



N6 Information Processing

Lecturer Guide

Zeldine van As & Elna van der Merwe

COMPATIBLE
WITH
OFFICE® 2013
& 2016/2019

© Future Managers 2022

All rights reserved. No part of this book may be reproduced in any form, electronic, mechanical, photocopying or otherwise, without prior permission of the copyright owner.

ISBN: 978-0-6392-1021-6

First edition January 2022

Second edition July 2022

To copy any part of this publication, you may contact DALRO for information and copyright clearance. Any unauthorised copying could lead to civil liability and/or criminal sanctions.

DALRO

DRAMATIC, ARTISTIC and LITERARY
RIGHTS ORGANISATION (Pty) LIMITED

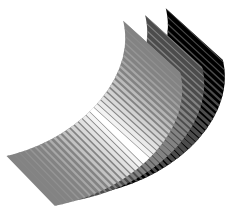
Telephone: 086 12 DALRO (from within South Africa); +27 (0)11 712-8000

Telefax: +27 (0)11 403-9094

Postal address: P O Box 31627, Braamfontein, 2017, South Africa

www.dalro.co.za

Every effort has been made to trace the copyright holders. In the event of unintentional omissions or errors, any information that would enable the publisher to make the proper arrangements would be appreciated.



FutureManagers
SIYAFUNDA • SIYAKHULA

Published by

Future Managers (Pty) Ltd

PO Box 13194, Mowbray, 7705

Tel (021) 462 3572

Fax (021) 462 3681

E-mail: info@futuremanagers.com

Website: www.futuremanagers.com

Contents

Lecturer Guidance	v
1. General aims	v
2. Specific aims	v
3. Equipment and application programs	vi
4. Prerequisites	vi
5. Duration	vi
6. Evaluation	vi
7. Learning content	vii
8. Mark allocation and weightings	viii
9. Teaching plan	xi
10. Lesson plan template	xv

Answers

Topic 1: Typing Technique.....	I
Module 1: Accuracy and speed development	3
Module 2: Initial instructions/proofreading signs and keying-in rules	8
Module 3: Advanced display work	17
Module 4: Documents on A4 landscape	38
Module 5: SmartArt, shapes and text boxes	57
Module 6: Financial statements	75
Module 7: Tabular statements	90
Module 8: Paragraphs in African languages	106

Topic 2: Word Processing.....	I2I
Module 1: Initial instructions/proofreading signs and keying-in rules	123
Module 2: Business letters, circulars/letters of promotion	126
Module 3: Display work and itineraries	142
Module 4: Financial statements	150
Module 5: Tabular statements	157
Module 6: Paragraphs in African languages.....	164

Word Processing formal assessment memoranda	172
--	------------

Addenda	191
Addendum A: ASCII codes.....	191
Addendum B: Mark schedules	192
Addendum C: Proofreading signs	196
Addendum D: Shortcuts.....	200
Addendum E: Example and explanation of a marked question.....	201
Addendum F: Keying-in rules.....	210
Glossary	217

Lecturer Guidance

1. General aims

- To improve the keying in and processing skills of the competent student in such a way that he/she will become the personal assistant and right hand of his/her employer.
- To polish and hone the acquired skills for the student to a level of near excellence which an employer would pursue in his/her search of the perfect personal assistant.
- To instil a sound understanding of the importance of neat and accurate keyed-in documentation by students for the business world and the important contribution each student can make to the smooth operation of an office.

2. Specific aims

Typing Technique

- To develop keyboarding skills in students in order to prepare them to attain keying in excellence.
- To develop accuracy and speed in students in preparation for production of documents.
- To develop a speed of 50 to 55 wpm.
- To enable students to study and analyse problem situations, i.e. complicated tabular work or financial statements which should be completed according to certain methods of work.
- To encourage students to follow a systematic and sensible approach to deal with challenging assignments: the acquisition of skills and the development of brain, vision, listening and finger co-ordination; good judgement and perception of display work, proofreading, spelling; systematic methods of work; the improvement of standards to establish insight and principles, e.g. advanced tabular work on one landscape paper.
- To enable students to acquire and master the necessary techniques, skills and efficiency so that challenging work is produced at a high speed.
- To prepare the students for tasks related to a personal assistant – the know-how, skills, knowledge and techniques required for more advanced work than the content prescribed on the N5 level.
- To develop and promote in students a logical way of thinking and the ability to transfer basic principles in new situations instead of relying on preconceived ideas.
- To contribute to the development in students of characteristics such as self-discipline, concentration, loyalty and the ability to work independently.
- To promote the students' perception and comprehension of keying in and word processing and their relationship to other instructional offerings, e.g. Communication, Financial Accounting, Office Practice, etc.

Word Processing

- To further improve the knowledge and skills acquired by students at the N4 level and to enable them to use these functionally, at an increased tempo and at a more advanced level.
- To provide students with a much higher proficiency level in the production of keying in assignments at a pre-set processing speed, which is far higher than that required on the N4 or N5 level.
- To enable students to use the computer independently by teaching them to use the word processing program and also to apply this knowledge when using other programs.

3. Equipment and application programs

Educational institutions presenting this instructional offering must be in possession of the following:

Typing Technique

Computers

- One computer/work station (in the case of a network) per student, consisting of a keyboard, screen, CPU and one method of storage. (Desk must be of the correct height and adjustable chairs are strongly advised.)
- A sufficient number of printers or a network printer with the capacity to handle the printing of the entire group when the computer room is fully occupied (in view of practical examinations).
- A suitable application program according to the needs of the module served by the educational institution.
- At least one competent IT technician on each campus offering the subject.

Word Processing

Students will use the same hardware and software as for typing technique above.

4. Prerequisites

A student must have passed N5 Information Processing.

5. Duration

This instructional offering is offered full- or part-time over one semester of 17 weeks (7 hours per week). The time allocation for the two sections is as follows: Typing Technique: 4 hours and Word Processing: 3 hours.

6. Evaluation

6.1 Internal Continuous Assessment (ICASS)

Evaluation is conducted continuously by means of assignments, tests and an internal examination. An ICASS mark of at least 40%, as well as 80% class attendance as per DHET Punctuality and Attendance policy to qualify to write the national examination.

6.2 Examinations

- Typing Technique and Word Processing is combined in one question paper and it is marked externally.
- The examination consists of practical applications.
- Students will not fail merely because they could not complete or pass the timed accuracy test.
- The 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).

6.3 Pass requirements

To pass this instructional offering, a candidate must obtain a final mark of 40% when the ICASS mark and the examination mark are added together. A minimum examination mark of 40% is required to pass the instructional offering. The ICASS mark and the examination mark will be calculated together in a ratio of 40:60 to be resulted.

6.4 Examination paper

6.4.1 Particulars of the examination paper:

ASCII codes must be included as an addendum to the question paper (Addendum A includes basic ASCII codes). Examiners must include relevant ASCII codes covered in the question paper.

6.4.2 Length of question papers

Typing Technique – The length of this question paper (including the timed accuracy test) is determined by the duration of the question paper and the required production speed. For examination purposes, the production speed required is 12 wpm. To accommodate reading time and proofreading signs, a rebate of 15% of the total required number of strokes will be deducted. The approximate length of the question paper for this section is therefore: 110 (minutes) x 12 (wpm) x 5 (average strokes per word) = 6 600 strokes minus 15% rebate = 5 610 strokes.

Word Processing – The length of this question paper is determined by the duration of the question paper and the required production speed. For examination purposes, the production speed required is 15 wpm. To accommodate reading time, a rebate of 15% of the total required number of strokes will be deducted. The approximate length of the question paper for this section is therefore: 60 (minutes) x 15 (wpm) x 5 (average strokes per word) = 4 500 strokes minus 15% rebate = 3 825.

7. Learning content

Typing Technique

Timed Accuracy Test:

The marks for the 10-minute timed accuracy test are allocated according to the marking schedule for the timed accuracy test (Addendum B).

Practical questions:

The marks for practical questions entail 80% for accuracy and 20% for display. Display errors are penalised by 2 marks per error.

Word Processing

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.

The marks for accuracy, display and manipulation errors are penalised by 1 mark per error.

The following weights are consequently awarded to each category:

Recall	Comprehension	Application	Analysis	Synthesis	Evaluation
		75-80	20-25		

- Candidates must do practical application of the knowledge acquired, which is then assessed through application and analysis.
- In N6 Information Processing, at Word Processing, the A parts will be application and the B parts analysis.

8. Mark allocation and weightings

The modules for the two components of this instructional offering consists of the following (weights for each module indicated out of a 100):

8.1 Typing Technique: 80 hours per semester

MODULE	CRITERIA	WEIGHT	HOURS PER SECTION
1	Accuracy and speed development	20	16
2	Initial instructions/proofreading signs and keying-in rules	Throughout the various modules	
3	Advanced display work	15	12
4	Documents on A4 landscape with columns/tables	15	12
5	SmartArt, shapes and text boxes	15	12
6	Financial statements	15	12
7	Tabular statements	15	12
8	Paragraphs in African languages	5	3
	TOTAL:	100	± 80 hours

Please note that drills should be done daily, for a minimum of 10 minutes a day. A timed accuracy test should be completed at least once a week.

The weighted value of the modules according to weeks indicates their relative importance in terms of the daily teaching time allocated.

8.2 Word Processing – 39 hours per semester

The contents of any of the modules contained in the syllabi for Typing Technique N4, N5 and N6, which are suitable for word processing, may be used to apply the word processing functions.

MODULE	CRITERIA	WEIGHT	HOURS PER SECTION
1	Mail Merge (linked to the different modules)		
2	Initial instructions/ proofreading signs and keying-in rules	Throughout the various modules	
3	Business letters/ Circulars/Letters of promotion	20	8
4	Display work/Itineraries	20	8
5	Financial statements	20	7
6	Tabular statements	20	8
7	Paragraphs in an African languages	20	8
	TOTAL:	100	39 hours

8.3 Word processing functions

- Switching computer on
- Procedure for switching computer off
- Use main menu/loading of program
- Directory listing
- Creating, saving, retrieving a document, keying in text, editing text and printing a document
- The status bar
- Cursor movements
- Insert, delete (key, back space and block), undelete/restore
- Move and copy/cut and paste (block)
- Format: line spacing, margins (left, right, top, bottom), justification (centre, align left, align right and justify)
- Hyphenation (hard and soft), hard space, tab stops
- Indent, underline, double underline, bold, italics
- Page break, page combine, page numbering
- Spell check
- Superscript and subscript
- Find and replace
- Borders and text boxes

- Show/Hide button
- Font type and size
- Paper size
- Handling of a document: rename, delete, find, copy, move
- Headers and footers
- Footnotes and Endnotes
- Tables, columns, tabular stops and merge cells
- Merge
- Graphics (optional) (not for examination purposes)
- Address labels (not for examination purposes)
- Pull-down menus
- Help menus
- ASCII codes
- Shadow
- Reflection
- Glow
- Shading
- Highlighting
- WordArt
- Page borders.

8.4 General information

- 8.4.1 The practical components have as their purpose the preparation of students for industry in general, and for keying in and word processing tasks in particular. The students must be able to enter at the level for which this training has prepared them and be productive from the outset. It is therefore essential that students in this subject must obtain ample work-related learning on the computer.
- 8.4.2 Lecturers will be required to maintain close contact with industry in order to remain conversant with latest developments.
- 8.4.3 The word processing assignments can be similar to the usual keying-in assignments students have to do, and must be aimed at reflecting work-related simulation. To ensure that the training is industry related as possible, the work produced by students must be presentable to industry, the ability to proofread all work and correct errors quickly and accurately and the efficient use of all corrective methods must be emphasised throughout.
- 8.4.4 The spell checker function must be used in the typing technique and word processing modules.

9. Teaching plan

Typing Technique				
Week	Module	Outcomes	Exercises	Hours
1–4	Module 1: Accuracy and speed development	1.1 Mark schedule for timed accuracy tests 1.2 Improving speed and accuracy – touch-typing skills 1.3 The importance of using the spell check function 1.4 Punctuation spacing 1.5 Improving speed and accuracy – practise the alphabet 1.6 Improving speed and accuracy practice 1.7 10-minute timed accuracy tests 1.8 Names of keyboard symbols	Exercises 1.1–1.26 Group activity 1 Group activity 2 Keyboard proficiency activity 1 Keyboard proficiency activity 2	16 hours
1–17	Module 2: Initial instructions/ Proofreading signs and keying-in rules	2.1 Basic computer knowledge 2.2 Settings for MS Word 2013 and 2016 2.3 Application and display functions 2.4 Proofreading signs	Group activity 1 Group activity 2 Keyboard proficiency activity 1 Keyboard proficiency activity 2 Keyboard proficiency activity 3	Throughout various modules
5–8	Module 3: Advanced display work	3.1 A5 booklet on A4 landscape paper 3.2 A5 booklet on A4 portrait paper 3.3 Advanced display work	Exercises 3.1–3.6 Formal assessment Question 1 Extra activity Keyboard proficiency activity	12 hours
8–10	Module 4: Documents on A4 landscape	4.1 Introduction	Exercises 4.1–4.6 Formal assessment Question 2 Group activity 1	12 hours

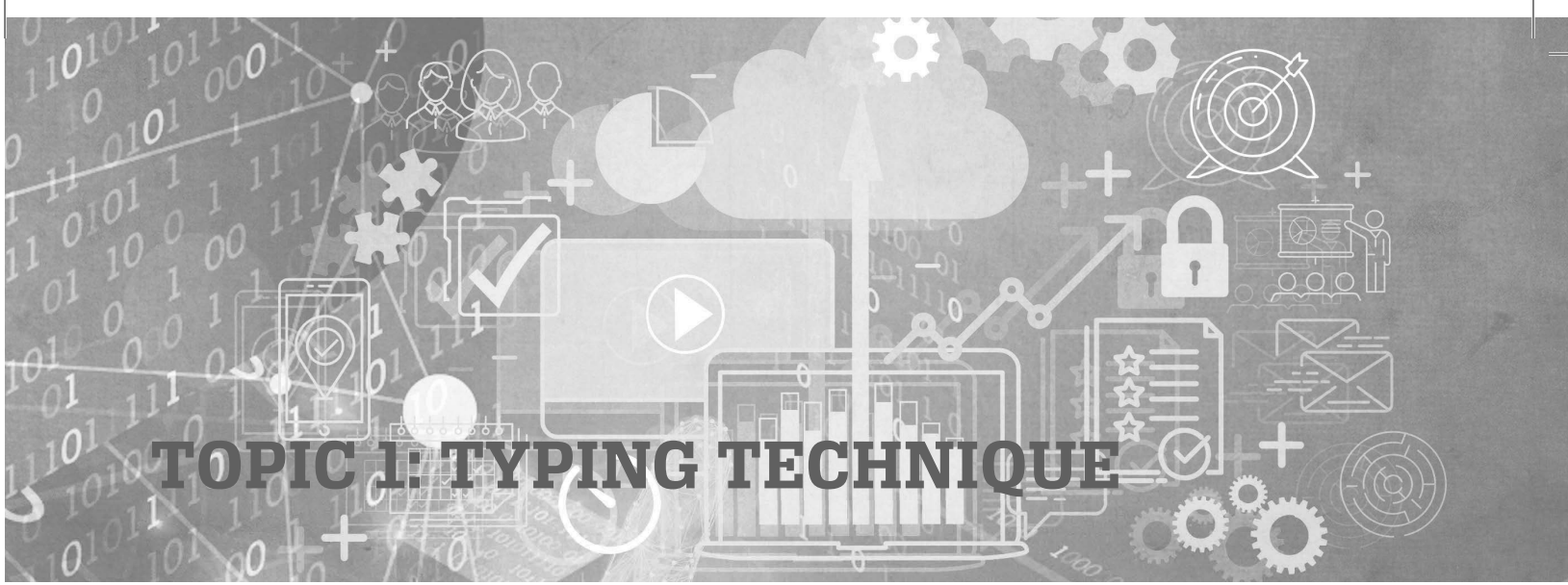
			<p>Group activity 2</p> <p>Group activity 3</p> <p>Keyboard proficiency activity 1</p> <p>Keyboard proficiency activity 2</p> <p>Keyboard proficiency activity 3</p>	
10–12	Module 5: SmartArt, shapes and text boxes	<p>5.1 SmartArt</p> <p>5.2 Shapes</p> <p>5.3 Text boxes</p>	<p>Exercises 5.1–5.6</p> <p>Formal assessment</p> <p>Question 3</p> <p>Group activity 1</p> <p>Keyboard proficiency activity 1</p>	12 hours
12–14	Module 6: Financial statements	<p>6.1 Advanced financial statements</p> <p>6.2 Basic rules for keying in financial statements</p> <p>6.3 Using the Word program to key in a financial statement</p> <p>6.4 Using the Excel program to key in a financial statement</p>	<p>Exercises 6.1–6.6</p> <p>Formal assessment</p> <p>Question 4</p> <p>Group activity 1</p> <p>Keyboard proficiency activity 1</p>	12 hours
14–16	Module 7: Tabular statements	<p>7.1 Rules for keying in a tabular statement</p> <p>7.2 Expandable columns</p> <p>7.3 Sorting data</p> <p>7.4 Changing the text direction of a table heading</p>	<p>Exercises 7.1–7.6</p> <p>Formal assessment</p> <p>Question 5</p> <p>Group activity 1</p> <p>Keyboard proficiency activity 1</p>	12 hours
17	Module 8: Paragraphs in African languages	<p>8.1 Advanced paragraphs in African languages</p>	<p>Exercises 8.1–8.7</p> <p>Formal assessment</p> <p>Question 6</p>	3 hours

Word Processing				
Week	Module	Outcomes	Exercises	Hours
1–17	Module 1: Initial instruction/ proofreading signs and keying-in rules	1.1 Basic computer knowledge 1.2 Application/manipulation functions 1.3 Mail Merge 1.4 Format Painter function 1.5 Changing paper size and adjusting the header and footer settings 1.6 Footnotes 1.7 Endnotes 1.8 Using the Help function 1.9 Using the pull-down or drop-down menu	Group activity 1 Group activity 2	Throughout the various modules
1–3	Module 2: Business letters/ circulars/letters of promotion	2.1 Business letters 2.2 Circulars 2.3 Letters of promotion	Exercises 2.1 A, 2.1 B and 2.1 C Exercises 2.2A, 2.2B and 2.2 C Exercises 2.3A, 2.3B and 2.3C	8 hours
4–6	Module 3: Display work and itineraries	3.1 Advanced display work 3.2 Itineraries (revision)	Exercises 3.1 A and 3.1 B Exercises 3.2 A and 3.2 B Exercises 3.3 A and 3.3 B	8 hours
7–9	Module 4: Financial statements	4.1 Financial statements	Exercises 4.1 A and 4.1 B Exercises 4.2 A and 4.2 B Exercises 4.3 A and 4.3 B	7 hours
10–12	Module 5: Tabular statements	5.1 Tabular statements	Exercises 5.1 A and 5.1 B Exercises 5.2 A and 5.2 B Exercises 5.3 A and 5.3 B	8 hours

13–15	Module 6: Paragraphs in African languages	6.1 Paragraphs in African languages	<p>Exercises 6.1 A and 6.1 B Exercises 6.2 A and 6.2 B Exercises 6.3 A and 6.3 B</p> <p>Word Processing formal assessments Question 1A and B Question 2A and B Question 3A and B (and C)</p>	8 hours
-------	--	-------------------------------------	---	---------

10. Lesson plan template

Lecturer name	Class			Week no	
Date:					
Learning content					
Recapping & Introduction (± 5 min)					
Teaching method <ul style="list-style-type: none"> • Lecture • Q & A • Demonstration • Problem solving • Other 					
Resources and examples (Please tick)					
Learner activities (Please tick)					
Exercise(s) <ul style="list-style-type: none"> • Textbook • Worksheet • Other (specify) 					
Formative assessments and Class activities (Please tick)					
Group summative assessment and Class activity tools (Marking guidelines) (Please tick)					
Conclusion of lesson (± 5 min) Summarise and emphasise outcomes					
Comments / Reflection					



TOPIC 1: TYPING TECHNIQUE

MARKING GUIDELINE FOR TYPING TECHNIQUE N6

SECTION A: TYPING TECHNIQUE (200 marks)

This mark for Typing Technique (200) is added to the Word Processing mark (100) to obtain a mark out of 300, which is then converted to a mark out of 100 (percentage).

