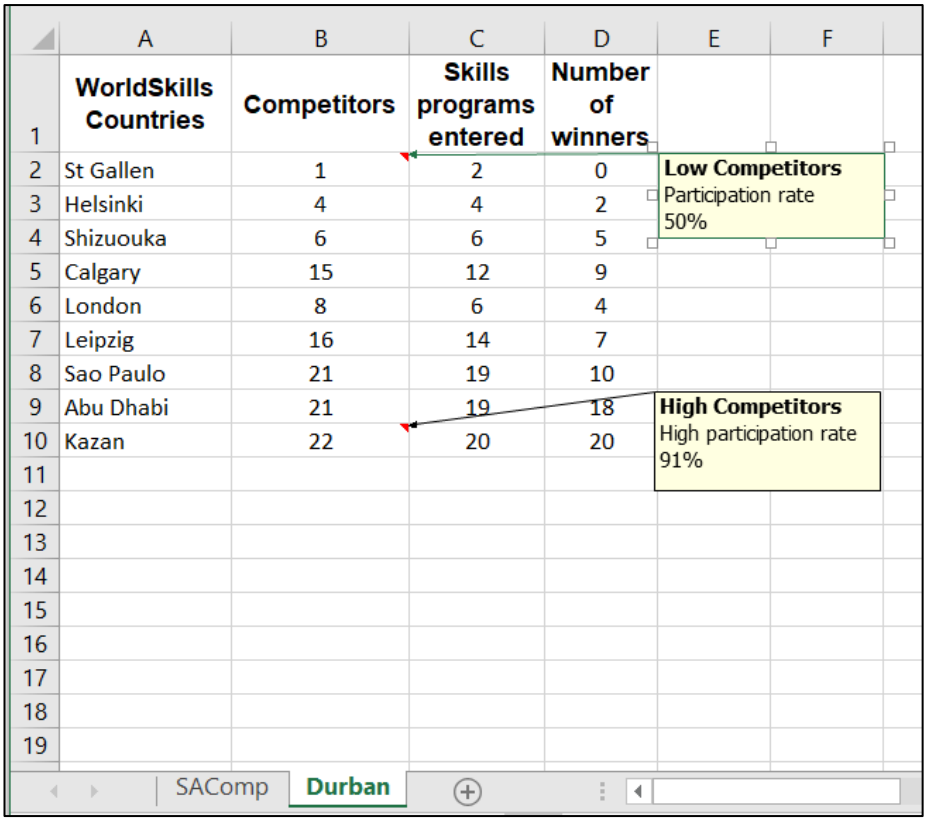


3.3.5 print portrait orientation✓

3.4 print QUESTION 3✓

15

QUESTION 4: SPREADSHEET MARKS: 60



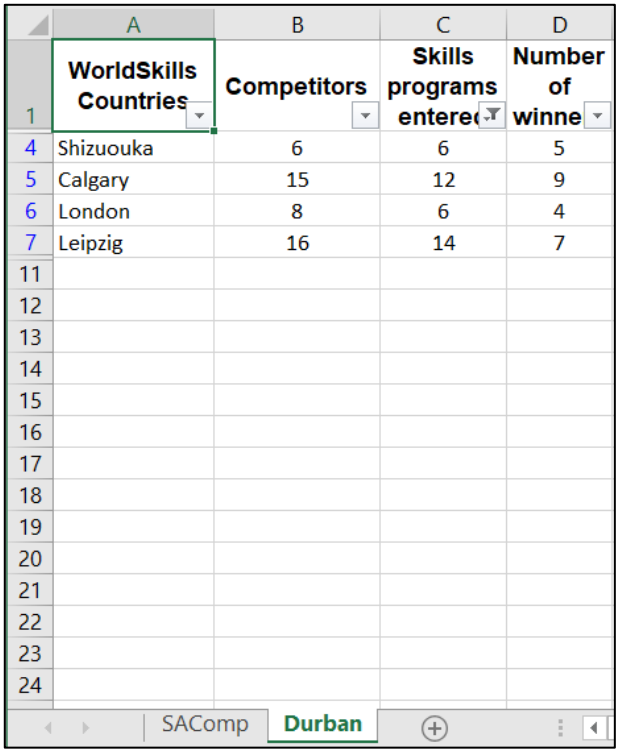
	A	B	C	D	E	F
1	WorldSkills Countries	Competitors	Skills programs entered	Number of winners		
2	St Gallen	1	2	0		
3	Helsinki	4	4	2		
4	Shizuouka	6	6	5		
5	Calgary	15	12	9		
6	London	8	6	4		
7	Leipzig	16	14	7		
8	Sao Paulo	21	19	10		
9	Abu Dhabi	21	19	18		
10	Kazan	22	20	20		
11						
12						
13						
14						
15						
16						
17						
18						
19						

4.1 open COMPETITION ✓

4.1.1 (a)
copy A2:A11✓ to A1 keeping source column width✓

4.1.1 (b)
copy C2:E11✓ to B1 keeping source column width✓

4.1.1 (c)
print screen image of DURBAN worksheet✓



	A	B	C	D
1	WorldSkills Countries	Competitors	Skills programs entered	Number of winne
4	Shizuouka	6	6	5
5	Calgary	15	12	9
6	London	8	6	4
7	Leipzig	16	14	7
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

4.1.2 (a) filter column C1✓ to show >4✓ and <19✓ DURBAN worksheet✓

4.1.2 (b) print screen of DURBAN worksheet✓

11

EXAMINATION NUMBER

QUESTION 4 (e)

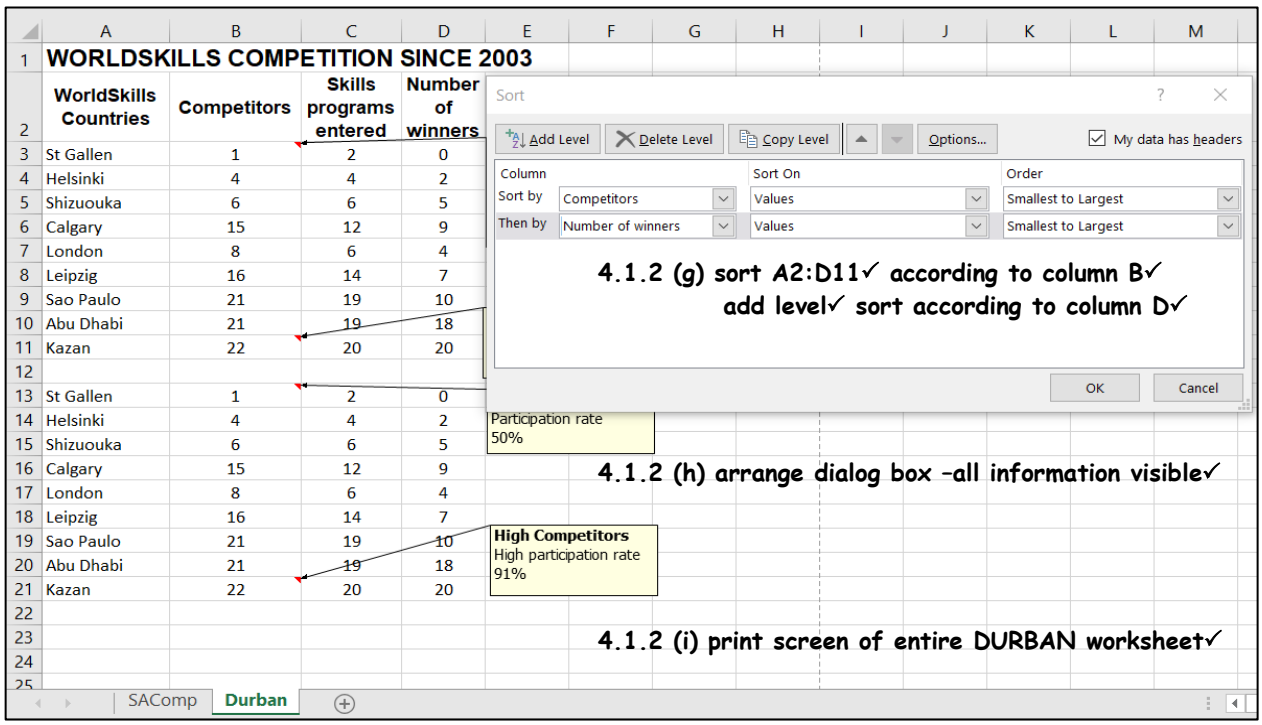
	A	B	C	D	E
1	**WORLDSKILLS COMPETITION SINCE 2003**				
2	**WorldSkills Countries**	**Competitors**	**Skills programs entered**	**Number of winners**	
3	St Gallen	1	2	0	
4	Helsinki	4	4	2	
5	Shizuouka	6	6	5	
6	Calgary	15	12	9	
7	London	8	6	4	
8	Leipzig	16	14	7	
9	Sao Paulo	21	19	10	
10	Abu Dhabi	21	19	18	
11	Kazan	22	20	20	
12					
13	St Gallen	1	2	0	
14	Helsinki	4	4	2	
15	Shizuouka	6	6	5	
16	Calgary	15	12	9	
17	London	8	6	4	
18	Leipzig	16	14	7	
19	Sao Paulo	21	19	10	
20	Abu Dhabi	21	19	18	
21	Kazan	22	20	20	

4.1.2 (c) copy A2:D10✓ to A12:D20✓

4.1.2 (d) insert open row in A1✓
copy A1 (SAComp)✓ to A1 (Durban)✓

4.1.2 (e) insert header✓ centre✓

4.1.2 (f) print portrait✓
Row & Column headings✓



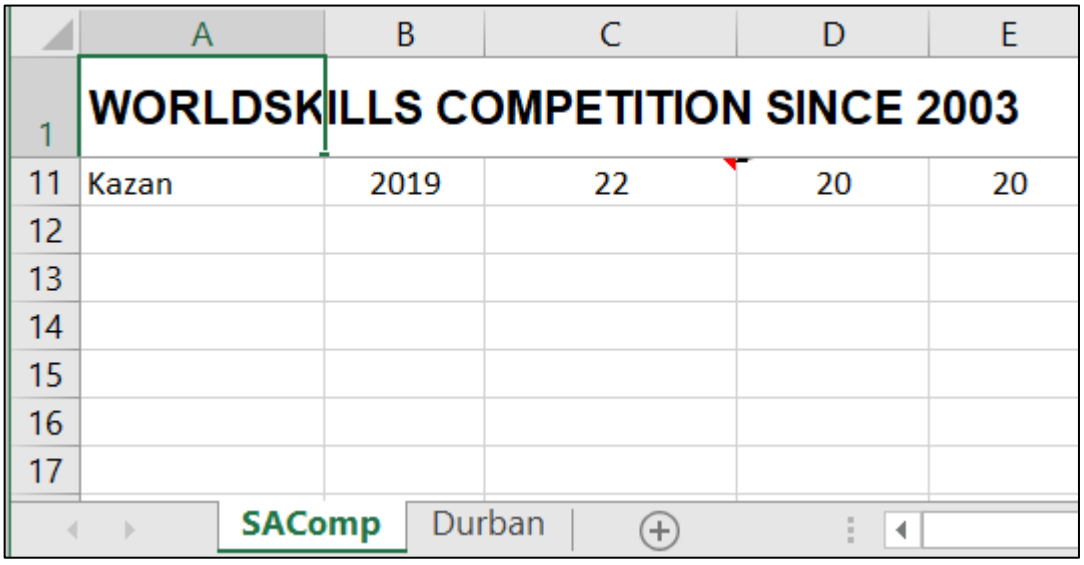
4.1.2 (g) sort A2:D11✓ according to column B✓
add level✓ sort according to column D✓