QUESTION 1 (TIMED ACCURACY TEST)

Mark allocated = 20.

See marking schedule for timed accuracy tests.

The candidate cannot fail because he/she could not complete or pass the timed accuracy test.

Speed should be marked with care as it makes a difference to the results. Remember that only accuracy is marked. Mark according to the departmental schedule. Mark accuracy errors only. Indicate accuracy errors with a red slash (/).

Note: red / = accuracy errors

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

1. Do not penalise incorrect margins.
2. Do not penalise incorrect line spacing.
3. Do not penalise incorrect hyphenation.
4. Do not penalise incorrect capital/small letters.
5. Do not penalise incorrect letter spaces.
6. Do not penalise incorrect alignment.
7. Do not penalise any display errors.
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.

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

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.

REST OF TYPING TECHNIQUE QUESTIONS (Not African languages)

Accuracy error = 3 marks

Display error according to table = 2 marks

Accuracy errors must be indicated with a RED /. REPETITIVE accuracy errors per question must be indicated in a RED CIRCLE.

DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors per question must be indicated in a BLUE CIRCLE. See table for display errors.

QUESTION 6: AFRICAN LANGUAGES

20 marks – accuracy – 3 marks per keying-in error

0 marks – display

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 capital/small letters.
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.



Module 1

Accuracy and speed development



By the end of this module, students should be able to:

- key in a timed accuracy test accurately and meet the minimum required speed of 50 wpm using a word processing program according to Typing Technique keying-in rules.

Didactical directives

1. Note that according to typing technique rules a usable document must be produced at the first attempt. This requires that all instructions must be carried out by the student at the highest degree of speed and accuracy. Students, however, are allowed to correct their errors by utilising the spell checker.
This didactic guideline applies to all the modules for typing technique and word processing.
2. Special attention should be paid to correct sitting posture, height of seat, correct fingering and the rules for touch typing. Reasons for this should be given in order to motivate students to improve their keying-in skills.
3. The software programs used for keyboard development, e.g. any keying-in tutor may be used to teach the keyboard on the computer, as well as any other keying-in methods.
Regular timed daily drill exercises **MUST** be done by using a timing device. There are other teaching aids that can be used to improve rhythm.
4. During the accuracy and speed drill, a timing device must be used and the drill times should vary – 15 seconds, 20 seconds, 45 seconds and one minute. Concentrate more on the 15 to 30 second drills.
5. Speed drills of 1 minute, 2 minutes and 3 minutes should be given for practising purposes.
6. A timed accuracy test of 10 minutes must be given once a week.



Group activity 1 memo

SB page 109

Across:

2. twenty six
3. print
5. refresh
9. down
10. straight
13. undo
14. shift
15. down
16. copy
17. spacebar
19. capitalised
20. query

Down:

1. words per minute
4. exclamation point
6. find
7. asterisk
8. accuracy
11. home row
12. pinky
18. paste



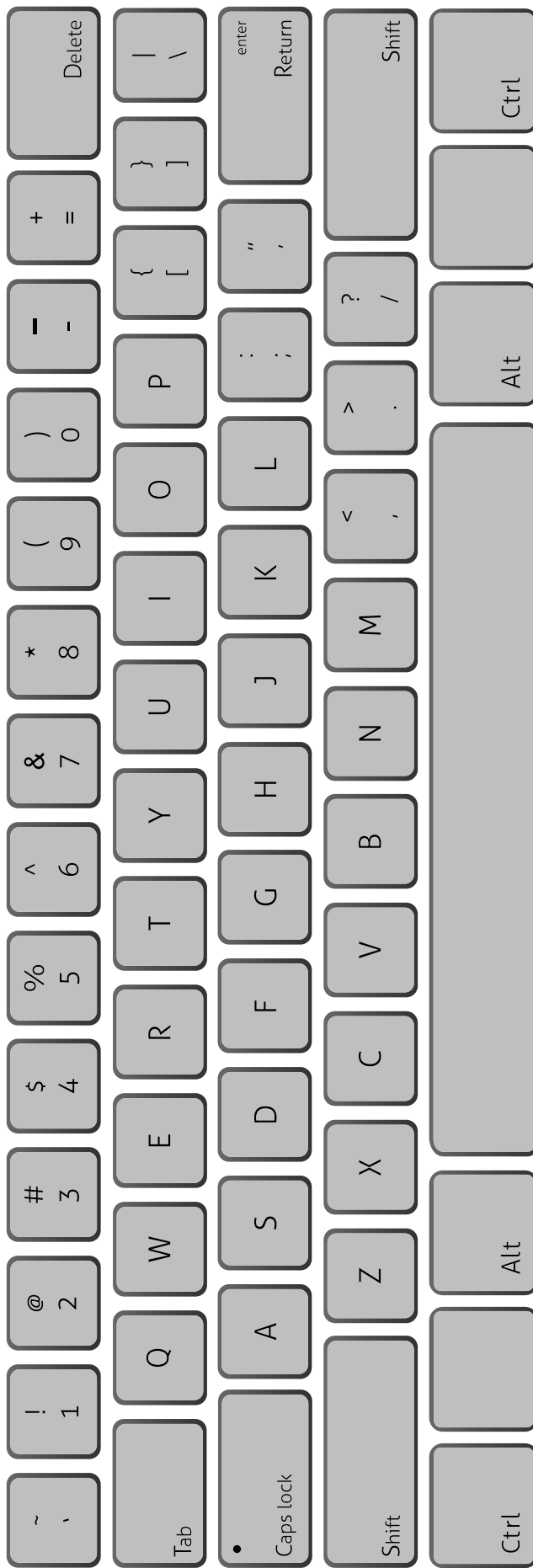
Group activity 2 memo

SB page 110

1. **Archive:** Accumulation of historical records in computing – like books on a shelf.
2. **Gallery:** This is a collection of pictures on a computer, like these two photos on the wall.
3. **Home:** On a computer, this is where the user information is, or the home button can take a user to the beginning of a document, like this couch where the homeowners can sit when they are at home.
4. **Links:** The photos on the wall refer to family and friends of the owners, like links in computing will be a connection to data.
5. **Logout:** Logout means to go out, to sign off from a computer. Like the windows of the house are used to look outside.
6. **Guests:** In computing, owners give an anonymous user access to a computer on a temporary basis, like guests visiting your home.
7. **Help:** A telephone is for calling and getting assistance from somebody. The help button in computing gives technical support through websites.

8. **Search:** *The search button is for finding information, like paging through a book for information.*
9. **About:** *These photos are referrals to family and friends of the homeowners. About in computing is for more information about a subject.*
10. **Contact:** *Like this letter refers to communication between parties, whereas a contact in computing gives information about people and places.*
11. **Login:** *A screen or page in which a person will enter the computer. Like this log of a tree in the house!*

Keyboard for improving keyboard mastery and keying in skills

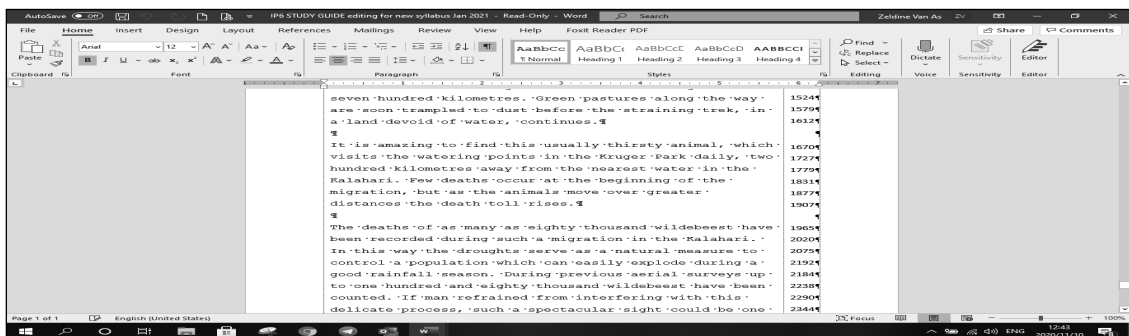


Counting strokes

In the example below, you will note that each line in the speed test has a figure at the end. The figures indicate the exact number of strokes up to the end of that line. To calculate the words per minute, you have to look at the number of strokes.

If you ended in the middle of a line, you cannot take the number of strokes given at the end of that line. You have to count the strokes to get the correct number.

If the last word you keyed in was animals (as in the speed test example below), the number of strokes cannot be 1 877. After the last word in that line, which is greater, and the space, the number of strokes is 1 877. You therefore have to count back the strokes in the line until you reach the last word keyed in. The number of strokes up to animals is 1 859.



After you have determined the correct number of strokes, the words per minute can be calculated as explained:

Strokes divided by 5 divided by 10.



Module 2

Initial instructions/proofreading signs and keying-in rules



By the end of this module, students should be able to:

- Identify, apply and use the relevant components and peripherals correctly and operate them with care.
- Distinguish between hardware and software, as well as between operating programs and application programs.
- Correctly carry out the basic rules for handling and caring for disks, as well as format a disk for use on a computer.
- Correctly demonstrate the use of all the prescribed functions by applying each one accurately and with confidence during the input, manipulation, saving and printing of documents.
- Correctly use the Help function and pull- down menus to solve minor problems.

Didactical directives

1. Application functions should be taught in a logical sequence and at such a tempo that students can master the learning content, before attempting new content. When new functions are explained, the previous functions must be added and used.
2. Short exercises in which functions have to be repeated numerous assist students in mastering the prescribed functions.
3. The production speed for questions in Typing Technique N6 should not exceed 12 words per minute.
4. It is recommended that students use 'print preview' before the document is printed. All assignments must be printed daily.
5. Refer to circular from DHET on the revised keying-in rules and proofreading signs (Addendum C).



Group activity 1 memo

SB page 160

1. Larry Tesler
2. Microsoft
3. Querty
4. Touch typing
5. ICT
6. Excel
7. Internet
8. Design
9. Proofread
10. App
11. Steve Jobs
12. Wpm
13. Mailing
14. Home page
15. Surf
16. Curriculum vitae
17. Home row
18. asdfjkl;
19. Touch screen
20. Circular



Group activity 2 memo

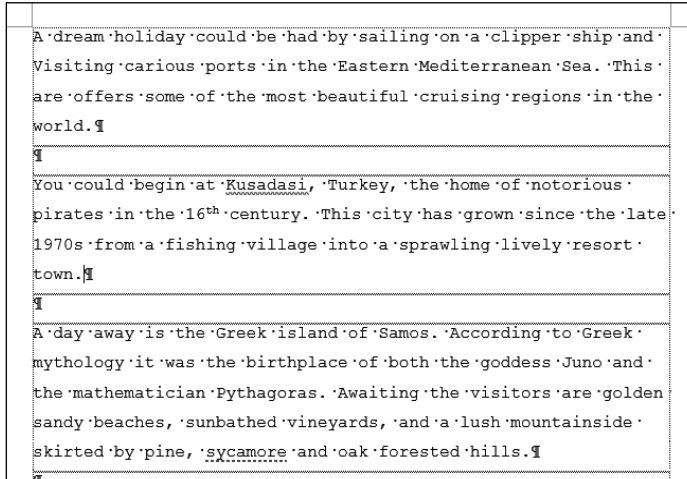
SB page 162

1. A change the character to a capital letter
2. A keep the word with the dotted line below
3. B make a new paragraph
4. C keep on keying in text on the same line
5. D change the character to a small letter
6. D key in the whole word not the abbreviation
7. C change the order of the words
8. D delete space
9. D as the word underlined with a sp sign in the margin
10. C insert a space

Problem-solving tips for MS Word

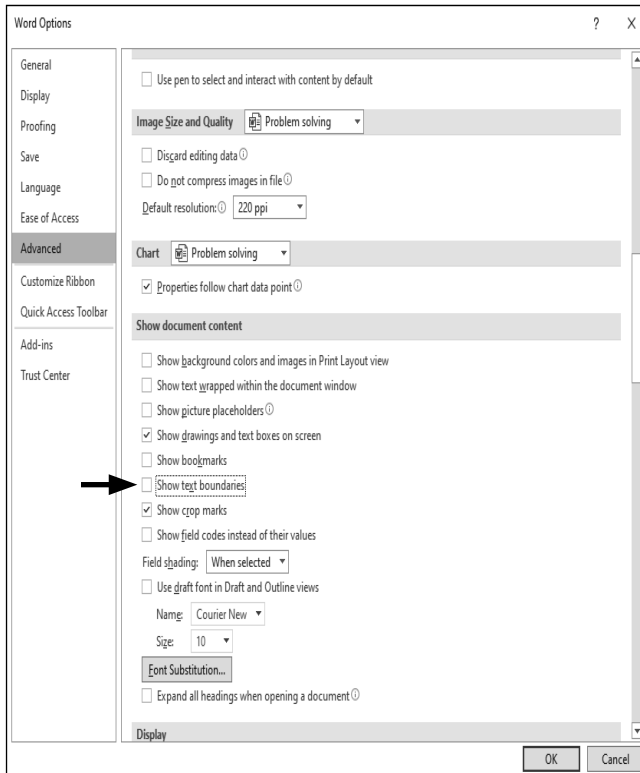
Text boundaries

If you key in a document and you see all these lines, it means the text boundaries is switched on.



To deactivate the text boundaries, do the following:

Click on File, Options, Advanced, Show document content, take off the tick for Show document content.



Hidden text

Sometimes when working in a document, specially with columns, when you key in the text it will be “dotted underlined”.

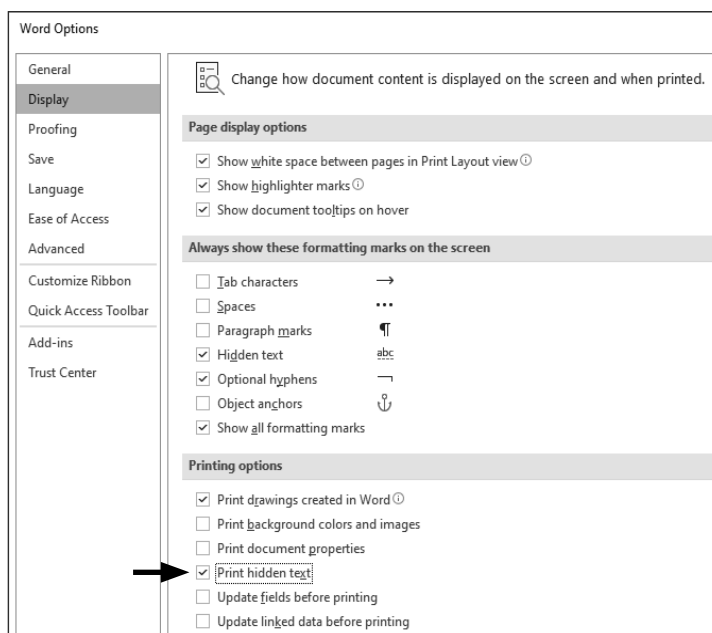
You see the text on your screen, but when you print (or preview), the dotted underlined text will not print. The reason for it not printing is that the **text is hidden**.

To correct this, there are two methods:

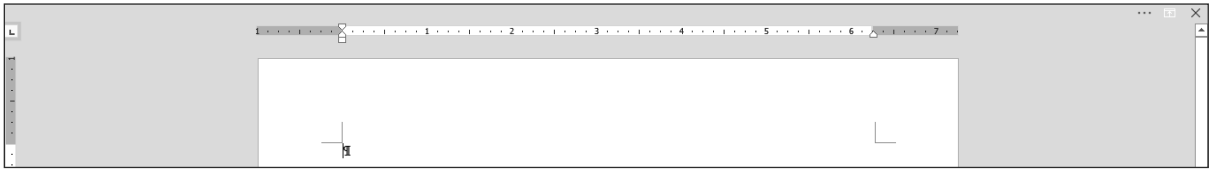
1. Select the text with the dotted underlining, on the home tab, click the launcher in the font grouping, effects, take off the tick for hidden.



2. When you do your settings for Word, make sure to tick the following: Click on File, Options, Advanced, Show document content.



Ribbon has disappeared (tabs and commands)



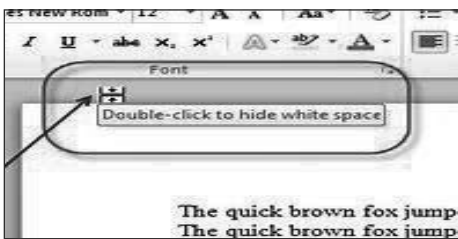
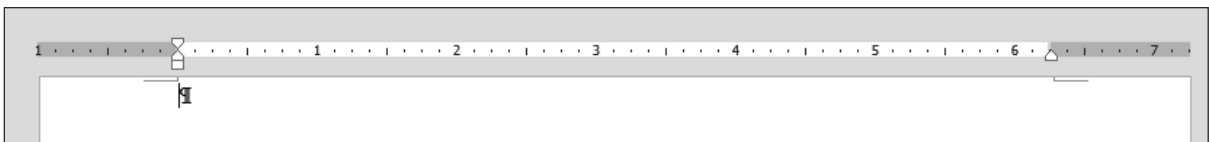
Click on the Ribbon Display Options.



Show tabs and commands.

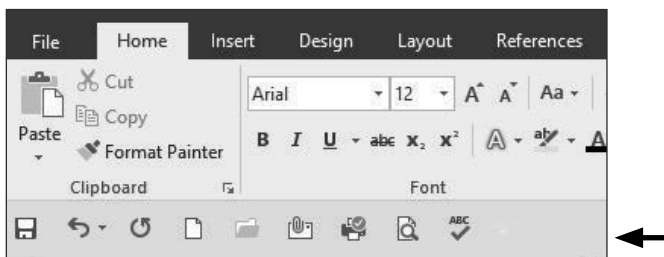
Can't see the header

In Microsoft Word, you can hide the white space at the top and bottom of each page and reduce the amount of grey space that appears between pages in print layout view.



Double-click to show white space again.

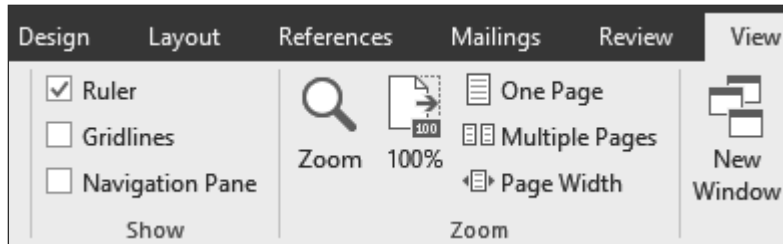
Quick access toolbar is below the ribbon



Right-click next to quick access ribbon to show quick access toolbar above the ribbon.

No ruler on document

View, Ruler

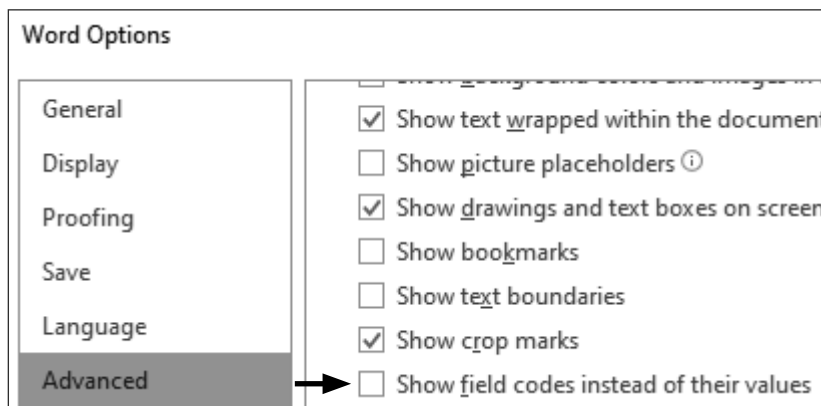


Screen upside down

Right-click on desktop, Display Settings, Display Orientation: Landscape.

Field codes on

Word settings were not applied correctly:



Printer does not print correctly

Check page size setting of that printer:

Control panel, Devices and Printers, select printer, Printing Preferences, Layout, Advanced, Paper Size: A4

Set a shortcut on the desktop

Go to the start menu, find the program you want a shortcut for, right click on it, open file location, send to (create desktop shortcut).

How to get two screens on one monitor

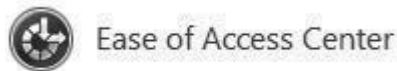
Press Windows  and right of left arrow 

Numeric keyboard not working



Check if the Num Lock key is activated.

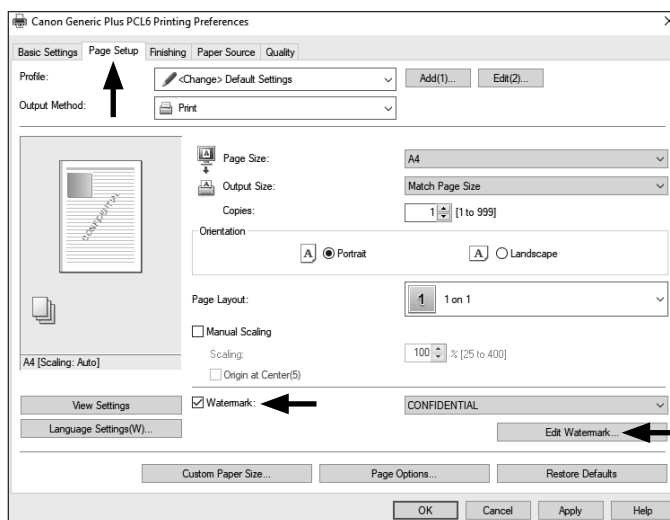
Some keyboard functions might stop working when accidentally pressing and holding the Shift key or the Num Lock key for several seconds, or when these keys are pressed several times. In Windows, search for and open Control Panel. In the Ease of Access Center, click Change how your keyboard works.



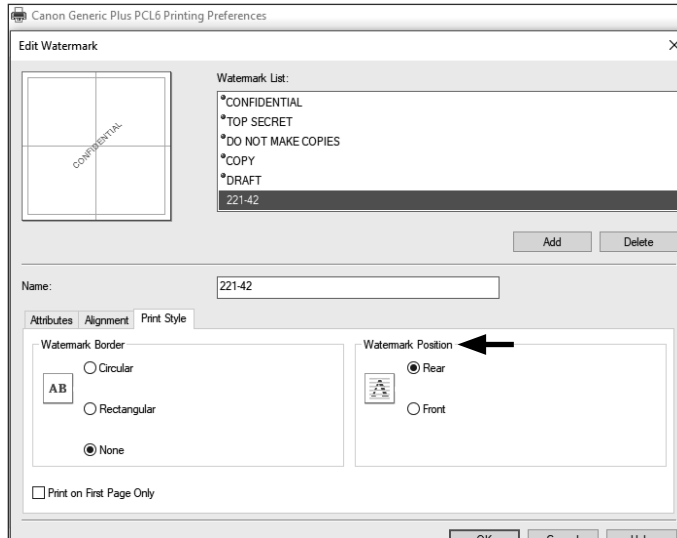
Deactivate choices.

Watermark is in front of the keyed in text

1. Go to Start, Control Panel, Devices and Printers.
2. Right-click on default printer (set as default), Printing Preferences.
3. Click on Page Setup, tick Watermark, Edit Watermark.

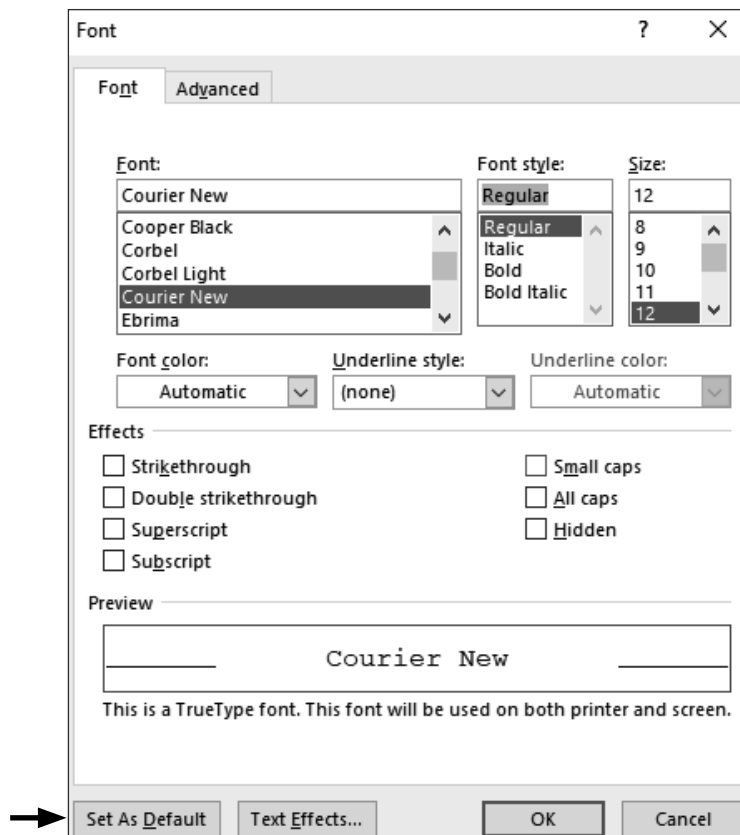


1. Key in a new watermark.
2. Set Attributes.
3. Choose Alignment.
4. In Print Style: set to rear.



Font settings keep changing when opening a new document

Remember when setting a font to click on Set as Default.



Text appears in only one half of the page

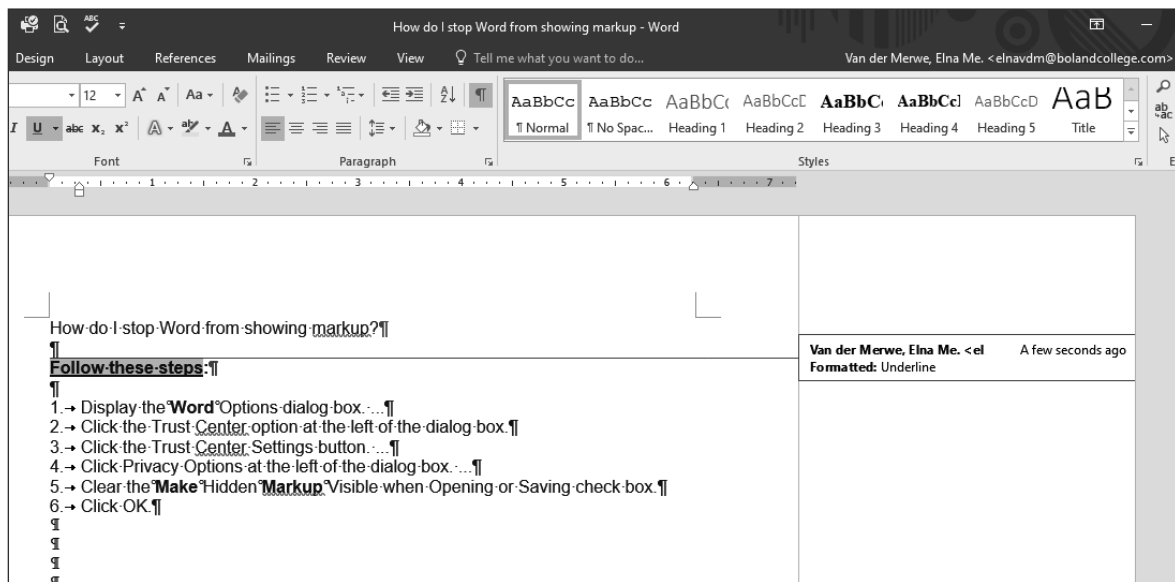
Layout tab, Columns. Sometimes one forgets that you used two or more columns and that must be switched to one column again to use the full page. Remember to insert section breaks between different columns.

OR

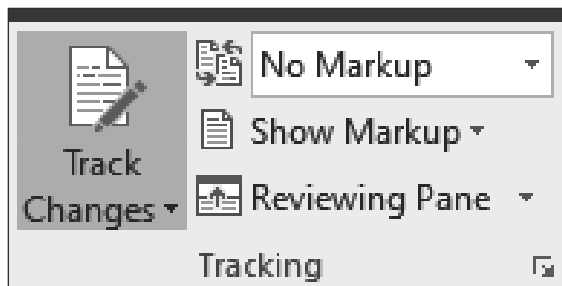
Review, Tracking, choose No markup.

Turning off track changes

The document will appear like this:



Click on Review, Tracking and select No Markup.





Module 3

Advanced display work



By the end of this module students should be able to:

- Correctly and accurately key in display work (advertisements, menus, invitations, itineraries, memorandums, etc.) on A4 paper (folded in booklet form), A5 and A6 paper according to instructions and proofreading signs.

Didactical directives

- I. Exercises must be brief so that at least two exercises can be completed during one lesson (1 hour).



Note

Lecturers, when marking exercises, refer to the marking schedule for display and accuracy errors overleaf.

Marking schedule for Typing Technique: Display Errors (-2 marks per category)	
1	<ul style="list-style-type: none"> • margins • alignment (left, center, right, justify) • line spacing
2	<ul style="list-style-type: none"> • letterhead • paper size • paper orientation • key in on one page/key in on two pages • indentation • text direction • hyphenation • tab stops/indentation • leader dots
3	<ul style="list-style-type: none"> • font and font size • superscript, subscript • WordArt • caps, UC, lc • letter spaces • no space between monetary value and R sign, e.g. R2000 (exception using excel) • hard/soft spaces, wrapping of date, ID, tel. no., etc.
4	<ul style="list-style-type: none"> • / (forward slash) not changed to "the" • del • insert • page break • second page not numbered • date format • recipient or conclusion inserted incorrectly • NOTE: if a student keys in the instructions, e.g. insert today's date, IT IS DISPLAY, AND ONLY RELATES TO ACCURACY IF THERE IS A KEYING-IN ERROR
5	<ul style="list-style-type: none"> • trs • stet • sp • find and replace
6	<ul style="list-style-type: none"> • bold • italics • underline/double underline not changed (no punctuation underlining)
7	<ul style="list-style-type: none"> • move • copy • join together/not joined • merge • header and footer, examination number and question number • page numbering • sp caps/spaced capital letters incorrect

8	<ul style="list-style-type: none"> NP NL runs on in full/in words/in figures use numbers 		
	FOR ALL DOCUMENTS	TABULAR STATEMENT FINANCIAL STATEMENT COLUMNS	FLOW CHART WORDART TEXT BOXES
9	<ul style="list-style-type: none"> wrapping, auto fit contents/window paragraph numbers bullets numerical order sort of data shading/shadow/glow/reflect/highlight text/strikethrough text outside border/frames 	<ul style="list-style-type: none"> main headings column headings columns incorrect columns not merged spacing between columns 	<ul style="list-style-type: none"> size of flow chart and blocks words not visible
10	<ul style="list-style-type: none"> vertical lines omitted and/or incorrect 		
11	<ul style="list-style-type: none"> horizontal lines omitted and/or incorrect 		
12	<ul style="list-style-type: none"> figures (add up are aligned right, figures that cannot add up, left, e.g. telephone numbers, units, tens not underneath one another NOTE: decimal indication to be either (,) or (.) - use consistently 		
13	<ul style="list-style-type: none"> footnote/endnote incorrect 		

Marking schedule for Typing Technique: Accuracy Errors (-3 marks per error)

- All keying in and spelling errors.
- All omissions of word(s) – (5/10/10).
- Inclusion errors – repeat of word(s), e.g. student keys in a full sentence and keys in the same sentence again – inclusion error (5/10/10)
- Insertion or omission of a suffix or letter(s) BUT repetitive insertions or omissions for the same mistake be circled (not marked again).
- Leaving out examination number (1A) and question number (1A).
- If a candidate has a spelling error in a word and also, for example omits the comma = ONLY ONE ACCURACY ERROR.
- Any ASCII code mistake.
- Leader dots omitted.

NO ACCURACY ERROR for words spelt differently in program dictionary, e.g. center vs centre, etc.

- If a plural (“s”) or past tense (“ed”) at the end of the word – for each different word, one accuracy error. If it is the same word, encircle the rest.
- Instruction to move** a heading or sentence to top or middle and it is omitted – count out as omission (5/10/10).

- **Instructions** in a letter or other document, to insert, e.g. address, date, conclusion - candidates omit it - count out as omissions (5/10/10).

Where the student did not finish the question, markers must look at method that will **benefit the student** – counting omissions (5/10/10) or pro rata $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$.

- If the proofreading sign (/) for “the” is spelt incorrectly, for example “thi”.

INTERPRETATION OF THE PROOFREADING SIGN “stet”

white

~~black~~

Keying in white = 1 display.

Keying in whit = 1 display and 1 accuracy.

Ignore sign = 1 display and 1 accuracy.

INTERPRETATION OF THE PROOFREADING SIGN “insert”

If a word was not inserted (ignore sign) = 1 accuracy plus 1 display.

If a word was inserted twice it is seen as an inclusion error = 1 accuracy.

REMEMBER ALL MISTAKES ARE MARKED PER QUESTION NOT PER QUESTION PAPER!

Exercise 3.1



- 1 margins 2,54 cm/1", alignment, line spacing
- 2 A4 landscape, hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces

4 inserted in correct position (back cover)

Follow these 4 easy steps 6 bold & italics

≠ 9 paragraph numbers 4 insert

1. Open a Best Bank Gold facility at any branch. 2 indentation

≠ 2. You will get a salary switch request form to give your employer/HR department. This will ensure that your salary is paid 5 sp into your Best Bank account.

≠ 3. We'll contact you and explain our easy debit order switching order. 5 trs

≠ 4 insert

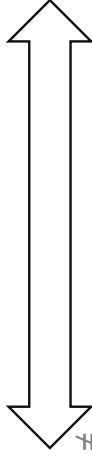
Visit your nearest Best Bank branch with the following: 6 bold & italic

- 1. Identity Document 8 in full
- 2. Original proof of residential address (e.g. municipal rates and taxes).

4 inserted in correct position (front cover)
1 column vertical centered

Switch now 3 CN 16 pt, 6 bold

≠ 1 l/s
We'll help move your salary and debit orders 4 insert
≠ 4 insert shape 1 left align



BEST BANK 3 uc, 20 pt, 6 bold

≠ BEST BENEFITS 3 uc, 14 pt, 6 bold
≠

B = bank costs low 5 trs

≠ E = earn higher interest on savings 4 insert

S = simplicity is the ultimate sophistication

≠ T = transparent costs for all transactions 4 insert

2 A4 landscape (stretch over the page)
 Compare your current bank fees and see how much you can save! 6 italics

7 join

10 vertical lines correct 11 horizontal lines correct

3 uc 1 centre 6 italics

3 uc 1 centre 6 italics

8 in full

Transaction type 6 bold	YOUR BANK	BEST BANK
Quantity	Fee	Total Cost
Debit card purchases 6 italics	FREE	FREE
Cash withdrawals 6 italics		
Supermarket till point	R11,00	
Best Bank ATM 3 uc	R13,75	
Other ATM	R17,00	
Balance enquiries	FREE	FREE
Cashier	FREE	FREE
Other ATM	R17,50	
SMS notification	R14,00	
Other account 4 insert	R12,75	
Monthly administration fees 6 italics	R14,50	
Internet banking 6 italics	FREE	FREE
Debit order/stop order	R12,75	
Early debit order	R14,50	
Statement	R12,75	
Returned debit order/stop order 8 runs on	R13,75	
Returned early debit order	Nil	Nil
Insufficient funds 6 italics	R13,75	
Total monthly cost 6 bold		
5 sd	YOUR BANK 3 uc 9 merge	BEST BANK 3 uc 9 merge
Total monthly cost	minus	6 italics
Total monthly saving	equals	
Total annual saving	x 12	

4 del row: monthly fees

4 del row: other

42	10	52
A	M	T



Exercise 3.2

SB page 179

10 double page border

1 margins 1,27 cm/0,5", alignment, line spacing

2 A5 portrait, hyphenation NO, indentation

3 font CN12, uc/lc, letter spaces

3 CN 16 pt, uc 6 bold, italics

D&A MODEL MANAGEMENT

≠

Century City Conference Centre 6 bold & italics

≠

6 italics

We are looking for *female* models for upcoming fashion shows in **Milan**. 6 bold & u/line

8 NP

3 uc

[Come and join our workshop at the Conference Centre Century City Office Park, B7 on Saturday 7 June 2022 from 09:00-15:00. 4 insert

≠

Entrance is free! 6 bold & italics
1 centre

≠

8 in full

Please bring your South African ID document 6 u/line

≠

For more information contact: 4 del: the modelling company

8 NP

[021 423 664

[OR

[modelsearch@damodels.co.za

≠

3 CN 10 pt, 6 bold

Please read the following valuable information if you are serious about a career as a model!

4 page break

1 vertical centre page one

1 right-align, 6 u/line

Beginner's guide on how to become a famous Model

≠

9 bullets 2 indentation *Let's get physical* 1 centre, 6 italics

- Know your best features and how to flaunt them
- Get comfortable in heels or other shoes you won't normally wear 5 stet 4 del: always
- Learn how to move fluidly with small movements 4 del: between

≠

Build your modeling portfolio 1 centre, 6 italics

- Hire an experienced and professional photographer
- Make sure your portfolio is polished and professional 5 trs

≠

Go out and play 1 centre, 6 italics

- Volunteer - work with local retailers and designers to help ^{4 page break} facilitate fashion shows. Walk every runway like it's Paris Fashion 3 uc Week.

While you work towards being the world's next super model, this is a great time to advocate for yourself and make yourself your number one client. Use Instagram to your advantage. Create a **professional account** and keep it that way:

≠ ^{6 bold}
^{8 NP}

- [Pay attention to trending hashtags and use them properly. ^{6 u/line}
- [No food pictures. Casting agents don't care about your dinner.
- [Unless you're holding or posting with them, keep your pets on your personal ^{4 del: own} account.
- [Harass your friends to take your picture so your feed isn't all selfies.
- [A lot of influencers and models we all know and love started as vloggers, bloggers and Instagram personalities.

45	11	56
A	M	T

Exercise 3.3



- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 landscape, hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces

4 inserted in correct position (back cover)
Ensuring your child's health and safety 8 in full
 8 NP 8 in full
 [From first aid training for emergency situations
 to sanitation and ensuring a clean and healthy
 environment for children, we have more than 30 years
 of experience ensuring every child is happy
 and healthy.] 5 sp

Although scraped knees are a part of growing up,
 you can have confidence that your child is cared
 for in a secure, nurturing environment every day.
 6 bold

4 inserted in correct position (front cover)
 1 vertical centre page one

3 Arial 20 pt, uc 1 centre 6 bold

LITTLE EINSTEIN PRE-SCHOOL

Where each child is important and special 6 italics

School hours: 6 u/line
 8 NP
 [Monday - Friday 07:00-13:00

Address: 6 u/line
 8 NP
 [14 Duncan Street
 DURANVILLE 4 display correct
 5131

Contact details: 6 u/line
 8 NP
 [021 553 7715
 ✉ littleeinstein@preschool.co.za

4 inserted in correct position (inside left)

OUR GOALS AT THE SCHOOL: 3 uc 6 bold

- 9 bullets 2 indentation 5 sp
• Treat each child as an individual and develop them to their full potential.
4 del: prepare them for school
- Helping, sharing and caring for others.
- Develop social skills as well as communication skills.
- 7 join
• Skills for solving problems peacefully.
- 4 insert-
• Help them develop a positive self-esteem.
- Develop the ability to work and co-operate in small groups. 5 stet
- Develop language and early literacy skills.
- Increase participating in play, singing, creative experience and rhythmic activities.