4.1.2 (h) arrange dialog box –all information visible✓

4.1.2 (i) print screen of entire DURBAN worksheet✓

15

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	A	B	C	D	E
1	WORLDSKILLS COMPETITION SINCE 2003				
11	Kazan	2019	22	20	20
12					
13					
14					
15					
16					
17					

SAComp | Durban

4.2.1 (a)
SACOMP worksheet✓ Freeze Top Row✓ in A1✓ display ONLY Rows 1 and 11✓

4.2.1 (b)
print screen image of SACOMP worksheet✓

WORLDSKILLS EXAMINATION NUMBER
QUESTION 4.2.1 (e)

	A	B	C	D	E	F	G	H
1	WORLDSKILLS COMPETITION SINCE 2003							
2	WorldSkills Countries	Year	Competitors	Skills programs entered	Number of winners			
3	St Gallen	2003	1	2	0			
4	Helsinki	2005	4	4	2			
5	Shizuouka	2007	6	6	5			
6	Calgary	2009	15	12	9			
7	London	2011	8	6	4			
8	Leipzig	2013	16	14	7			
9	Sao Paulo	2015	21	19	10			
10	Abu Dhabi	2017	21	19	18			
11	Kazan	2019	22	20	20			
12								

High Competitors
Improvement of skills development

4.2.1 (c) edit comment - accuracy✓ uppercase/ lowercase✓

4.2.1 (d) delete comment in C3✓

4.2.1 (e) header (left section)✓ accuracy✓ uppercase✓ right section – EXAM NR & QUESTION NR✓

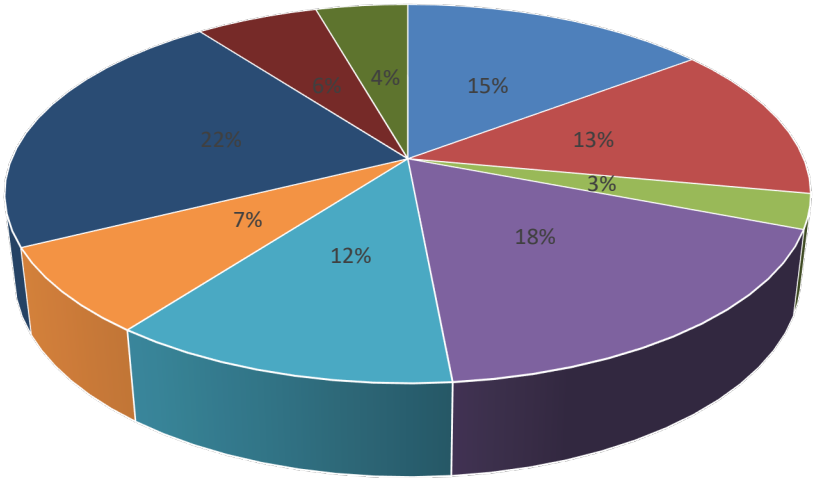
4.2.1 (f) print portrait✓ comment as displayed in worksheet✓ Row & Column headings✓ one page (comment fits)✓