1 line spacing single, double between bullets

4 inserted in correct position (inside right)

Daily routine 6 u/line

- 1 align
07:00-08:30 School open and children eat breakfast.
- 08:30-09:00 Morning routine starts.
- 09:00-09:30 Group activities.
- 09:30-10:00 Creative arts. Involves drawing, painting etc.
- 10:00-10:15 Snack time.
- 10:15-10:45 Outdoor play. Structured and unstructured play.
- 10:45-11:15 Maths and small group activities.
- 11:15-11:45 Music and movement. 8 in full
- 11:45-12:00 Preparation for lunch.
- 12:00-12:30 Eat lunch and clean up.
- 12:30-12:45 Story time and relaxing time. 4 insert
- 12:45-13:00 School closes.

45	11	56	
A	M	T	

Exercise 3.4



- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 landscape (2 pages), hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces

- 4 inserted in correct position (back cover)
- 10 border around text 3 uc,16 pt 1 centre

MEMBERSHIP APPLICATION FORM

≠ Please fill out all necessary details. 4 del: including ... payment

PERSONAL DETAILS 6 bold

≠ Surname: _____
 2 leader dots/line
 1 d/s, aligned on righthand side

First name: _____

ID number: _____

Address: _____

Mobile number: _____

Email address: _____

≠ 7 move
 Thank you for taking time to complete your application.

- 4 inserted in correct position (front cover)
- 1 vertical centre this column

7 sp caps, 16 pt 6 bold 1 centre

MZANTSI HEALTH AND FITNESS

6 italics 1 centre
Keeping you active, anytime, anywhere

6 bold ≠ ≠

Our **purpose** is to help you learn new exercises, techniques and training methods to meet your weight-loss, muscle building, heart health or sports performance goals.

8 NP
 [CONTACT DETAILS: 3 uc 6 u/line ≠

Email: info@mzantsigym.co.za
 Web: www.mzantsigym.com
 Tel: 0800 123 7744

4 inserted in correct position (inside left)

We have 100+ clubs across South Africa and each has its own facilities and timetables. 7 join

Operating hours for all facilities: 6 bold

- Monday-Thursday: 05:00-22:00
- Friday: 05:00-21:00
- Saturday: 06:00-20:00
- Sunday: 07:00-19:00
- Public holidays: 07:00-19:00

Facilities include the following:

- Yoga studio
- Sauna, steam room and showers
- Lap pool
- Group exercise classes
- Convenience app and much more

4 inserted in correct position (inside right)

We offer the following classes that can be booked online:

- Grid training 6 u/line
It is high intensity, interval programmes designed to build strength, stamina and team spirit.
- Yoga 6 u/line
Our classes focus on aligning and strengthening your body.

- Cycle 6 u/line 5 stet
Takes outdoor cycling principles and presents them to you in an indoor studio.

- Dance and conditioning 8 NP
Choreographed routines that use elements of dance to make you sweat while you shake it off.

- Boxing 6 u/line
We use the basic principles of combat to create fun, fast-pace classes to burn calories.

Swimming 6 u/line
Learn to swim, do your laps or take a class.

46	11	57
A	M	T

Exercise 3.5



- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 landscape (2 pages), hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces

4 inserted in correct position (back cover)

Day 8: Luderitz 6 bold

We will be traveling spectacular desert scenes before arriving at the coastal town of Luderitz, visiting the ghost town of Kolmanskop. 3 uc

Day 9: Keetmanshoop 6 bold

4 del: continue to

We travel to Keetmanshoop, which still retains vestiges of its original German buildings.

8 NP

[Day 10 and 11: Matjiesfontein and Cape Town] 6 bold

We spend the morning in Matjiesfontein, a National Historical Monument. We board the Pride of Africa and travel through Worcester to Cape Town.

4 inserted in correct position (front cover)

1 centre vertically

4 insert

The Namibian explorer aboard the

≠

Pride of Africa 6 bold & italics

≠

11 DAY 3 uc

≠

I T I N E R R A R Y 7 sp caps

4 inserted in correct position (inside left)

Day 1: Pretoria, South Africa 6 bold

Arrivals into Johannesburg where you will be met and transferred to the luxury five-star Shera-5 station.

≠

Day 2: Victoria Falls, Zambia and Zimbabwe 6 bold

Fly from Johannesburg to Victoria Falls. On arrival we transfer to the elegant Victoria Falls Hotel, for a one-night stay. Enjoy a helicopter ride, guided tour of Victoria Falls, bungee jumping and a sunset cruise.

8 NP

Day 3 and 4: Etosha, Namibia 6 bold

After breakfast we board our private aircraft and fly to Ondangwa. A full day in Etosha National Park allows us to take early afternoon game drives.

5 trs

4 inserted in correct position (inside right)

Day 5: Walvisbay and Swakopmund 4 insert

The special attraction of Walvisbay, is the huge natural lagoon with its overwhelming abundance of seabirds including cormorants, pelicans and flamingos.

≠ 5 trs day 6 and 7

Day 6: Windhoek 3 uc

Influenced by its German colonial past, Windhoek is located in a beautiful valley bordered by the Eros and Auas Mountains.

≠ 5 trs day 6 and 7

Day 7: Sossusvlei

Sossusvlei, Namibia's famous highlight, is a huge pan, enclosed by giant sand dunes, of almost 300 metres.

43	11	54	
A	M	T	



- 1 margins 2,54 cm/1", alignment, line spacing
- 2 A4 landscape, hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces

4 inserted in correct position (front cover)

4 inserted in correct position (back cover)

All weekend at the Red Windmill 5 sp

≠ 9 insert bullets 2 indentation

- Dave's Country Kitchen athlete's carbo-dinners on Friday night 5 stet
- Breakfast: egg, bacon, tomato, preserves and coffee at Dave's
- Soetpatat for sale in our farmstall 7 join
- Take 20% off on all clothes at Vintage
- Stories, games and sing-along in Cool Beans Sweet Shop 4 insert

4 move

Napier 3 20 pt 1 centre

Patat Festival 3 16 pt 1 left align 3 16 pt 1 right align
17-19 June

≠ In a beautiful old-fashioned Cape Dutch home-
stead, on a working Patat farm.

8 NP [The Red Windmill is an amazing collaboration 3 uc
of four independent shops - the owners of 8 in full
which have only one common goal - to create a
warm, fun-filled, country experience for lo-
cals and visitors. 5 trs

8 NP For more information call 028 423 3576 3 one letter space

4 inserted in correct position (inside left)

PROGRAMME 7 sp caps 6 bold

≠ 1 alignment

Friday
 12:00-15:00 Car boot sale and food stalls 3 uc
 16:00-19:00 Napier art ramble 4 insert
 8 NL [Photography and art on display
 [Barry Beethoven on piano and violin 5 trs
 Saturday
 08:00-15:00 Classic cars and vintage farm 4 insert
 1 alignment left Trucks and tractors
 08:00 Food and craft stalls
 08:30 ½ Marathon start
 08:45 10 km run start
 08:45 4 km walk start 4 insert
 09:00 40 km mountain bike race start
 10:00-15:00 Beer and wine garden 8 in full
 11:00 Miss Napier and Mrs Pata-trankie
 12:00 Nappie dash start
 12:15 Prize giving marathon 5 sp

4 inserted in correct position (inside right)

PROGRAMME 7 sp caps 6 bold

≠ 1 alignment

Saturday
 11:00-16:00 Open gardens
 12:00 Live music concert
 13:00 Parade featuring Miss Napier
 14:00 Bubbly Sabrage and Boules
 15:00 Rugby
 15:00-16:00 Tour of Dragonfly farm
 17:00 Brewery tour
 20:00 Live music
 ≠ Sunday
 08:00-10:00 French baking demonstration 5 sp
 of croissants and tarts 8 in full
 10:00 Historical village walk
 10:00-13:00 Interactive live bird of prey experience
 10:00 Tug-o-war, sack races, egg and spoon races 3 lc
 11:00 Militaria display and casting of chess pieces 7 move

44	11	55
A	M	T

Formal assessment Question 1 memo

Total: 50 marks

40 marks – accuracy -3 marks per error (every keying-in error)

10 marks display -2 marks per error

1	margins (equal) incorrect and/or justification (left, centre, right, full) 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 (CN 12) incorrect and/or capital letters/small letters 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 [examination and question number] 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 - not changed and/or incorrect
7	move - not moved and/or incorrect and/or sp caps - spaced capital letters incorrect and/or join together - not joined
8	[& NP - new line and new paragraph incorrect and/or runs on - incorrect and/or in full - not in full/in words and/or incorrect'
9	columns incorrect
10	vertical lines omitted and/or incorrect
11	horizontal lines omitted and/or incorrect

$\frac{1}{4}$

10	3	13	50
----	---	----	----

 $\frac{1}{2}$

20	5	25	50
----	---	----	----

 $\frac{3}{4}$

30	8	38	50
----	---	----	----

Errors	Marks
0	40
1	37
2	34
3	31
4	28
5	25
6	22
7	19
8	16
9	13
10	10
11	7
12	4
13	1
14	0

40	10	50
----	----	----

1 marg, just, /s 2 A4P + A4L, tab/indent, hyph 3 font, uc/lc, spaces 9 columns 10 vertical lines 11 horizontal lines

BEFORE YOU GO 3 uc 6 u/line

Look at the weather forecast and adjust plans accordingly. 4 the

Everyone should feel well and be ready for the hike. 8 NP

Anyone not feeling well should postpone their hike. 8 NP

BALANCE FOOD AND WATER INTAKE 3 uc 6 u/line

Eat plenty of salty foods.

Drink throughout the day. 8 NP 4 the, del

Do not wait until you feel thirsty before you drink. 8 NP

TAKE CARE OF YOUR BODY 3 uc 6 u/line

Use poles to lessen the impact on knees and ankles. 4 the

Wash your hands to prevent illnesses. 7 join 8 NP

Keep Cool: 6 bold

Summer Hiking 6 italics

Start your hike before sunrise and rest in the shade during lunch-time. 4 the 8 NP 8 runson

Wear a wide-brimmed hat and use sunscreen. 8 NP

Keep Warm: 6 bold

Winter Hiking 6 italics

Hiking will raise your body temperature. 8 NP

Wear a warm hat, gloves and wool socks. 8 NP 7 move

Keep extra dry clothes on hand. 8 NP

H I K I N G G U I D E

1 justification 3 u/line 7 sp caps

RESTORE YOUR ENERGY 3 uc 6 u/line

Eat twice as much as normal.

Calories play an important role in regulating body temperature.

Rest, eat and drink if you start feeling ill.

Recovery can take an hour or longer.

WHEN YOU ARRIVE AT THE CAMP

3 uc 4 the 6 u/line

Choose your camp-site.

Group sites are reserved for parties of seven to eleven hikers.

TEN ESSENTIALS 3 uc

1. Hiking boots
2. Map and compass
3. Extra water
4. Extra food
5. Rain coat and extra clothing
6. Safety items
7. First-aid kit
8. Knife
9. Sun screen and sun glasses
10. Daypack or backpack

Sign up for our free newsletter:

Insert your e-mail address:

1 justification 8 NP



Module 4

Documents on A4 landscape



By the end of this module, students should be able to:

- Accurately key in and display the information on A4 landscape paper according to the instructions and proofreading signs.

Didactical directives

- i. As the techniques involved in the learning content of this module are challenging, lecturers must pay special attention to display work.



Note

Lecturers, when marking exercises, refer to the marking schedule for display and accuracy errors overleaf.

Marking schedule for Typing Technique: Display Errors (-2 marks per category)	
1	<ul style="list-style-type: none"> • margins • alignment (left, center, right, justify) • line spacing
2	<ul style="list-style-type: none"> • letterhead • paper size • paper orientation • key in on one page/key in on two pages • indentation • text direction • hyphenation • tab stops/indentation • leader dots
3	<ul style="list-style-type: none"> • font and font size • superscript, subscript • WordArt • caps, UC, lc • letter spaces no space between monetary value and R sign e.g. R2000 (exception using excel) • hard/soft spaces, wrapping of date, ID, tel. no. etc.
4	<ul style="list-style-type: none"> • / (forward slash) not changed to "the" • del • insert • page break • second page not numbered • date format • recipient or conclusion inserted incorrectly • NOTE: if a student keys in the instructions e.g. insert today's date, IT IS DISPLAY, AND ONLY RELATES TO ACCURACY IF THERE IS A KEYING-IN ERROR
5	<ul style="list-style-type: none"> • trs • stet • sp • find and replace
6	<ul style="list-style-type: none"> • bold • italics • underline/double underline not changed (no punctuation underlining)
7	<ul style="list-style-type: none"> • move • copy • join together/not joined • merge • header and footer, examination number and question number • page numbering • sp caps/spaced capital letters incorrect

8	<ul style="list-style-type: none"> NP NL runs on in full/in words/in figures use numbers 		
	FOR ALL DOCUMENTS	TABULAR STATEMENT FINANCIAL STATEMENT COLUMNS	FLOW CHART WORD ART TEXT BOXES
9	<ul style="list-style-type: none"> wrapping, auto fit contents/window paragraph numbers bullets numerical order sort of data shading/shadow/glow/reflect/highlight text/strikethrough text outside border/frames 	<ul style="list-style-type: none"> main headings column headings columns incorrect columns not merged spacing between columns 	<ul style="list-style-type: none"> size of flow chart and blocks words not visible
10	<ul style="list-style-type: none"> vertical lines omitted and/or incorrect 		
11	<ul style="list-style-type: none"> horizontal lines omitted and/or incorrect 		
12	<ul style="list-style-type: none"> figures (add up are aligned right, figures that cannot add up, left, e.g. telephone numbers, units, tens not underneath one another NOTE: decimal indication to be either (,) or (.) - use consistently 		
13	<ul style="list-style-type: none"> footnote/endnote incorrect 		

Marking schedule for Typing Technique: Accuracy Errors (-3 marks per error)

- All keying in and spelling errors.
- All omissions of word(s) – (5/10/10).
- Inclusion errors – repeat of word(s) e.g. student keys in a full sentence and keys in the same sentence again – inclusion error (5/10/10).
- Insertion or omission of a suffix or letter(s) BUT repetitive insertions or omissions for the same mistake be circled (not marked again).
- Leaving out examination number (1A) and question number (1A).
- If a candidate has a spelling error in a word and also, for example omits the comma = ONLY ONE ACCURACY ERROR.
- Any ASCII code mistake.
- Leader dots omitted.

NO ACCURACY ERROR for words spelt differently in program dictionary, e.g. center vs centre, etc.

- If a plural (“s”) or past tense (“ed”) at the end of the word – for each different word, one accuracy error. If it is the same word, encircle the rest.

- **Instruction to move** a heading or sentence to top or middle and it is omitted – count out as omission (5/10/10).
- **Instructions** in a letter or other document, to insert e.g. address, date, conclusion - candidates omit it - count out as omissions (5/10/10).

Where the student did not finish the question, markers must look at method that will **benefit the student** – counting omissions (5/10/10) or pro rata $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$.

- If the proofreading sign (/) for “the” is spelt incorrectly, for example “thi”.

INTERPRETATION OF THE PROOFREADING SIGN “stet”

white

~~black~~

Keying in white = 1 display.

Keying in whit = 1 display and 1 accuracy.

Ignore sign = 1 display and 1 accuracy.

INTERPRETATION OF THE PROOFREADING SIGN “insert”

If a word was not inserted (ignore sign) = 1 accuracy plus 1 display.

If a word was inserted twice it is seen as an inclusion error = 1 accuracy.

REMEMBER ALL MISTAKES ARE MARKED PER QUESTION NOT PER QUESTION PAPER!

Exercise 4.1



- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 landscape, hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces

4 move

7 sp caps 1 centre 6 bold

CORONAVIRUS IN CAPE TOWN

Winter 2020 1 centre

9 insert bullets 2 indentation

- WHAT IS CORONAVIRUS DISEASE (COVID-19)** 3 uc 6 bold
- COVID-19 symptoms are similar to having flu. It can cause cough, fever, a sore throat, loss of smell or taste.
 - Most people will have a mild illness and can be safely managed at home.
 - Some will develop severe COVID-19 pneumonia causing ^{5 sp}difficulty breathing.

5 GOLDEN RULES 6 u/line

9 insert numbers, sort numerical 2 indentation

1. Wash hands
2. Don't touch face
3. Keep apart
4. Cover your cough
5. Sick? Stay home

5 sp PREVENTATIVE TIPS 3 uc 6 u/line

1. Wash your hands regularly with soap or ^{4 insert}alcohol-based hand sanitizer.
2. Avoid touching your eyes, nose and mouth.
3. Avoid close contact with people who are sick. 5 stet
4. Cover your cough or sneeze with your elbow.
5. Clean and disinfect objects and surfaces.

6 bold

8 in full

5 sp

2 indentation

5 trs 6 bold

4 insert

5 stet

4 insert

6 bold

10 no vertical lines

11 no horizontal lines

9 insert bullets 2 indentation

3 uc 6 bold

2 indentation

Western Cape Provincial Health

Hotline 021 928 4102 3 uc

National Coronavirus (COVID-19)

Health Hotline

0800 299 999

Send HI to 0600 123 456 on

WhatsApp

www.westerncape.gov.za

www.who.int

www.sacoronavirus.co.za

Follow the five Golden Rules of

Good Hygiene

9 insert bullets 2 indentation

Think twice 5 trs 6 bold

5 stet

Only go out if you have to

Reduce trips to the shops 4 insert

Avoid crowded places

Use hand sanitiser before and

after touching items 6 bold

37	9	46
A	M	T



Exercise 4.2

- 1 margins 2,54 cm/1", alignment, line spacing
- 2 A4 landscape (2 pages), hyphenation NO, indentation
- 3 font CN12, uc/lc, letter spaces

4 inserted in correct positions

We offer the following: 6 u/line

- 9 insert numbers, sort numerical 2 indentation
- 1. Introduction courses in bouldering, top rope and lead climbing
- 2. Belay courses
- 3. Climbing facilities^{5 sp}
- 4. Specialised gym including a campus board^{5 st}
- 5. A comprehensive gear shop

- 10 border around paragraph
- 1 centre vertically

6 bold

URBAN ROCK is a fun way of exercise in a safe and vibrant environment in the heart of the city.

8 NP [Our climbing facilities include a bouldering area and high walls for rope climbing.

1 right align Urban Rock for your

8 NL [climbing, gear and outdoor adventures!

PRICING 3 uc 6 bold

- Day passes: R250
- 3 uc This entitles you to climb ^{5 italics} all day long and includes the rental of necessary gear. 4 insert
- 4 insert

Membership 6 u/line

- 2 right tab R800
- R500
- R1200
- Adult
- Student
- Couple
- 5 trs

Gear rental 6 u/line

- 2 right tab R50
- R70
- R110
- Chalk bag
- Shoes
- Harness

Contact us for pricing of courses and kids events.

8 in full

6 italics

Advantages of rock climbing includes the following:

9 insert bullets, sort alphabetical 2 indentation 1s/s

- Burns a lot of calories
- Exceptionally good stress relief
- Helps to build confidence
- Helps you to focus the mind
- Improved flexibility
- Improved stamina and endurance
- Improves cardio fitness
- It gives you a full body workout
- It helps you to improve your balance
- It is low impact on your body

4 move Operating hours 3 CN 14 pt

3 CN 14 pt 1 d/s

Mon-Thu: 10:00-21:00

Fri-Sa: 09:00-15:00

Closed on public

holidays

9 insert bullet 2 indentation

- Special arrangements can be made to book out the entire facility.

1 centre vertically and horizontally

7 sp caps, 20 pt 6 bold

URBAN ROCK

≠



10 insert star 5 points

≠

≠

≠

3 16 pt 6 bold

Indoor climbing

≠

12 Main Street

8 NL Metro City

≠

☎ 0800 123 456

✉ info@urbanrock.org

4 insert symbols

39	10	49
A	M	T

Exercise 4.3



1 margins 1,27 cm/0,5", alignment, line spacing 2 A4 landscape, hyphenation YES, indentation 3 font CN12, uc/lc, letter spaces

4 inserted in correct position (left 2/3) 7 sp caps 1 centre 6 u/line
 W I L D L I F E C O N S E R V A T I O N A T B O T L I E R S K O P

8 NP [Botlierskop has joined faces with ANCF to actively enhance and promote wildlife conservation in Africa. 5 sp 3 uc 8 in full

8 NP [We work closely together to ensure a lasting, sustainable future for this continent and all creatures. East African Cheetah restoration project - Aims to rehabilitate eight critically endangered East African Cheetahs. 5 stet 6 u/line 8 in full

8 NP We offer a wide range of luxury accommodation to suite all your needs. 5 sp

9 insert numbers 2 indentation
 1. TENTED LODGE 3 uc 6 italics

5 trs
 2. MANOR HOUSE 3 uc 6 italics
 5 stet
 Luxury tented suites are spaced apart for privacy and rests gently on its wooden deck, offering splendid views out over the river and mountains.

4 insert
 3. BUSH VILLAS 3 uc 6 italics
 Newly renovated house suites are located in the original old farmhouse with views of the plain of Botlierskop. 7 join

8 in full
 Where luxury, privacy and wildlife meet. These villas overlook an expansive, active waterhole frequented by wildlife of any kind.

6 bold
 Contact details: 044 969 6272

8 NP 6 bold
 [E-mail: info@botlierskop.co.za

8 NP 6 bold
 [Website: www.botlierskop.co.za

4 heading inserted correct 3 uc 6 bold
BOOKING ENQUIRY FORM

Please fill in this form to make your enquiry 10 vertical lines correct 11 horizontal lines correct

First Name: 5 trs

Last Name: 5 trs

Mobile no:

E-mail: 4 del: address

Type of accommodation:

Check in date: 8 ro

Check out date:

Adults:

Children:

Questions or comments: 8 NL

35	9	44
A	M	T

- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 landscape, hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces

10 double border

CAPE WINELAND TOURS 3 16 pt 1 centre 6 bold

EXPLORE THE GREAT WINELANDS IN 5 DAYS 3 uc, 14 pt 1 centre 6 italics

STELLENBOSCH AND SURROUNDS 3 14 pt 1 centre 6 bold

≠ 3 uc

No one should visit Cape Town without spending time in the adjacent Winelands, which are less than an hour's drive away. The landscape is glorious and the food and wine are world-class.

≠ 5 sp

4 inserted in correct positions

1 column centred vertically and horizontally

ITINERARY 7 sp caps 6 bold u/line

- ≠ 1 align 5 trs
- Day 1:** Travel from Cape Town International Airport to Protea Hotel Stellenbosch. Explore the town on your own and relax at your hotel.
- Day 2:** Visit the Rupert Car Museum. Take a walk through the Botanical Gardens.
- Day 3:** Visit Vredenheim Wildlife and Winery. A guided tour through the Big Cats Park. Visit Spier Wine Farm for wine tasting and lunch at Moyo Restaurant.
- Day 4:** Start the day with a walking tour in French-flavoured Franschhoek, a historic wine town. Get on the wine tram and visit La Motte winery and Graham beek.
- Day 5:** You will be transferred to Spice Route. Explore all attractions at this wine farm.

6 bold **TOUR DETAILS - 2022**

≠ 6 bold **Dates** 4 del: or December 15-19 November

≠ 4 insert

6 bold **How long is the tour?** 5 days, 4 nights 5 trs

≠

6 bold **Departure point**
Cape Town International Airport

≠ 7 insert

6 bold **Rates** 5 sp
R10 500 per adult
(single supplement extra 30%)
3 CN 10 pt 6 italics

- ≠ **WHAT TO BRING?** 3 uc 6 bold
- ≠ 9 insert bullets 2 indentation 4 insert
- You, your friends and ID document
- personal items

38	10	48	
A	M	T	



- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 landscape, hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces

4 inserted in correct position (portrait)

LAND, SEA OR AIR 3 uc 6 bold
 † 8 runs on 10 line inserted

≠ 4 insert

No matter where in the world you travel, no matter what form of transport you choose, Global Voyager travel Insurance will keep you covered every minute of the day.

4 insert

≠

WHEN YOU INITIATE A CLAIM 3 uc 6 bold
 † 8 in full 10 line inserted

Baggage, damage and theft 6 bold

≠

Detailed description of items: lost, stolen or damaged.

4 del: presents

≠

Proof of purchase and/or valuation certificate is needed.

4 inserted in correct position (portrait)

EXCLUDED IN POLICY
 † 3 uc 1 centre 6 bold 10 line inserted

≠ 9 insert bullets 2 indentation

- Suicide or intentional self-injury. Any medical condition diagnosed twelve months or longer before the trip. 4 insert
- 8 NP [Heart diseases are not covered for people 65 years and older. 8 in figures
- 8 NP [Any chronic, recurring or continuing illness or condition.
- 8 NP [Any expenses incurred for the purpose of travelling abroad to seek medical treatment. 5 sp
- 8 NP [A person insured committing or attempting to commit any illegal act.
- 8 NP [A tropical disease where the person insured has not had the vaccinations or taken the medication recommended or required by the authorities in the country being visited. 4 insert

4 inserted in correct position (landscape)

1 centre vertical and horizontal

You can obtain more information at www.globalvoyager.co.za

≠

or online at www.globalvoyager.co.za

≠

From your local agent

≠

4 inserted in correct position (landscape)
 1 centre vertical and horizontally

4 inserted in correct position (portrait)
GLOBAL VOYAGER TRAVEL INSURANCE 3 uc 1 centre 6 bold

10 line inserted

REGISTRATION FORM 3 uc 1 centre 6 italics

Title and initials: _____
 2 leader line inserted on 7,6 cm/3"
 (end of the column)

Surname: _____

Postal address: _____

Code: _____

Telephone: _____
 1 align (h)

_____ (w)

Cell phone: _____

E-mail: _____

Complete and post to:

Global Voyager
 Travel Insurance
 Private Bag X123
 PRETORIA
 0022
 4 display correct

Valid from 1 January 2022
 6 u/line

GLOBAL
 VOYAGER
 TRAVEL INSURANCE

7 sp caps 6 bold

41	10	51
A	M	T

Exercise 4.6

SB page 218

- 1 margins equal, alignment, line spacing
- 2 A4 landscape, hyphenation YES, indentation
- 3 font CN12, uc/lc, letter spaces



4 inserted in correct position (landscape)
1 centre vertical and horizontally

8 runs on
France is the preferred tourism destination in Europe
4 insert

- 4 inserted in correct position (portrait)
- TOP TEN REASONS** 3 uc 6 bold
≠ 9 insert bullets 2 indentation
- Natural Beauty 5 sp
 - Captivating churches
 - Fine wine
 - Glamorous Cities
 - Picturesque villages
 - Spectacular beaches
 - Arts, culture and cinema
 - French cuisine 4 del: eating
 - Winter sport haven
 - Shoppers' Mecca
 - ≠
 - ≠
- 4 inserted in correct position (portrait)
- TOP TEN ACTIVITIES** 3 uc 6 italics
≠ 9 insert bullets 2 indentation
- Skiing
 - Take a river cruise
 - Nightlife
 - Beaches
 - Explore the arts
 - Explore French cuisine
 - Bike around Bordeaux
 - Visit Cathedrals
 - Hiking
 - Markets
 - ≠
 - ≠
- 5 stet
TOP TEN ATTRACTIONS 3 uc 6 bold
≠
- Eiffel Tower
 - Louvre Museum
 - Palace of Versailles
 - Mont Saint-Michel
 - Loire Valley Castle
 - Norte-Dame Cathedral
 - Provence
 - Chamonix-Mont-Blanc
 - Alsace Villages
 - Arc De Triomphe
- 5 trs
TOP TEN REGIONS 3 uc 6 italics
≠ 9 insert bullets 2 indentation
- Avignon
 - Paris
 - Dijon
 - French Alps
 - Loire Valley
 - Lyon
 - Nice
 - Cannes
 - Normandy
 - Bordeaux

4 inserted in correct position (portrait)



1 centre 3 size 70 pt

4 inserted in correct position (portrait)

TOP TEN CITIES 3 uc 6 u/line

≠ 9 insert bullets, sort alphabetical 2 indentation

- Annecy
- Avignon
- Biarritz
- Bordeaux
- Lyon
- Marseille
- Nantes
- Nice
- Paris
- Strasbourg

≠

≠

TOP TEN CHURCHES 3 uc 6 u/line

≠

- Bourges Cathedral
- Strasbourg Cathedral
- Monolithic church of Saint Jean
- Rouen Cathedral
- Sacré-Coeur
- Norte Dame de la Garde
- Mont Saint Michel Abbey
- Reims Cathedral
- Norte Dame de Paris
- Chartres Cathedral

4 inserted in correct position (portrait)

1 centre vertical and horizontal

7 sp caps

T O U R I S M

≠

3 uc, 20 pt 6 bold

THE BEST IN FRANCE

37	9	46
A	M	T

Formal assessment Question 2 memo**SB page 221****Total: 40 marks**

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 justification (left, centre, right, full) 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 (Rockwell 12 pt, 16 pt and 20 pt) incorrect and/or capital letters/small letters 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 or [examination and question number] 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 - not changed and/or incorrect
7	move - not moved and/or incorrect and/or sp caps - spaced capital letters incorrect and/or join together - not joined
8	[& NP - new line and new paragraph incorrect and/or runs on - incorrect and/or in full - not in full/in words and/or incorrect'
9	columns incorrect and/or text not shaded and/or incorrect and/or bullets not inserted and/or incorrect
10	replace anxiety to capital letters and bold and/or incorrect

$\frac{1}{4}$

8	2	10	40
---	---	----	----

 $\frac{1}{2}$

16	4	20	40
----	---	----	----

 $\frac{3}{4}$

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
----	---	----

STUDY METHODS

10 anxiety in uc, bold

TEST ANXIETY

3 uc 6 bold 1 centre 9 shade

Test **ANXIETY** is a kind of performance **ANXIETY** which makes a person feel nervous **before, during and after** an examination. 8 NP 6 u/line

ANXIETY is actually a very normal way of reacting to **stressful situations**. 6 bold 4/

It is the way in which our body tries to cope with stress. 8 NP

A little **ANXIETY** actually helps one in concentrating and working hard for the examinations. 4/ 8 runs on

However, if students spend all their time battling these stressful thoughts, a lot of **valuable** study time would be lost, prolonging ^{1/4} the vicious circle of stress and failure. 4 insert 4/

SYMPTOMS

5 trs 3 uc 6 bold 1 centre 9 s shade

An **anxious person** may experience some of the following *physical effects*: 6 italics 4/ 1.5 lines 9 bullets 8 NL

- Stomach ache and diarrhoea
- Fever
- Nausea
- Giddiness
- Headache
- Rapid **heartbeat** 7 join
- Perspiration
- Shivering
- Emotional problems 4 del
- Memory blanking out → 1/2

TIPS TO STAY FOCUSED WHILE STUDYING

3 uc 6 bold 1 centre 9 shade, bullets 7 move

- Choose a quiet and comfortable place
- Put away things that distract you 8 NP 5 stet
- Set a **timetable** and stick to it
- Take a break at fixed intervals 8 NP
- Eat small frequent meals 8 NP
- Learn when you feel most alert
- Avoid getting too cosy in your chair → 3/4 8 NP 5 sp
- **Eliminate** all internal distractions

DIFFERENT THINGS WORK FOR DIFFERENT PEOPLE

3 16 pt, uc 6 bold, u/line 1 centre

Figure out which 1 centre 9 bullets 8 in full

- place
- time and
- method 1 centre

work best for you and stick to it.

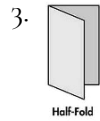
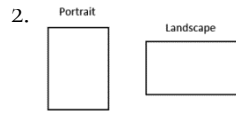
[40]



Group activity 1 memo

SB page 223

1. 16



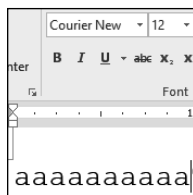
then to Half-fold every time



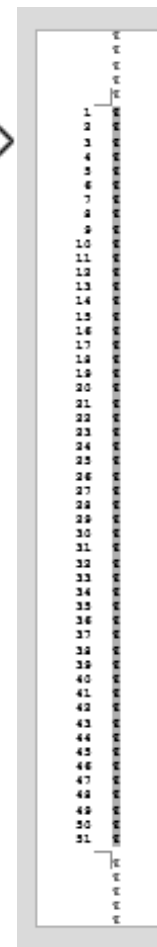
Group activity 2 memo

SB page 224

1. View tab, ruler
2. File, options, advanced, display, show measurement in units of: inches
3. 1 inch = 10 letter spaces, one space = 0,1



4. 72
5. ±61 lines in Courier New 12 on an A4 portrait paper





Group activity 3 memo

SB page 225

- Play
- Pause
- Stop
- Redo

I believe in you!



Module 5

SmartArt, shapes and text boxes



By the end of this module, students should be able to:

- Correctly and accurately key in and create various types of SmartArt and shapes according to the instructions and proofreading signs.
- Correctly and accurately key in and create simple text boxes according to the instructions and proofreading signs.

Didactical directives

1. Lecturers must provide a substantial variety of examples.
2. Lecturers may use SmartArt in any MS Office package.



Note

Lecturers, when marking exercises, refer to the marking schedule for display and accuracy errors overleaf.

Marking schedule for Typing Technique: Display Errors (-2 marks per category)	
1	<ul style="list-style-type: none"> • margins • alignment (left, center, right, justify) • line spacing
2	<ul style="list-style-type: none"> • letterhead • paper size • paper orientation • key in on one page/key in on two pages • indentation • text direction • hyphenation • tab stops/indentation • leader dots
3	<ul style="list-style-type: none"> • font and font size • superscript, subscript • WordArt • caps, UC, lc • letter spaces no space between monetary value and R sign e.g. R2000 (exception using excel) • hard/soft spaces, wrapping of date, ID, tel. no. etc.
4	<ul style="list-style-type: none"> • / (forward slash) not changed to "the" • del • insert • page break • second page not numbered • date format • recipient or conclusion inserted incorrectly • NOTE: if a student keys in the instructions e.g. insert today's date, IT IS DISPLAY, AND ONLY RELATES TO ACCURACY IF THERE IS A KEYING-IN ERROR
5	<ul style="list-style-type: none"> • trs • stet • sp • find and replace
6	<ul style="list-style-type: none"> • bold • italics • underline/double underline not changed (no punctuation underlining)
7	<ul style="list-style-type: none"> • move • copy • join together/not joined • merge • header and footer, examination number and question number • page numbering • sp caps/spaced capital letters incorrect

8	<ul style="list-style-type: none"> NP NL runs on in full/in words/in figures use numbers 		
	FOR ALL DOCUMENTS	TABULAR STATEMENT FINANCIAL STATEMENT COLUMNS	FLOW CHART WORD ART TEXT BOXES
9	<ul style="list-style-type: none"> wrapping, auto fit contents/window paragraph numbers bullets numerical order sort of data shading/shadow/glow/reflect/highlight text/strikethrough text outside border/frames 	<ul style="list-style-type: none"> main headings column headings columns incorrect columns not merged spacing between columns 	<ul style="list-style-type: none"> size of flow chart and blocks words not visible
10	<ul style="list-style-type: none"> vertical lines omitted and/or incorrect 		
11	<ul style="list-style-type: none"> horizontal lines omitted and/or incorrect 		
12	<ul style="list-style-type: none"> figures (add up are aligned right, figures that cannot add up, left, e.g. telephone numbers, units, tens not underneath one another NOTE: decimal indication to be either (,) or (.) - use consistently 		
13	<ul style="list-style-type: none"> footnote/endnote incorrect 		

Marking schedule for Typing Technique: Accuracy Errors (-3 marks per error)

- All keying in and spelling errors.
- All omissions of word(s) – (5/10/10).
- Inclusion errors – repeat of word(s), e.g. student keys in a full sentence and keys in the same sentence again – inclusion error (5/10/10).
- Insertion or omission of a suffix or letter(s). BUT repetitive insertions or omissions for the same mistake be circled (not marked again).
- Leaving out examination number (1A) and question number (1A).
- If a candidate has a spelling error in a word and also, for example omits the comma = ONLY ONE ACCURACY ERROR.
- Any ASCII code mistake.
- Leader dots omitted.

NO ACCURACY ERROR for words spelt differently in program dictionary, e.g. center vs centre, etc.

- If a plural (“s”) or past tense (“ed”) at the end of the word – for each different word, one accuracy error. If it is the same word, encircle the rest.

- **Instruction to move** a heading or sentence to top or middle and it is omitted – count out as omission (5/10/10).
- **Instructions** in a letter or other document, to insert, e.g. address, date, conclusion - candidates omit it - count out as omissions (5/10/10).

Where the student did not finish the question, markers must look at method that will **benefit the student** – counting omissions (5/10/10) or pro rata $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$.

- If the proofreading sign (/) for “the” is spelt incorrectly, for example “thi”.

INTERPRETATION OF THE PROOFREADING SIGN “stet”

white

~~black~~

Keying in white = 1 display.

Keying in whit = 1 display and 1 accuracy.

Ignore sign = 1 display and 1 accuracy.

INTERPRETATION OF THE PROOFREADING SIGN “insert”

If a word was not inserted (ignore sign) = 1 accuracy plus 1 display.

If a word was inserted twice it is seen as an inclusion error = 1 accuracy.

REMEMBER ALL MISTAKES ARE MARKED PER QUESTION NOT PER QUESTION PAPER!



Exercise 5.1

SB page 247

- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 portrait, hyphenation NO, indentation
- 3 font CN12 (except flow chart), uc/lc, letter spaces

4 insert correct shape

The British Royal Family

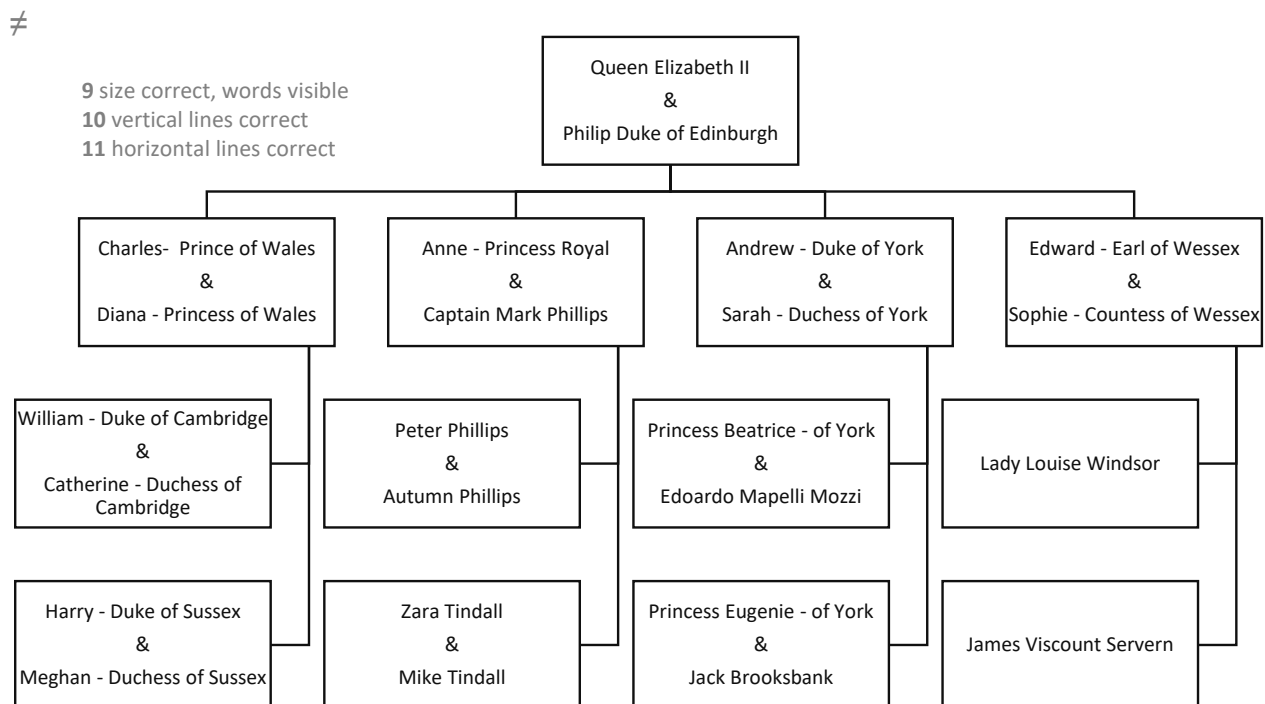
6 bold, double u/line 1 centre

≠ 3 uc
 Being born into the Royal Family is like being born into a mental asylum. Marrying into it is not something to be taken lightly. 5 sp

≠
 The Royal Family attracts media attention and adoration from people 5 trs everywhere they go. Whether we're talking about Charles or Camilla, Will or Harry, Kate or Meghan, Prince Phillip or the Queen herself.