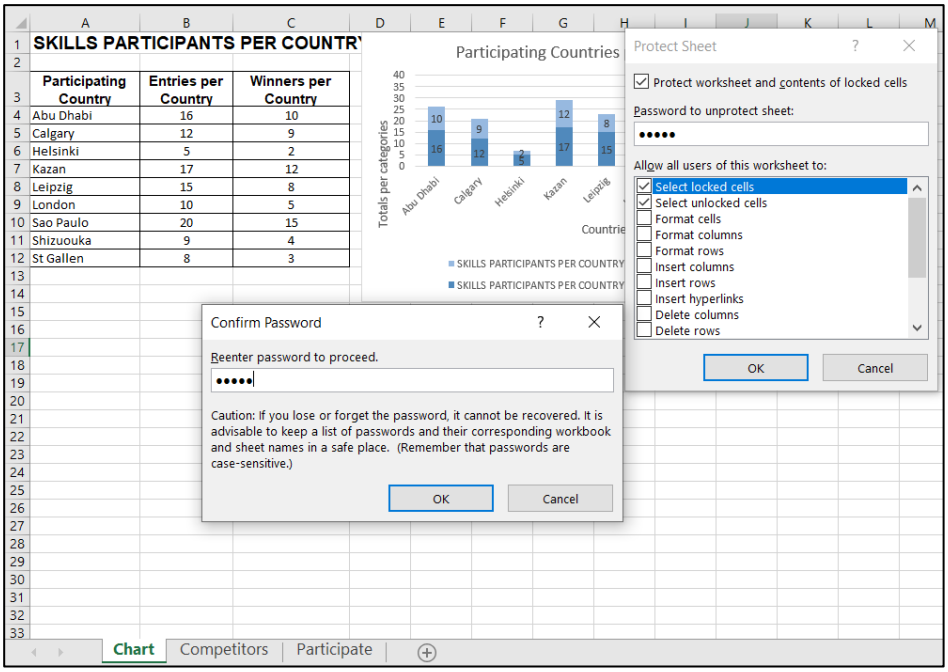
16

4.3 open COMPETE✓

COMPETITORS

4.4 import COMPETITORS worksheet✓✓ into MS Word✓

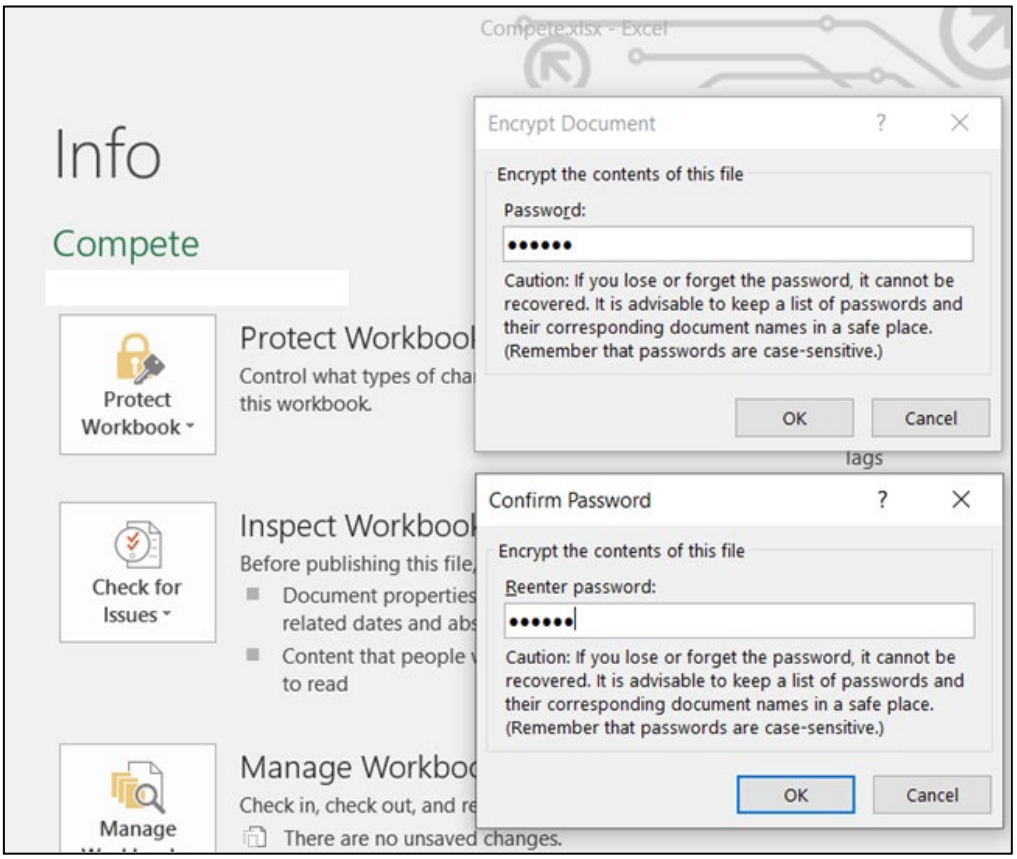




4.5.1 (a)
Protect✓ CHART worksheet✓
Confirm Password✓
Note: 5 ••••• to obtain marks for protecting and confirming respectively

4.5.1 (b)
print screen of CHART window✓

8



4.6
Encrypt✓
COMPETE workbook✓
Confirm password✓
Note: 6 •••••• to obtain marks for encrypting and confirming respectively

4.7 print screen✓

	A	B	C
1	SKILLS PARTICIPANTS PER COUNTRY		
2			
3	Participating Country	Entries per Country	Winners per Country
4	Abu Dhabi	16	10
5	Calgary	12	9
6	Helsinki	5	2
7	Kazan	17	12
8	Leipzig	15	8
9	London	10	5
10	Sao Paulo	20	15
11	Shizuouka	9	4
12	St Gallen	8	3

Competitors | Participate | Competitors (2)

4.8
delete CHART worksheet✓

4.9
create copy of COMPETITORS worksheet✓
Move to end✓

4.10
select PARTICIPATE worksheet✓

4.9
print screen of available worksheets✓ (Note: must show all 3 worksheets)

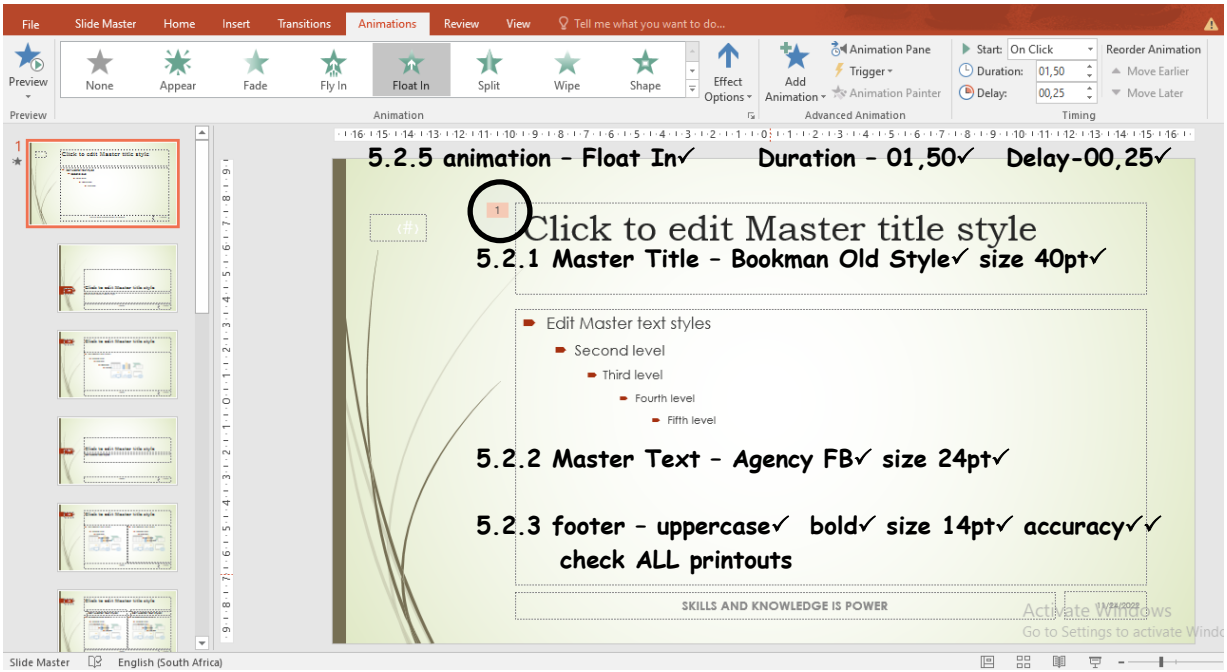
4.10
print QUESTION 4✓

10

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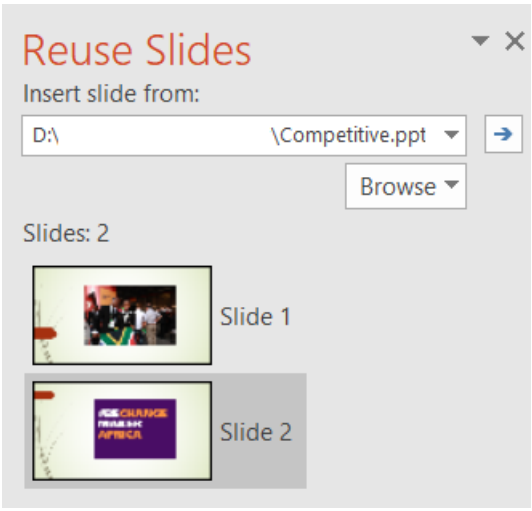
QUESTION 5: PRESENTATIONS MARKS: 60

5.1 open PRESENT✓



5.2.4 apply SLIDE NUMBERS (in arrow on left side) to all slides✓ check final printouts to confirm all slides