8 NP 8 in full 3 letter spaces
 [Since the beginning of the twentieth century the British Royal Family has sought to increase their public profile to seem more like they are a part of the British.

≠ 7 move 1 right align 3 uc 6 italics
THE ROYAL FAMILY TREE



31	8	39
A	M	T



Exercise 5.2

SB page 249

- 1 margins 2,54 cm/1", alignment, line spacing
- 2 A4 portrait one page, hyphenation NO, indentation
- 3 font CN12 (except flow chart), uc/lc, letter spaces

7 heading moved 3 sp caps 6 bold

HIERARCHY OF NEEDS BY MASLOW

≠

The modern era gave birth to a new field of research, the study of human behavior or psychology. 5 sp
6 italics

≠

One of the earliest psychologists focus attention on happy individuals and their psychological trajectory was **Abraham Maslow**, who is most well known for his hierarchy of needs. 8 in full
5 stet
6 bold

≠

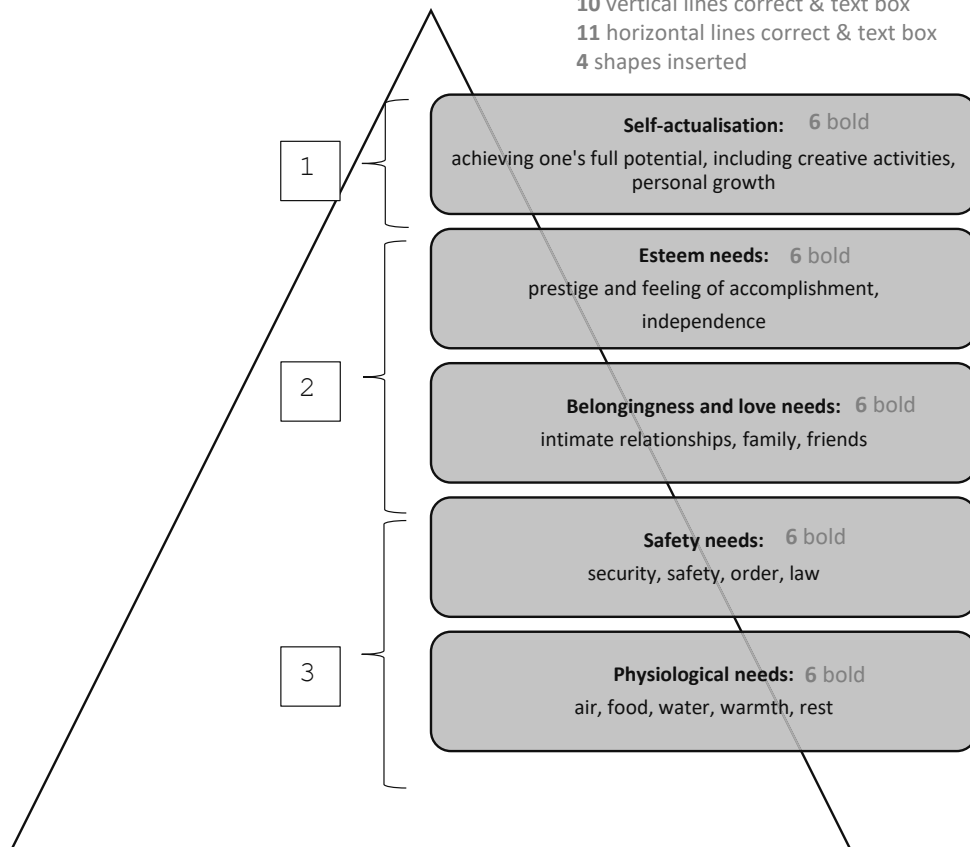
Maslow's hierarchy of needs is a motivational theory in psychology comprising of a five-tier model of human needs, often depicted as hierarchical levels within a pyramid. 4 insert
8 in full
6 u/line

≠

Needs lower in the hierarchy must be satisfied before individuals can attend to needs higher up. each of us is motivated by needs. Our most basic needs are inborn, having evolved tens of thousands of years. It helps to understand human motivation, management training and personal development. 5 stet
8 runs on

≠

- 9 size correct, words visible
- 10 vertical lines correct & text box
- 11 horizontal lines correct & text box
- 4 shapes inserted



≠

- 1 Self-fulfilment needs
- 2 Psychological needs
- 3 Basic needs

31	8	39
A	M	T



Exercise 5.3

- 1 margins 2,54 cm/1", alignment, line spacing
- 2 A4 portrait, hyphenation NYES, indentation
- 3 font CN12 (except flow chart), uc/lc, letter spaces

7 sp caps 1 centre
D I F F E R E N T L I F E C Y C L E S

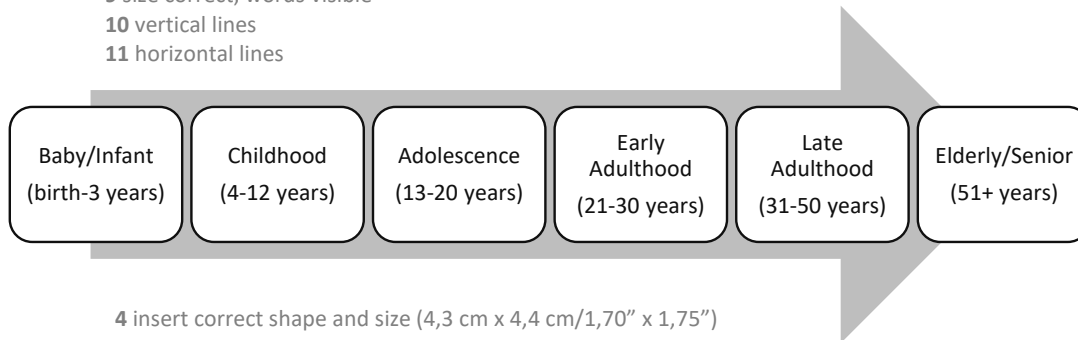
≠ 6 bold, U/line 4 insert 4 insert
Life cycle is the series of changes that the members of a specie undergo as they pass from the beginning of a given developmental stage to the inception of that same developmental stage in a subsequent generation.

≠ 6 u/ine
Life cycle of humans

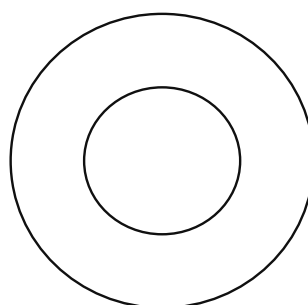
≠
Human bodies change significantly over time, and food is the fuel for those changes. People of all ages need the same basic nutrients to sustain life and health.

5 NP
[Throughout the human life cycle the body constantly changes and goes through different periods known as stages. The *major* stages are defined as follows: 4 insert

- ≠
- 9 size correct, words visible
 - 10 vertical lines
 - 11 horizontal lines



- ≠
- 4 insert correct shape and size (4,3 cm x 4,4 cm/1,70" x 1,75")
 - 1 centre



L
I
F
E

C
Y
C
L
E

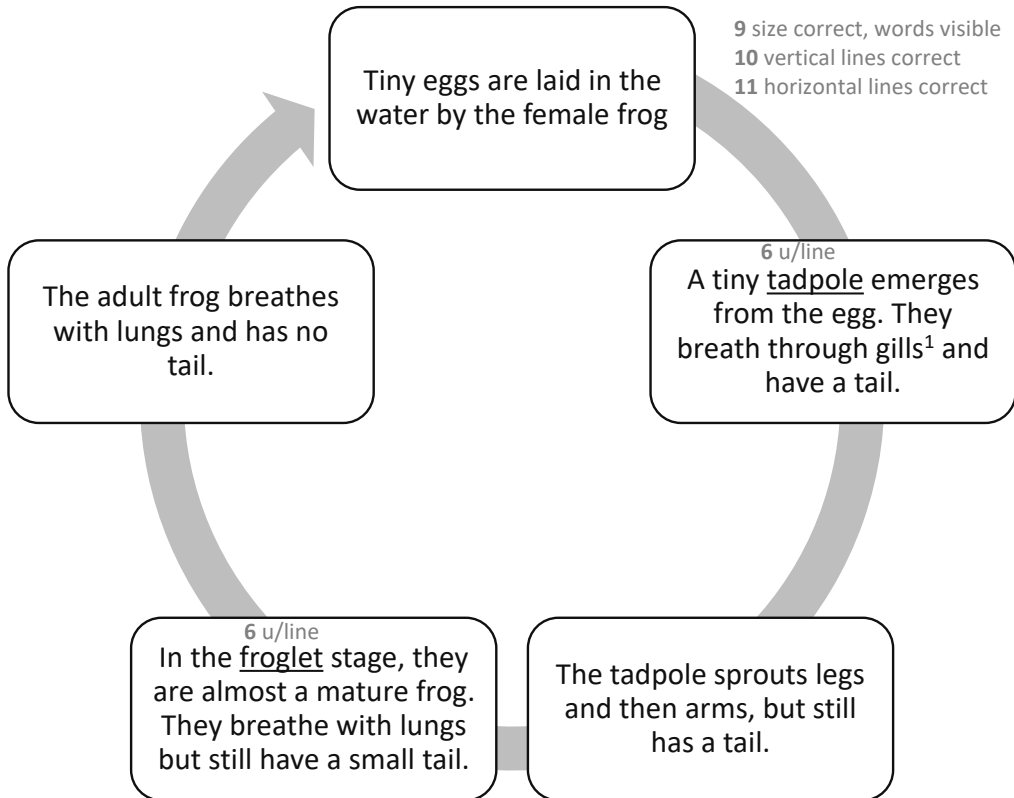
- 10 text box inserted
- 3 CN 10 pt
- 6 bold
- 1 align next to shape

4 insert page break

Life cycle of frogs 6 u/line

≠ 6 bold
 7 move Frogs are **amphibians** which means that they can live in water or on land. They go through several stages of life before they become adult frogs and during those stages they live only in water.

≠ 8 in full
 Other animals (including beetles are butterflies) go through a process called **metamorphosis**. Metamorphosis means changing from one form into another. These animals look quite different 5 sp as babies, than their parents do.



≠
 1 The respiratory organ that breathe oxygen dissolved in water

43	11	54
A	M	T



Exercise 5.4

SB page 253

- 1 margins 2,54 cm/1", alignment, line spacing
- 2 A4 portrait-page 1, A4 landscape page 2, hyphenation YES, indentation
- 3 font CN12 (except flow chart), uc/lc, letter spaces

INTERNATIONAL HOTEL OF SOUTH AFRICA

Every hotel whether it's big or small, needs a structure to carry out its daily operations.

- [It is used to:
- help divide tasks,
 - specify the job for each department and
 - delegate authority within and among departments.

Effective job specifications will increase work productivity and efficiency. Each hotel organises the workplace in different ways.

It is basically segmented into six divisions:

9 insert numbers and sort in numerical order 2 indent

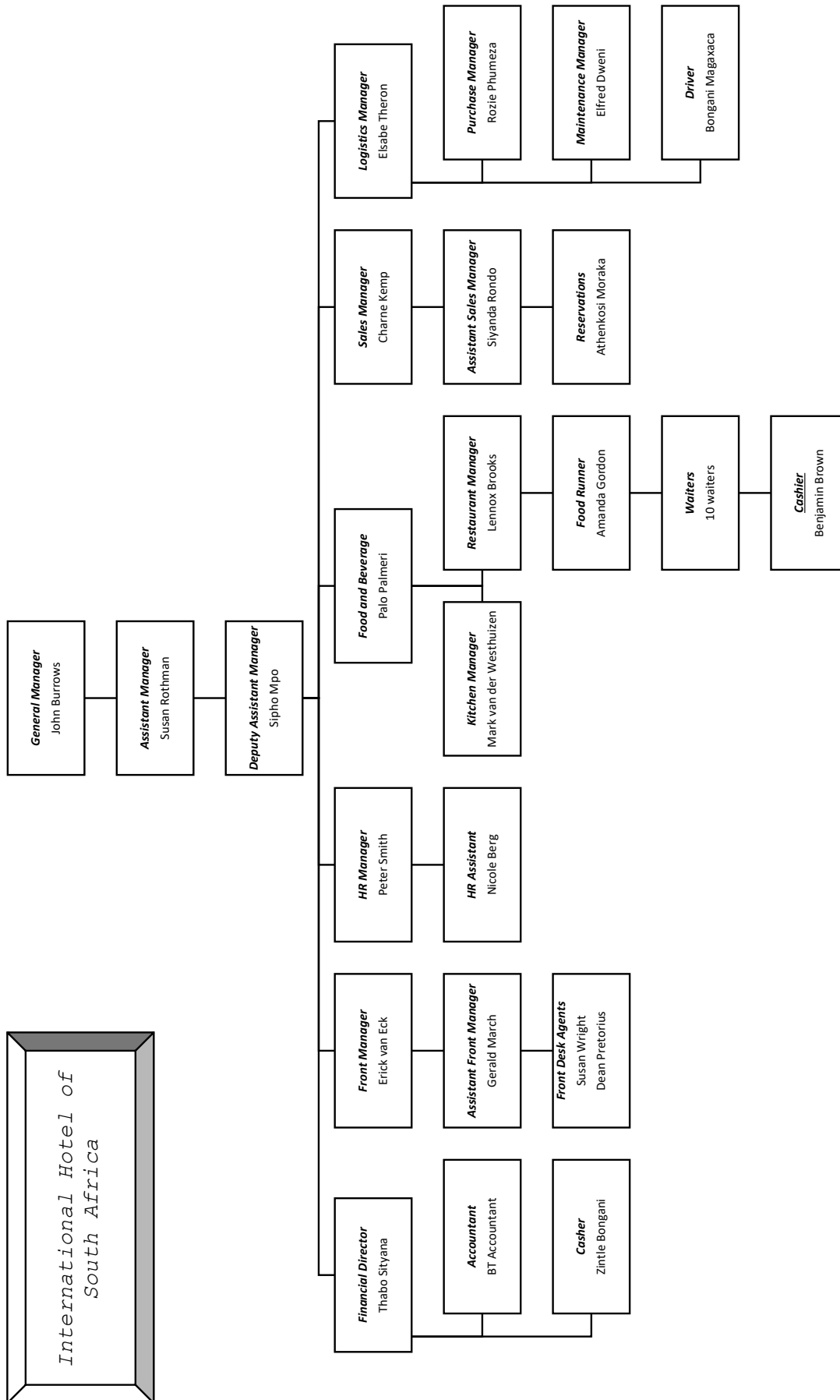
1. finance
2. front office
3. human resources
4. food and beverage
5. sales
6. logistics.

10 text box with dashed outline 3 Arial 19 pt 6 bold 6 centre

For effective management of a hotel all divisions must work together

Here is the structure of International Hotel of South Africa

4 page break





Exercise 5.5

- 1 margins 2,54 cm/1", alignment, line spacing
- 2 A4 portrait, hyphenation NO, indentation
- 3 font CN12 (except flow chart), uc/lc, letter spaces

7 move 6 bold 3 Cooper Black 16 pt 1 centre
MARKETING STRATEGIES

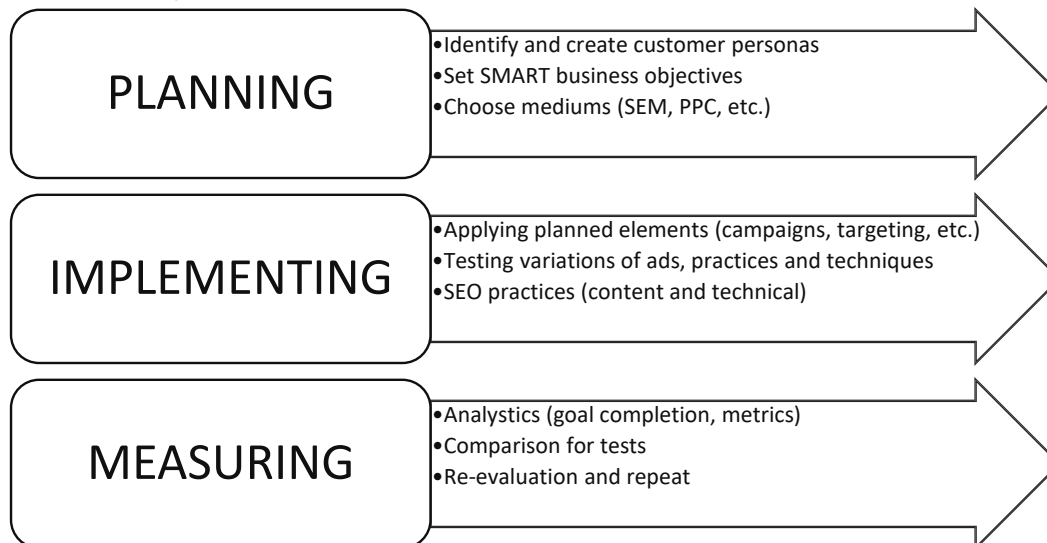
≠ 5 stet
 A Marketing Strategy is an overall plan that you, or your business, implements to reach and attract qualified leads or other goals you may have identified.

≠
 What is Digital Marketing Strategy? 6 italics

8 NP 6 u/line
 [Digital Marketing Strategy is a marketing strategy focusing on the digital side. More ^{4 del: and more} people and businesses are using the ^{4 insert} internet as ^{4 insert} the main resource in purchasing decisions and ^{5 sp} research. Meet your customers where they are - on the web, with a Digital Marketing Strategy. 3 uc

≠
 Digital marketing strategy Components 6 italics

≠ 9 size correct, words visible 10 vertical lines correct 11 horizontal lines correct



≠
The Marketing Strategy Process 6 bold

≠
 The focus of this is on the management of the small business. 4 insert
 Considerations of marketing strategy are twofold:

- ≠ 9 insert numbers 2 indent
1. to modify or tweak marketing efforts already in place; 4 insert
 2. to add products or services as the business evolves.

4 insert page break

The Marketing Strategy Process consists of several components.

≠



≠

Having a strong marketing strategy process in place helps to ensure that your marketing remain aligned with your business goals.