5.2.6 print screen displaying SLIDE MASTER VIEW, ANIMATION✓

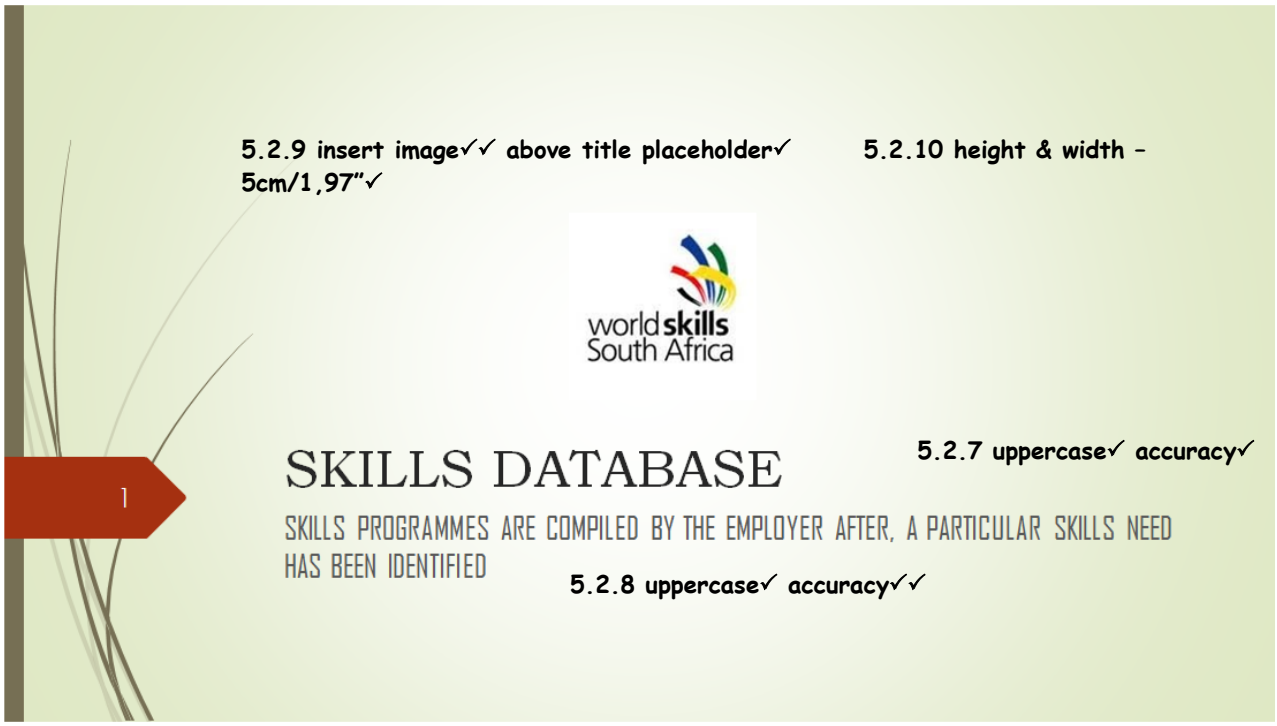


5.2.16 reuse slide dialog box showing the 2 slides✓

16

SLIDE 1

EXAMINATION NUMBER QUESTION 5 **5.2.20 header (all slides)✓**



SLIDE 2



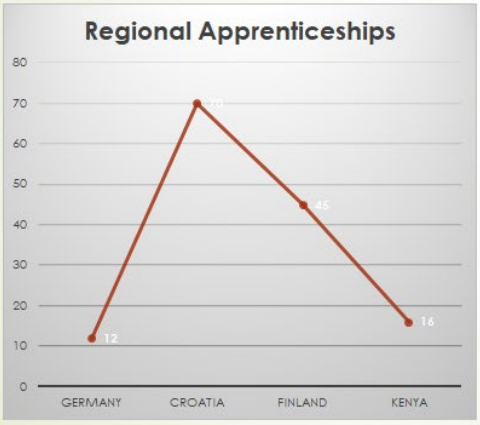
22

SLIDE 3

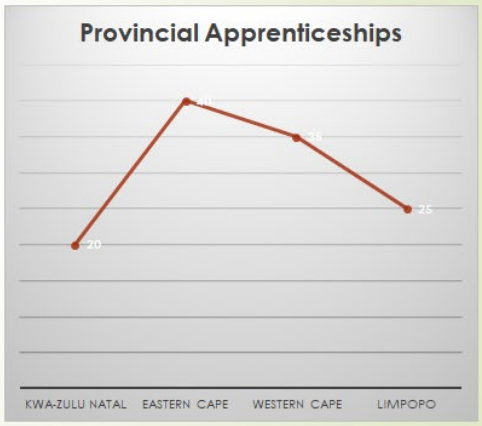
3

5.2.14 insert Two Content slide✓

5.2.14 insert REGIONAL✓



insert PROVINCIAL✓



5.2.15 format graphs with line chart of choice✓

SLIDE 4

5.2.16 reuse slide✓



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SLIDE 5

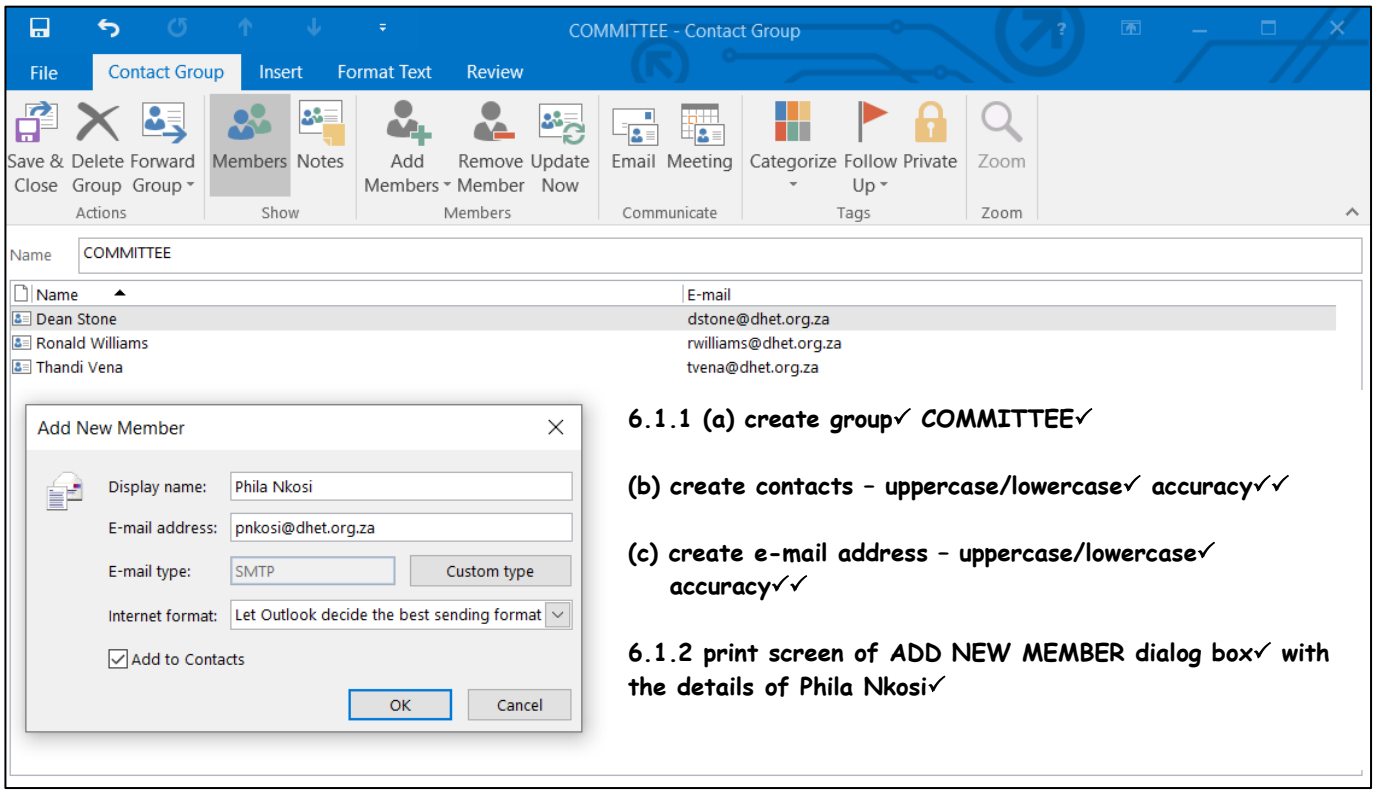


SLIDE 6



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QUESTION 6 MARKS: 30

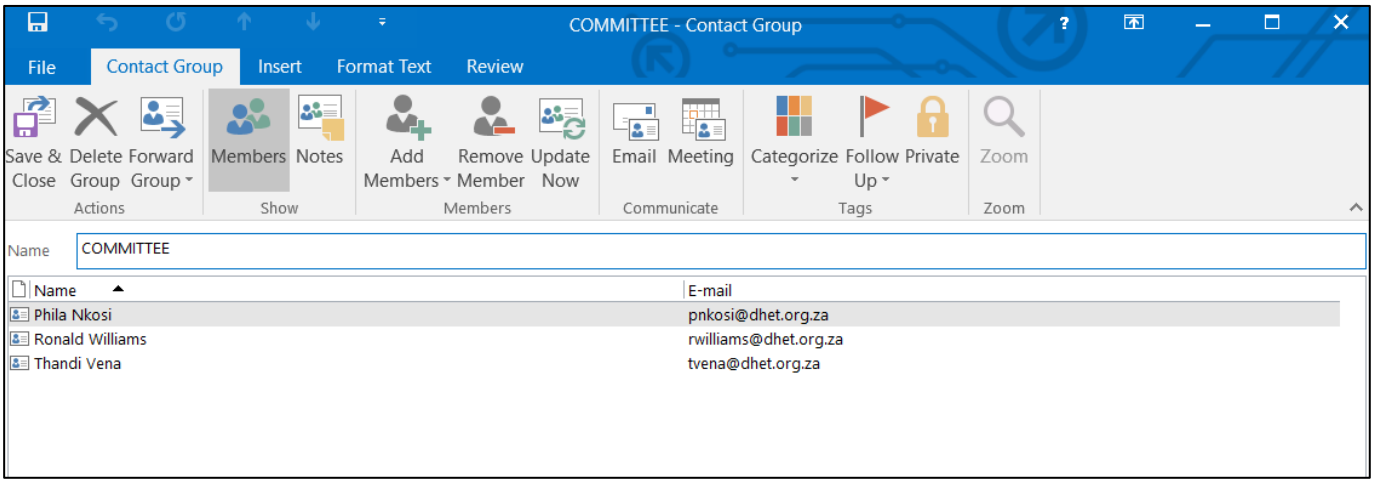


6.1.1 (a) create group✓ COMMITTEE✓

(b) create contacts – uppercase/lowercase✓ accuracy✓✓

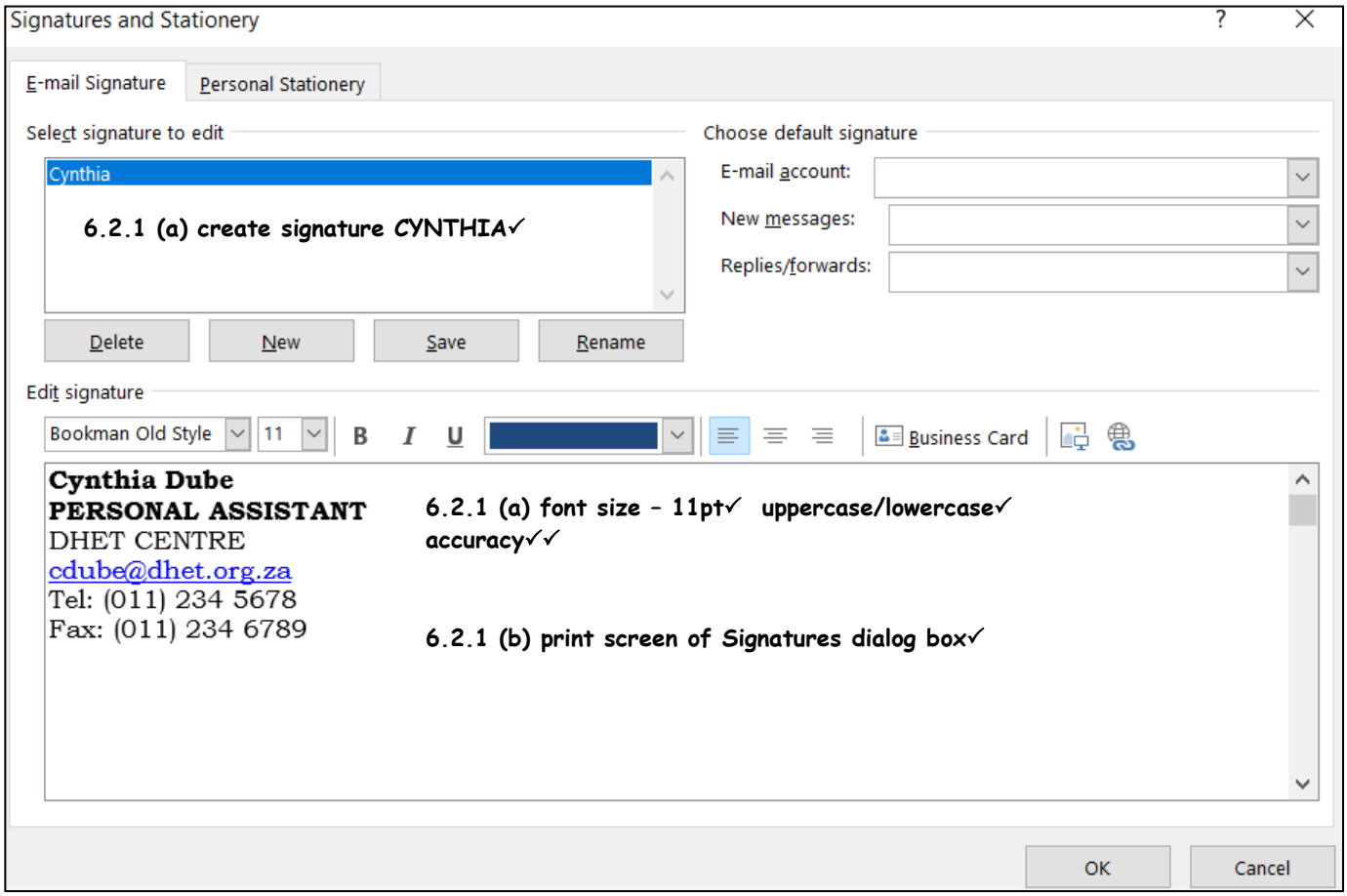
(c) create e-mail address – uppercase/lowercase✓ accuracy✓✓

6.1.2 print screen of ADD NEW MEMBER dialog box✓ with the details of Phila Nkosi✓