45	11	56
A	M	T



Exercise 5.6

SB page 257

- 1 margins 2,54 cm/1", alignment, line spacing
- 2 A4 portrait, hyphenation NO, indentation
- 3 font CN12 (except flow chart), uc/lc, letter spaces

PAPER MANUFACTURING PROCESS

3 uc 6 bold 1 centre

4 insert ≠

Paper plays a key role in our daily life and paper have been used for many years from now. Paper is made with the pulp of the woods, which is an Eco-friendly product. 3 uc

≠

3 uc 6 u/line 1 right align PAPER IS MADE THROUGH THE FOLLOWING PROCESS:

≠

9 size correct, words visible 10 vertical lines correct 11 horizontal lines correct

- 1 • Pulping procedure will be done to separate and clean the fibers
- 2 • Refining procedure will be followed after pulping processes
- 3 • Dilution process to form a thin fiber mixture
- 4 • Formation of fibers on a thin screened
- 5 • Pressurisation to enhance the materials density
- 6 • Drying to eliminate the density of materials
- 7 • Finish procedure to provide a suitable surface for usage

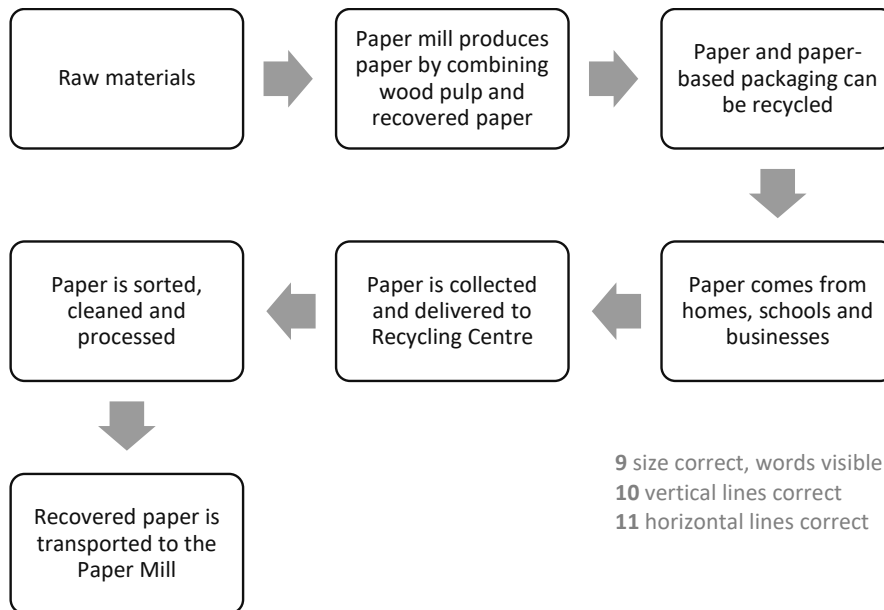
≠

5 stet

Hardwoods produce a weaker paper as they contain shorter fibers. Softwoods are smoother, transparent, and better suited for printing. Softwoods and hardwoods are used for paper-making and are sometimes mixed to provide both print and strength ability to the finished product.

4 insert page break

5 sp
 The paper cycle with recycled paper
 ≠

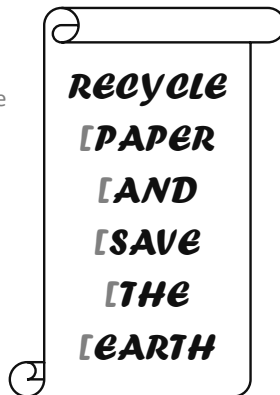


9 size correct, words visible
 10 vertical lines correct
 11 horizontal lines correct

≠ 4 insert
 The raw pulp contains a big amount of discoloration, it must be **BLEACHED** to produce light coloured or white papers preferred for many products. The bleaching agents and the sequence in which they are used depend on several of factors, such as:

- ≠ 9 insert bullets 2 indent
- the cost of the bleaching chemicals,
 - type and conditions of the pulp.
- ≠

4 insert correct shape
 1 centre
 3 Forte 16 pt
 8 NL



44	11	55
A	M	T

Formal assessment Question 3 memo

Total: 40 marks

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 justification (left, centre, right, full) 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 9 pt, 10 pt, 12 pt, 16 pt and 18 pt) incorrect and/or capital letters/small letters 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 [examination and question number] 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 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 together - not joined
8	[& NP - new line and new paragraph incorrect and/or runs on - incorrect and/or in full - not in full/in words and/or incorrect'
9	columns incorrect
10	vertical lines omitted and/or incorrect
11	horizontal lines omitted and/or incorrect

$\frac{1}{4}$

8	2	10	40
---	---	----	----

 $\frac{1}{2}$

16	4	20	40
----	---	----	----

 $\frac{3}{4}$

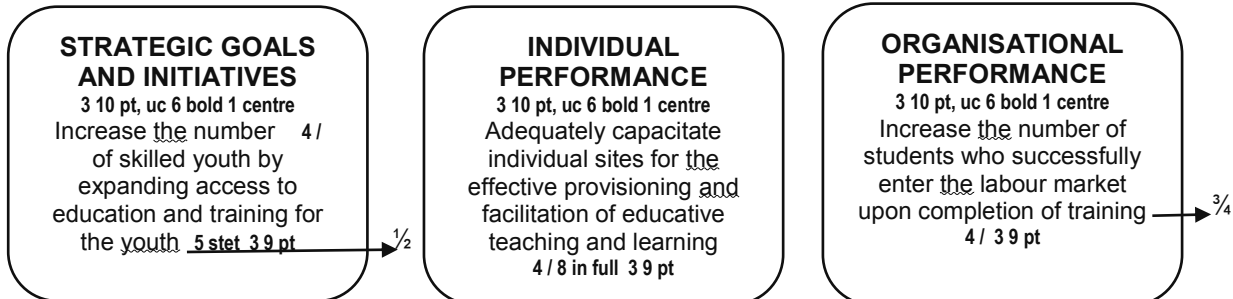
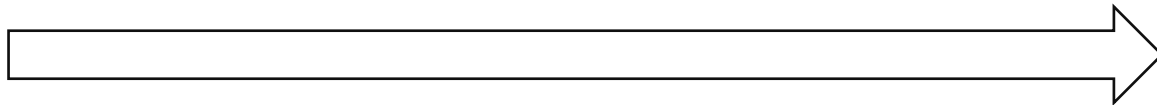
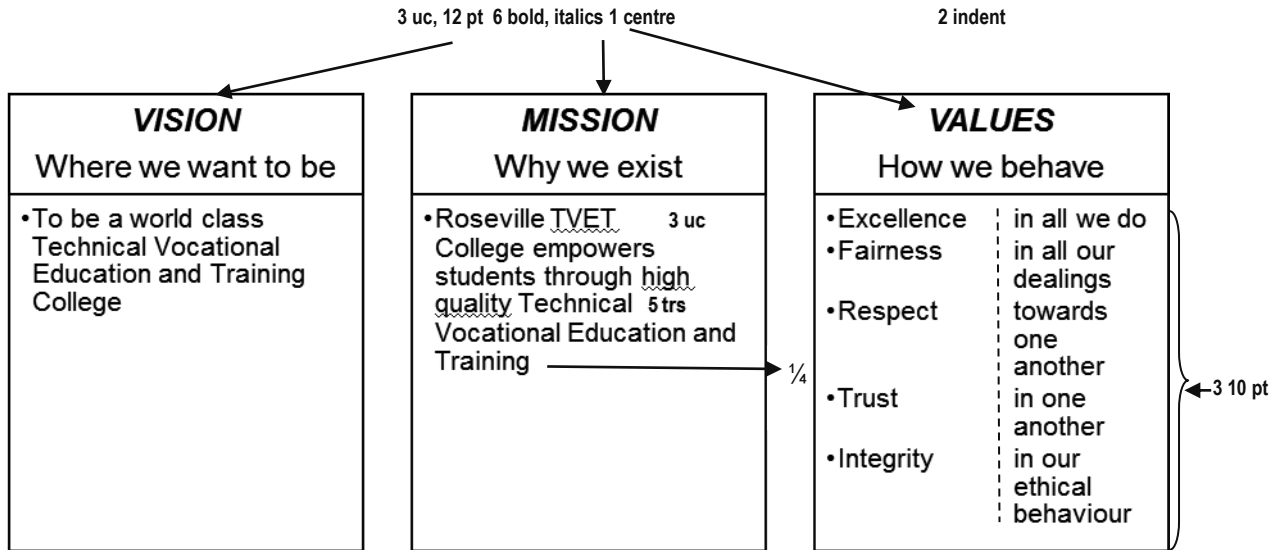
24	6	30	40
----	---	----	----

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
----	---	----

1 marg (2.54 cm), just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 header [Examination and Question number]
 9 vertical lines 10 horizontal lines

1 centre 3 uc, 18 pt 6 bold, double u/line
VISION, MISSION AND VALUE STATEMENT
 8 NP 1 centre 3 uc, 12 pt 6 bold
OF
 8 NP 1 centre 3 16 pt 6 bold 7 sp caps
ROSEVILLE COLLEGE



7 move

QUALITY ASSURANCE 3 uc 6 bold 7 join 8 runs on

Our learnerships and skills programmes are accredited by various Sector Education and Training Authority (SETAs). Refer to our College website, training centres, learnership unit for the list of accredited programmes. For verification contact the SETAs.

**Group activity 1 memo****SB page 261**

1. SmartArt
2. Graphics
3. WordArt
4. WordArt
5. Insert shapes
6. Pick the WordArt style
7. Fill an object with color
8. WordArt
9. Insert tab
10. Shape fill
11. False
12. Rotation handle
13. Yes
14. Make information easier to interpret and understand
15. Shapes
16. Pictures
17. Digital photographs or images that are stored on your computer or network
18. Artwork such as drawing or images that can be used in a document
19. A graphical representation of data that can be inserted in Word
20. Bitmap
21. Shape style
22. False
23. Font size
24. Font color
25. Text effects
26. Bullets
27. ClipArt
28. SmartArt
29. Insert a clipart using an online source
30. Chart button



Module 6

Financial statements



By the end of this module, students should be able to:

- Correctly and accurately key in advanced financial statements on A4 paper (2-4-figure columns with single or double borders).
- Correctly and accurately key in heading/s, subheading/s, statement/s and/or note/s, figure columns, totals, line spacing, margins according to the instructions and proofreading signs.

Didactical directives

1. At this level financial statements should be keyed in on an A4 paper and consist only of up to four number columns and must link to the Financial Accounting.
2. Show students examples of published statements – let them contribute by bringing examples from newspapers, annual reports, etc.
3. The drill exercises in figures are recommended for this module.
4. The use of a spreadsheet program is recommended in the production of financial statements and copy/paste into the word processing program.
5. Note the correct method to insert the border at the totals of the column.



Note

Lecturers, when marking exercises, refer to the marking schedule for display and accuracy errors overleaf.

Marking schedule for Typing Technique: Display Errors (-2 marks per category)	
1	<ul style="list-style-type: none"> • margins • alignment (left, center, right, justify) • line spacing
2	<ul style="list-style-type: none"> • letterhead • paper size • paper orientation • key in on one page/key in on two pages • indentation • text direction • hyphenation • tab stops/indentation • leader dots
3	<ul style="list-style-type: none"> • font and font size • superscript, subscript • WordArt • caps, UC, lc • letter spaces no space between monetary value and R sign e.g. R2000 (exception using excel) • hard/soft spaces, wrapping of date, ID, tel. no. etc.
4	<ul style="list-style-type: none"> • / (forward slash) not changed to "the" • del • insert • page break • second page not numbered • date format • recipient or conclusion inserted incorrectly • NOTE: if a student keys in the instructions e.g. insert today's date, IT IS DISPLAY, AND ONLY RELATES TO ACCURACY IF THERE IS A KEYING-IN ERROR
5	<ul style="list-style-type: none"> • trs • stet • sp • find and replace
6	<ul style="list-style-type: none"> • bold • italics • underline/double underline not changed (no punctuation underlining)
7	<ul style="list-style-type: none"> • move • copy • join together/not joined • merge • header and footer, examination number and question number • page numbering • sp caps/spaced capital letters incorrect
8	<ul style="list-style-type: none"> • NP • NL • runs on • in full/in words/in figures • use numbers

	FOR ALL DOCUMENTS	TABULAR STATEMENT FINANCIAL STATEMENT COLUMNS	FLOW CHART WORD ART TEXT BOXES
9	<ul style="list-style-type: none"> • wrapping, auto fit contents/window • paragraph numbers • bullets • numerical order • sort of data • shading/shadow/glow/reflect/highlight text/strikethrough text • outside border/frames 	<ul style="list-style-type: none"> • main headings • column headings • columns incorrect • columns not merged • spacing between columns 	<ul style="list-style-type: none"> • size of flow chart and blocks • words not visible
10	<ul style="list-style-type: none"> • vertical lines omitted and/or incorrect 		
11	<ul style="list-style-type: none"> • horizontal lines omitted and/or incorrect 		
12	<ul style="list-style-type: none"> • figures (add up are aligned right, figures that cannot add up, left, e.g. telephone numbers, units, tens not underneath one another • NOTE: decimal indication to be either (,) or (.) - use consistently 		
13	<ul style="list-style-type: none"> • footnote/endnote incorrect 		

Marking schedule for Typing Technique: Accuracy Errors (-3 marks per error)

- All keying in and spelling errors.
- All omissions of word(s) – (5/10/10).
- Inclusion errors – repeat of word(s) e.g. student keys in a full sentence and keys in the same sentence again – inclusion error (5/10/10).
- Insertion or omission of a suffix or letter(s) BUT repetitive insertions or omissions for the same mistake be circled (not marked again).
- Leaving out examination number (IA) and question number (IA).
- If a candidate has a spelling error in a word and also, for example omits the comma = ONLY ONE ACCURACY ERROR.
- Any ASCII code mistake.
- Leader dots omitted.

NO ACCURACY ERROR for words spelt differently in program dictionary, e.g. center vs centre, etc.

- If a plural (“s”) or past tense (“ed”) at the end of the word – for each different word, one accuracy error. If it is the same word, encircle the rest.
- **Instruction to move** a heading or sentence to top or middle and it is omitted – count out as omission (5/10/10).
- **Instructions** in a letter or other document, to insert e.g. address, date, conclusion - candidates omit it - count out as omissions (5/10/10).

Where the student did not finish the question, markers must look at method that will **benefit the student** – counting omissions (5/10/10) or pro rata $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$.

- If the proofreading sign (/) for “the” is spelt incorrectly, for example “thi”.

INTERPRETATION OF THE PROOFREADING SIGN “stet”

white

~~black~~

Keying in white = 1 display.

Keying in whit = 1 display and 1 accuracy.

Ignore sign = 1 display and 1 accuracy.

INTERPRETATION OF THE PROOFREADING SIGN “insert”

If a word was not inserted (ignore sign) = 1 accuracy plus 1 display.

If a word was inserted twice it is seen as an inclusion error = 1 accuracy.

REMEMBER ALL MISTAKES ARE MARKED PER QUESTION NOT PER QUESTION PAPER!



Exercise 6.1

SB page 275

- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 portrait, hyphenation NO, indentation
- 3 font CN10, uc/lc, letter spaces

8 in full
TENNIS ASSOCIATION OF SOUTH AFRICA 7 sp caps 1 centre

≠ 8 runs on
FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2020 3 uc 6 italics

≠

	1 align	2020	2019
	Notes	ZAR' m	ZAR' m
Assets 6 bold			
Non-Current Assets 6 bold			
Investments in subsidiaries	3	9834	12330
Investment at fair value through other comprehensive income	5	14500	9877
Other financial <u>assets</u> 5 sp		33650	28988
		57984	51195
Current Assets 6 bold			
Amounts due from related parties	8	130	-
Cash and cash <u>equivalents</u> 5 sp		-1	-37
		131	37
TOTAL ASSETS 3 uc 6 bold	6 bold	57290	52371
≠			
Equity and Liabilities 6 bold			
Equity 6 bold			
Issued capital		30215	35666
Share capital 4 del: expenses		454	5 trs =
Other reserves*		(128)	-
Retained income		56790	52329
	6 bold	56828	52783
Liabilities 6 bold			
Current Liabilities 6 bold			
Accrued expenses and other payables	7	-18	-14
Amounts due to related <u>parties</u> 5 stet	8	156	28
		174	42
Total Equity and Liabilities 6 bold	6 bold	57290	52371
≠			
Revenue** 6 bold			
Other operating expenses	9	4593	45
		(139)	(48)
Operating profit/loss 6 bold	10	4454	6 bold (3)
Interest income		-16	-
Profit/Loss before taxation 6 bold		4470	6 bold (3)
Taxation	11	(9)	(2)
Profit/loss for the year 6 bold		4461	6 bold (5)
≠			
Other comprehensive loss: 6 bold			
Items that may be reclassified to profit or loss		(129)	-
Other comprehensive loss for the year net of taxation		(129)	-
Total comprehensive income/loss for the year 6 bold	6 bold	4332	(-5)

≠ 12 footnote correct

* This item may be reclassified subsequently to profit or loss.

** Revenue is the income generated from normal business operations and includes discounts and deductions for returned merchandise. 5 sp

- 9 spacing between columns, column width
- 10 vertical lines correct
- 11 horizontal lines correct
- 12 figures right aligned

43	11	54
A	M	T

Exercise 6.2

SB page 277

- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 landscape, hyphenation NO, indentation
- 3 font CN10, uc/lc, letter spaces

Olién Park Western Limited

Consolidated statement of changes in equity for the year ended 2018-12-31

- 9 spacing between columns, column width
- 10 vertical lines correct
- 11 horizontal lines correct
- 12 figures right aligned

1 text direction 270°

	Share Capital	Treasury Shares	Translation reserves	Other reserves	Retained earnings	Total equity attributable to shareholders	Non-controlling interests	Total Equity
Equity as at 31 December 2018	311	(990)	(18799)	1198	82870	64590	1391	65981
First application of IFRS 15	-	-	-	-	(268)	(268)	-	(268)
First application of IFRS 16	-	-	-	-	(189)	(189)	-	(189)
Other	-	-	-	-	(61)	(61)	-	(61)
Equity rested as at 1 January 2017	311	(990)	(18799)	1198	82352	64072	1391	65463
Profit for the year*	667	(49)	(7443)	-	7156	7156	355	7511
Other comprehensive income for the year*	-	-	(637)	(209)	1122	276	27	249
Total comprehensive income for the year**	-	-	(637)	209	8278	7432	328	7760
Total transactions with owners	-	(3547)	(2633)	-	6931	10478	446	10924
Other movements	-	-	-	-	70	70	-	70
Equity rested at 31 December 2017	311	9537	25436	989	83629	60956	1273	62229
Profit for the year	-	-	-	-	10135	10135	33	10468
Other comprehensive income for the year	-	-	893	(12)	723	(182)	115	297
Total comprehensive income for the year	5	2411	-	12	10858	9953	218	10171

* 2017 restated figures include modifications as described in Note 1 accounting policies and related impacts in Note 22.

	42	10	52
	A	M	T

- 1 margins 1,27 cm/0,5", alignment, line spacing
 2 A4 landscape, hyphenation NO, indentation
 3 font CN10, uc/lc, letter spaces

NOORDOEWER LTD 3 CN 14 1 centre 6 bold, italics

Statement of changes in equity for the year ended 2019-06-30 1 centre
 4 descending date
 9 spacing between columns, column width
 10 vertical lines correct
 11 horizontal lines correct
 12 figures right aligned

9 shade column

	Reserves R' 000	Retained earnings R' 000	Total equity R' 000
Balance at 2018-07-01 6 bold	38543	184191	330436
Profit for the year		15500	15500
Other comprehensive income		2501	2501
Total comprehensive income		12999	12999
Ordinary dividends paid		10329	10329
Equity settled share options	1808		1808
Ordinary shares repurchased and cancelled	3223	58371	61594
Ordinary shares issued	5000		5000
Transfer from share options	514	514	-
Total contributions from owners of the Company	1294	68186	65115
Balance at 2017-07-01 6 bold	39837	129004	278320
Profit for the year		32238	32238
Other comprehensive income		2688	2688
Total comprehensive income for the year		29550	32587
Ordinary dividends paid		26660	24896
Equity settled share options	1171		589
Ordinary shares repurchased and cancelled	301		301
Transfer from share options reserve to retained earnings for share options		7520	5720
Transfer from treasury share transfer	17922	17922	-

4 page break

	Reserves R'000	Retained earnings R'000	Total equity R'000
Total contributions from owners of the company	24271	1218	25790
Note 6 bold	7	8	
8 runs on			
CASH FLOWS FROM OPERATING ACTIVITIES			
≠			
Cash generated from operations		24864	8705
Interest received		4309	5579
Interest owed		-	4
Ordinary dividends paid		26660	10329
≠			
9 repeat column headings			
8 runs on			
CASH FLOWS FROM INVESTING ACTIVITIES			
≠			
Repayment of loan to subsidiary	1897	11299	5 stet 2456
Advancement of loan	2000	647	6498

44	11	55	
A	M	T	



Exercise 6.4

SB page 281

1 margins 1,27 cm/0,5", alignment, line spacing
 2 A4 portrait, hyphenation NO, indentation
 3 font CN10, uc/lc, letter spaces

3 uc 1 right align 6 bold

7 move **LEGENDARY CORPORATION**

Trustees report for the year ended 28 February 2018

9 spacing between columns, column width

10 vertical lines correct

11 horizontal lines correct

12 figures right aligned

9 headings centre Notes

		Company	
		2018	2017
		R000	R000
Assets 6 bold			
Non-current assets 4 insert		3983129	4315513
Property, plant and equipment	10 double blocks 1	1339789	1397601
Intangible assets	2	2547845	2818755
Investments in associates	3	80926	83083
Investments in subsidiaries	4	-	-
Deferred tax 5 sp	5	14569	16074
Current assets 6 bold		1922662	1570940
Receivables from Group companies 3 uc	4	-	-
Inventories	6	436102	-
Current tax assets		99132	38174
Trade and other receivables	7	670440	649290
Cash and cash equivalents	8	716988	428820
Total assets 6 bold		5905791	5886453
<i>Non-current liabilities</i> 6 italics			
Borrowings 5 sp	11	3014460	3407381
Derivative financial instruments	12	2513489	2740744
Lease liabilities	13	32370	196469
Deferred tax	5	86355	80123
		382246	390045
<i>Current liabilities</i> 6 italics		1259304	993758
Payable to group companies	4	-	-
Non-controlling shareholders loans 4 insert	14	7500	22130
Derivative financial instruments	12	159555	23381
Lease liabilities	13	11125	6547
Trade and other payables	9	770720	790891
Provisions	10	32851	-
Borrowings	11	267071	114853
Bank overdrafts 4 del: and owing	8	193	23626
Total liabilities 6 bold		4273764	4401139
Total equity and liabilities 6 bold	10 double line	5905791	5886453

Operating segments are identified on the same basis that financial information is reported internally for the purpose of allocating resources between segments and assessing their performance.