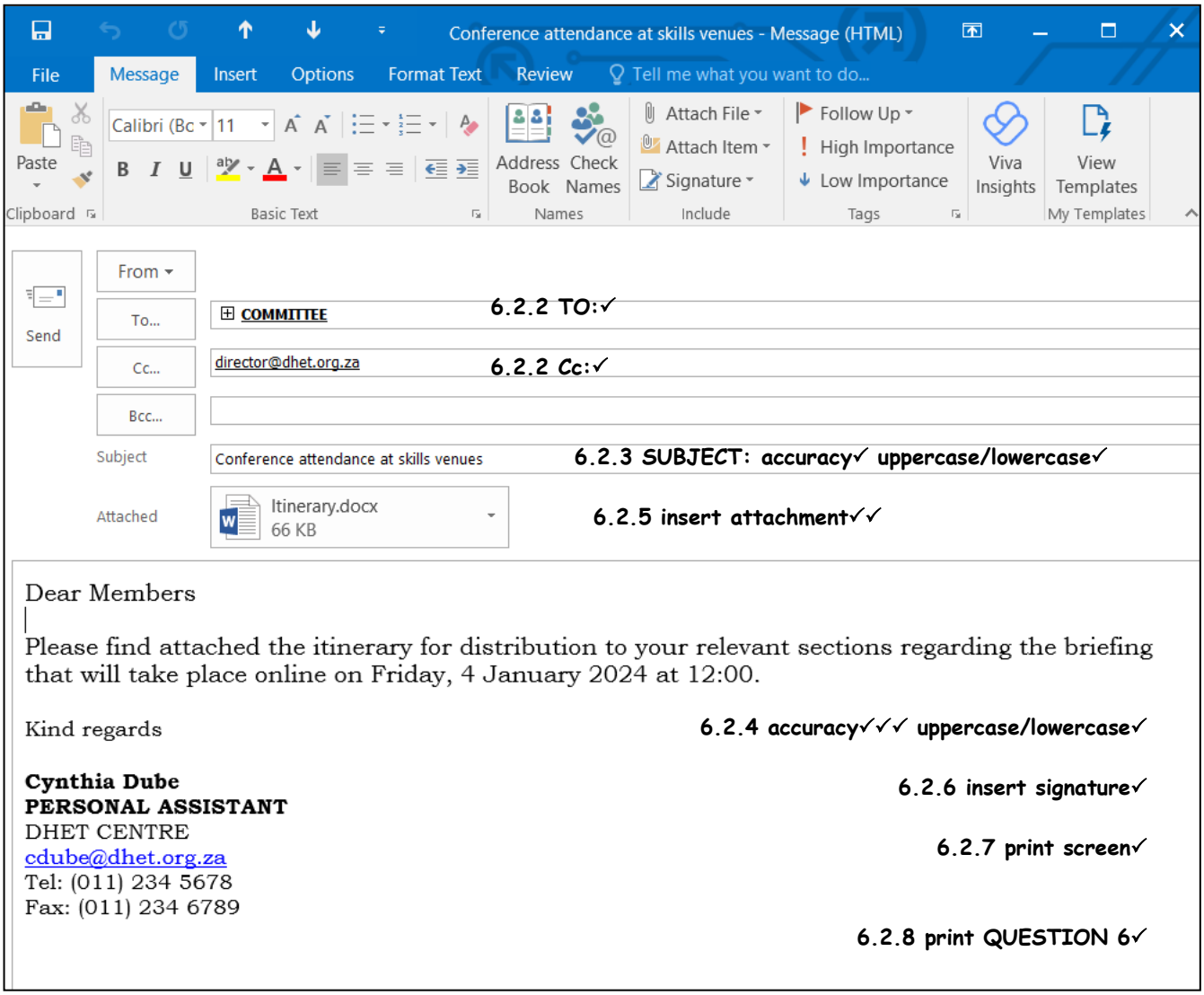


6.1.3 delete contact - Dean Stone✓

11


Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Cynthia
6.2.1 (a) create signature CYNTHIA✓
Choose default signature
E-mail account:
New messages:
Replies/forwards:
Delete
New
Save
Rename
Edit signature
Bookman Old Style
11
Business Card
Cynthia Dube
PERSONAL ASSISTANT
DHET CENTRE
cdube@dhet.org.za
Tel: (011) 234 5678
Fax: (011) 234 6789
6.2.1 (a) font size – 11pt✓ uppercase/lowercase✓ accuracy✓✓
6.2.1 (b) print screen of Signatures dialog box✓
OK
Cancel

6


Conference attendance at skills venues - Message (HTML)
File
Message
Insert
Options
Format Text
Review
Tell me what you want to do...
Paste
Clipboard
Calibri (Bc
11
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Signature
Include
Follow Up
High Importance
Low Importance
Tags
Viva Insights
View Templates
My Templates
Send
From
To...
COMMITTEE
6.2.2 TO:✓
Cc...
director@dhet.org.za
6.2.2 Cc:✓
Bcc...
Subject
Conference attendance at skills venues
6.2.3 SUBJECT: accuracy✓ uppercase/lowercase✓
Attached
Itinerary.docx
66 KB
6.2.5 insert attachment✓✓
Dear Members
Please find attached the itinerary for distribution to your relevant sections regarding the briefing that will take place online on Friday, 4 January 2024 at 12:00.
Kind regards
6.2.4 accuracy✓✓✓ uppercase/lowercase✓
Cynthia Dube
PERSONAL ASSISTANT
DHET CENTRE
cdube@dhet.org.za
Tel: (011) 234 5678
Fax: (011) 234 6789
6.2.6 insert signature✓
6.2.7 print screen✓
6.2.8 print QUESTION 6✓

13

[30]

QUESTION 7

100% (Completed)		
A	**D**	**T**
24	**6**	**30**

75% (¾ done)		
A	**D**	**T**
18	**4**	**22**

50% (½ done)		
A	**D**	**T**
13	**2**	**15**

25% (¼ done)		
A	**D**	**T**
7	**1**	**8**

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERROR NO.	**GROUPING OF ERRORS**
1	Paper size Fitted 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 Insert salutation Centre
6	Closure Footer Audio instructions typed

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WORLD SKILLS
EMPLOYMENT CENTRE D'EMPLOI
COMPÉTENCES MONDIALES

WorldSkills Centre of Skills

10 Struben Street, Pretoria, 0001, Tel: (011) 234 5678 Fax: (011) 345 6789

1 fit to letterhead

TO: COUNCIL — **4 uppercase** **3 bold**

3 line spacing

FROM: DIRECTOR, SKILLS CENTRE — **4 uppercase** **3 bold**

DATE: 10 October 2023 — **5 insert date**

Dear Sir/Madam — **5 insert salutation**

SKILLS CONFERENCE — **2 font size** **3 bold** **4 uppercase** **¼**

WorldSkills oath – at the heart of WorldSkills. An integral part of each of the Opening Ceremonies happening this year, competitors and experts take an oath to abide by the WorldSkills values. **½**

WorldSkills raises the college profile and recognition of skilled people. It shows how important skills are in achieving economic growth.

3 line spacing

Improving our world through the power of skills.

Yours faithfully

3 line spacing

6 correct closure

L. MACDONALD — **4 uppercase**

6 audio instructions typed

6 Footer – Exam No.
EXAMINATION NUMBER

6 Footer – Question No.
QUESTION NUMBER

[30]

TOTAL: 300

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