43	11	54
A	M	T



Exercise 6.5

SB page 283

- 1 margins 1,27 cm/0,5", alignment, line spacing
- 2 A4 portrait, hyphenation NO, indentation
- 3 font CN10, uc/lc, letter spaces

E C O N O F O O D L T D 7 sp caps

Statement of financial position 6 bold, u/line

≠

28 February 2019 4 date in full

≠

4 del: Financial position

9 spacing between columns, column width

Notes

9 bold and shade column



2019 2018
R' 000 R' 000

ASSETS 5 trs

Non-current assets 6 italics

Investment in subsidiaries

Investment

Deferred taxation

Current assets 6 italics

Amounts due by subsidiary ^{8 runs on} companies

Trade and other receivables 5 sp

Cash and cash equivalents 4 insert

TOTAL ASSETS

10 double line

Equity and liabilities 6 italics

Equity

Share capital

Reserves

Retained income 5 stet

Liabilities 6 italics

Non-current liabilities

Long-term loans - interest bearing

Deferred taxation

Current liabilities 6 italics

Trade and other payables

Amounts due to subsidiary ^{8 runs on} companies

Current tax payable

Total liabilities

Total equity and liabilities

10 horizontal double line

≠

Other operating expenses 5 sp

Operating loss 6 italics

Finance income 5 trs

Finance cost

Impairment of loans and investments 4 insert

Fair value gain on investment

Loss before taxation 6 italics

Taxation

Loss for the year

Other comprehensive income 6 italics

Exchange differences arising on the net

8 NL *[investment of a foreign operation* 6 italics

Other comprehensive income for the year 6 italics

[net of taxation] 6 italics

8 NL Total comprehensive loss for the year

	2019	2018
	R' 000	R' 000
	1005025	1103441
3	989778	1083944
4	15247	13244
5	-	6253
	3010731	2923797
6	2882187	2799413
7	1771	1549
8	126773	122835
	4015756	4027238
	2148587	2202217
9	1741279	1741279
	281692	256117
	125616	204821
	655090	925000
12	650000	925000
5	5090	-
	1212079	900021
13	2809	4242
14	1208461	892990
	728	2789
	1867169	1825021
	4015756	4027238
	16129	5 trs 31168
15	16129	31168
16	103126	5021
17	103207	(143438)
1	94166	142172
2	2003	3243
	108373	308514
18	-	-
	108373	308514
	29168	(30967)
	29168	30967
	79205	339481

42	11	53
A	M	T



Exercise 6.6

SB page 285

1 margins 1,27 cm/0,5", alignment, line spacing
 2 A4 portrait (1 page), hyphenation NO, indentation
 3 font CN10, uc/lc, letter spaces

UNICORN GROUP FINANCIAL STATEMENTS 7 sp caps 6 bold

≠
 Consolidated statement of changes in equity 6 u/line
 8 NL for the year ended 31 August 2021 6 italics

≠ 9 spacing between columns, column width
 10 vertical lines correct
 11 horizontal lines correct
 ≠ 12 figures right aligned

	Notes	5 trs headings 1 right align	
		2021 R' 000	2020 R' 000
REVENUE 3 uc	1	33376010	30981958
Cost of merchandise sold		24662049	23071202
GROSS PROFIT 3 uc		6690060	6167852
Other income	1	190480	1717147
Total income		8655054	7884999
Expenses		6329145	5852575
2 indent Depreciation and amortisation 10 double blocks	2	68865	319976
Occupancy costs	3	1011396	927661
Employment costs	4	3341862	3094845
Other costs	5	1605693	1514919
Impairment (allowance)/recovery	7	1329	4098
OPERATING PROFIT 3 uc		2321395	2032424
Loss on disposal of property, plant and equipment 8 runs on		351	1287
PROFIT BEFORE FINANCING COSTS 3 uc		2321044	2031137
Net financing income	6	39656	2065
2 indent Financial income	8	63421	25757
Financial expense 5 sp	8	23765	23692
OTHER COMPREHENSIVE LOSS/INCOME: 3 uc		6337	-
Items not subsequently classified			
2 indent Remeasurement of benefit obligations 5 trs	9	8801	-
Deferred tax on remeasurement		2464	-
Items reclassified to profit or loss			
Foreign subsidiaries		1155	9242
Cash flow hedged		13877	64423
2 indent Change in fair value of position	9	19274	89476
Deferred tax on movement of position		5397	25053
Cost hedging reserve 4 del "s"		15827	18409
2 indent Cost of hedging recognised		21982	25568
Deferred tax on cost of hedging		6155	7159
OTHER COMPREHENSIVE LOSS/INCOME FOR THE YEAR NET OF TAX 3 uc		24522	55256
8 NL TOTAL COMPREHENSIVE INCOME FOR THE YEAR 3 uc, bold		167839	1523624

49	12	61
A	M	T

Formal assessment Question 4 memo**SB page 287****Total: 40 marks**

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 justification (left, centre, right, full) 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, 14 pt, 16 pt) incorrect and/or capital letters/small letters 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 [examination and question number] 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 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 together - not joined
8	[& NP - new line and new paragraph incorrect and/or runs on - incorrect and/or in full - not in full/in words and/or incorrect'
9	main headings incorrect and/or columns 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
13	footnote incorrect

$\frac{1}{4}$

8	2	10	40
---	---	----	----

 $\frac{1}{2}$

16	4	20	40
----	---	----	----

 $\frac{3}{4}$

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
----	---	----

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 header [Examination and Question number] 9 headings, columns, column shaded
 10 vertical lines 11 horizontal lines 12 figures 13 footnote

3 16 pt, uc 6 bold, double u/line 1 centre

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

3 14 pt, uc 6 bold 1 centre

PROGRAMME COSTS FOR REPORT 191

1 centre and align column headings below 3 uc 6 italics

8 NL

9 shade

<i>REPORT 191</i>			<i>PROGRAMME COST</i>	<i>80% (STATE TRANSFER)</i>	<i>20% (FEE GUIDELINE)¹</i>
<i>N 1 - N 3</i>	<i>7 sp caps 6 italics</i>	<i>6 bold</i>	R75 774,21	R60 619,38	R15 154,83
Engineering (Civil)	4 del Engineer		R25 258,07	R20 206,46	R5 051,61
Engineering (Electrical)			R25 258,07	R20 206,46	R5 051,61
Engineering (Mechanical)			R25 258,07	R20 206,46	R5 051,61
<i>N 4 - N 6</i>	<i>7 sp caps 6 italics</i>	<i>6 bold</i>	R530 439,65	R424 352,53	R162 088,11
Business Management			R24 948,37	R19 958,70	R4 989,67
Engineering (Civil)	8 runs on		R29 465,99	R23 572,79	R5 893,20
Engineering (Electrical)			R29 465,99	R23 572,79	R5 893,20
Engineering (Mechanical)			R29 465,99	R23 572,79	R5 893,20
Financial Management			R24 948,37	R19 958,70	R4 989,67
Hospitality and <u>Catering Services</u>	5 trs		R56 284,19	R45 027,35	½ R11 256,84
Human Resource Management			R24 948,37	R19 958,70	R4 989,67
Interior <u>Decorating</u>	5 stet		R40 410,17	R32 328,13	R8 082,03
Introductory Business Studies			R24 948,37	R19 958,70	R4 989,67
Introductory Food Services	5 trs		R56 284,19	R45 027,35	R11 256,84
Introductory Clothing Construction			R34 634,78	R27 708,62	R62 927,16
Management Assistant			R24 948,37	R19 958,70	¾ R4 989,67
Marketing Management			R24 948,37	R19 958,70	R4 989,67
Public Management			R24 948,37	R19 958,70	R4 989,67
Public <u>Relations</u>	5 sp		R24 948,37	R19 958,70	R4 989,67
Tourism	7 move		R54 841,39	R43 873,11	R10 968,28
TOTAL	<i>3 uc 6 bold</i>	<i>6 bold</i>	R606 213,86	R484 971,91	R177 242,94

4/ 8 in figures 7 join

1 The 20% (fee guideline) is only a guide and colleges will determine their own class fees. 4 insert 7 move

[40]



Group activity 1 memo

QUESTION 1

Can you dot down the names of the following slashes on the keyboard. As well as the use of each.

	<i>Vertical slash</i>	<i>Used in mathematical notation</i>
/	<i>Forward slash</i>	<i>Punctuation mark</i>
\	<i>Back slash</i>	<i>Used in computer coding</i>

QUESTION 2

Students are still not sure whether to insert the “the” proofreading sign or use the slash.

Look at the 2 sentences below and then explain what will be used in the first sentence vs the second sentence. a Slash has no spaces before and after whereas the proofreading “the” will have a space before and after.

Example 1

His/her is something that refers to either a male or female. *Slash, no spacing*

Example 2

/ cat caught / mouse. *Use the, space before and after*

QUESTION 3

Students are still not sure whether to insert the - .
(space before and after) **HYPHEN**

or

– (space before and after) **DASH**

A **hyphen** (-) is a punctuation mark used to join the separate parts of a compound word, e.g. “five-page” document. **Dashes** (– or —) can be used for emphasising words as in the following example: After eighty years of dreaming, the elderly man realised it was time to finally revisit the land of his youth – Ireland.

Look at the 2 sentences below and then explain what will be used in the first sentence vs the second sentence. Jot down the spaces as well.

Example 1

You need to be up-to-date with all the news. *Hyphen with no spaces*

Example 2

I talked to Mr Johnson – my son’s math teacher *Dash, space before and after*



Module 7

Tabular statements



By the end of this module, students should be able to:

- Plan the layout of the table on one A4 landscape paper correctly and accurately and key in the advanced tabular statement according to the instructions and proofreading signs after studying the content of the tabular statement.

Didactical directives

1. The drill exercises in figures are recommended for this module.
2. Revise the concepts of inserting rows, columns, merging rows and columns, and different borders.



Note

Lecturers, when marking exercises, refer to the marking schedule for display and accuracy errors overleaf.

Marking schedule for Typing Technique: Display Errors (-2 marks per category)	
1	<ul style="list-style-type: none"> • margins • alignment (left, center, right, justify) • line spacing
2	<ul style="list-style-type: none"> • letterhead • paper size • paper orientation • key in on one page/key in on two pages • indentation • text direction • hyphenation • tab stops/indentation • leader dots
3	<ul style="list-style-type: none"> • font and font size • superscript, subscript • WordArt • caps, UC, lc • letter spaces • no space between monetary value and R sign, e.g. R2000 (exception using excel) • hard/soft spaces, wrapping of date, ID, tel. no., etc.
4	<ul style="list-style-type: none"> • / (forward slash) not changed to "the" • del • insert • page break • second page not numbered • date format • recipient or conclusion inserted incorrectly • NOTE: if a student keys in the instructions e.g. insert today's date, IT IS DISPLAY, AND ONLY RELATES TO ACCURACY IF THERE IS A KEYING-IN ERROR
5	<ul style="list-style-type: none"> • trs • stet • sp • find and replace
6	<ul style="list-style-type: none"> • bold • italics • underline/double underline not changed (no punctuation underlining)
7	<ul style="list-style-type: none"> • move • copy • join together/not joined • merge • header and footer, examination number and question number • page numbering • sp caps/spaced capital letters incorrect

8	<ul style="list-style-type: none"> NP NL runs on in full/in words/in figures use numbers 		
	FOR ALL DOCUMENTS	TABULAR STATEMENT FINANCIAL STATEMENT COLUMNS	FLOW CHART WORD ART TEXT BOXES
9	<ul style="list-style-type: none"> wrapping, auto fit contents/window paragraph numbers bullets numerical order sort of data shading/shadow/glow/reflect/highlight text/strikethrough text outside border/frames 	<ul style="list-style-type: none"> main headings column headings columns incorrect columns not merged spacing between columns 	<ul style="list-style-type: none"> size of flow chart and blocks words not visible
10	<ul style="list-style-type: none"> vertical lines omitted and/or incorrect 		
11	<ul style="list-style-type: none"> horizontal lines omitted and/or incorrect 		
12	<ul style="list-style-type: none"> figures (add up are aligned right, figures that cannot add up, left, e.g. telephone numbers, units, tens not underneath one another NOTE: decimal indication to be either (,) or (.) - use consistently 		
13	<ul style="list-style-type: none"> footnote/endnote incorrect 		

Marking schedule for Typing Technique: Accuracy Errors (-3 marks per error)

- All keying in and spelling errors.
- All omissions of word(s) – (5/10/10).
- Inclusion errors – repeat of word(s) e.g. student keys in a full sentence and keys in the same sentence again – inclusion error (5/10/10).
- Insertion or omission of a suffix or letter(s) BUT repetitive insertions or omissions for the same mistake be circled (not marked again).
- Leaving out examination number (1A) and question number (1A).
- If a candidate has a spelling error in a word and also, for example omits the comma = ONLY ONE ACCURACY ERROR.
- Any ASCII code mistake.
- Leader dots omitted.

NO ACCURACY ERROR for words spelt differently in program dictionary, e.g. center vs centre, etc.

- If a plural (“s”) or past tense (“ed”) at the end of the word – for each different word, one accuracy error. If it is the same word, encircle the rest.

- **Instruction to move** a heading or sentence to top or middle and it is omitted – count out as omission (5/10/10).
- **Instructions** in a letter or other document, to insert e.g. address, date, conclusion - candidates omit it - count out as omissions (5/10/10).

Where the student did not finish the question, markers must look at method that will **benefit the student** – counting omissions (5/10/10) or pro rata $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$.

- If the proofreading sign (/) for “the” is spelt incorrectly, for example “thi”.

INTERPRETATION OF THE PROOFREADING SIGN “stet”

white

~~black~~

Keying in white = 1 display.

Keying in whit = 1 display and 1 accuracy.

Ignore sign = 1 display and 1 accuracy.

INTERPRETATION OF THE PROOFREADING SIGN “insert”

If a word was not inserted (ignore sign) = 1 accuracy plus 1 display.

If a word was inserted twice it is seen as an inclusion error = 1 accuracy.

REMEMBER ALL MISTAKES ARE MARKED PER QUESTION NOT PER QUESTION PAPER!

- 1 margins equal (fit to content & centre), alignment, line spacing
- 2 A4 landscape, hyphenation NO, indentation
- 3 font CN 10, uc/lc, letter spaces

3 CN 14 pt, uc 1 centre 6 bold

**PUBLIC (STATE CONTROLLED) AND INDEPENDENT (PRIVATELY GOVERNED)
SCHOOL SECTOR IN SOUTH AFRICA**

≠ 3 uc 6 bold

TABLE A – Number of learners, educators and schools, and learner-educator ratio, learner-school ratio and educator-school ratio in the ordinary public and independent school sector, by 5 sp province.

≠ 1 centre 6 italics 1 centre 6 italics 7 move Schools 9 merge, column width

P R O V I N C E	Learners		Educators		Schools		Indicators 6 u/line		
	Number 8 N1	As % of [national [total	Number	As % of [national [total	Number	As % of [national [total	Learner- [educator [ratio	Learner- [school [ratio	Educator [school [ratio
Eastern Cape	1 938 078	15.5	66 007	15.5	5 733	22.3	29.4	338	11.5
Free State	664 508	5.3	27 475	5.8	1 396	5.4	27.2	476	17.5
Gauteng	2 192 526	17.1	74 823	17.6	2 649	10.3	28.5	804	28.2
KwaZulu-Natal	2 866 570	23.0	96 057	22.6	6 156	23.9	29.8	466	15.6
Limpopo	1 714 832	13.7	57 108	13.4	4 068	15.8	30.0	422	14.0
Mpumalanga	1 052 807	8.4	34 936	8.2	1 885	7.3	30.1	559	18.5
Northern Cape	282 631	2.3	8 972	2.1	573	2.2	31.5	493	15.7
North West	788 261	6.3	26 194	6.2	1 606	6.2	30.1	491	16.3
Western Cape	1 052 435	8.4	36 451	8.6	1 655	6.4	28.9	636	22.0
South Africa	12 489 648	100.0	450 023	100.0	25 720	100.0	29.4	486	16.5

≠ 8 in full

7 move Education levels in South Africa – Nationally, 87,7% of individuals aged five years and older and who attended educational institutions, attended school, while a further 4,5% attended tertiary institutions. By comparison, only 2,3% of individuals attended Technical and Vocational Education and Training (TVET) colleges.

- 9 main headings, columns correct, merged columns, column width
- 10 vertical lines correct
- 11 horizontal lines correct
- 12 figures right aligned

24	24	48	
A	M	T	



- 1 margins 2,54 cm/1" (fit to window), alignment, line spacing
- 2 A4 landscape, hyphenation NO, indentation
- 3 font CN 12, uc/lc, letter spaces

6 bold, u/line 3 CN 16 pt

4 date in full

COVID-19* STATISTICS as on 06 July 2020

Sources are provided under "Latest Updates" and is recorded on the Worldometer

Reported cases and deaths by Country, Territory or Conveyance. The coronavirus COVID-19 affecting 213 countries and territories around the world and 2 international conveyances. The day is reset after midnight GMT+0.

9 all column headings uc, centre

1 ↕ COUNTRY	6 bold CASES		6 bold DEATHS		8 NL TOTAL [RECOVERED	ACTIVE ICASES	TOTAL [TESTS	POPULATION
	Total	New	Total	New				
Namibia	350	-	-	-	25	325	10283	2540984
Greece	3486	-	192	-	1374	1920	325451	10422379
Morocco	13434	+146	232	+2	9214	3988	728366	36912729
South Africa	17712	+230	2952	+5	86298	87874	1745153	59312107
Bolivia	66456	1204	2473	+66	20614	4369	144045	11682802
China	83545	+3	4634	-	78509	5 ^{stet} 402	90410000	1439323776
Qatar	99183	+530	123	4 ^{insert} +2	90387	8673	376881	2807805
Saudi Arabia	201801	-	1802	-	140614	59385	1771628	34815518
Italy	241184	-	34833	-	191467	14884	5575815	60460794
Mexico	245251	+6740	29843	+654	174205	68203	624987	128940399
Pakistan	271887	+1487	5787	+25	236596	29504	1844926	221143253
Spain	297625	-	28385	-	N/A	N/A	5448984	46754972
Peru	375961	+322	17843	+15	259423	98695	2183763	33000001
India	650431	+542	18669	-	394411	237351	9540132	1380085626
Russia	674515	+6632	10027	+168	446879	271609	2045110	145935130
USA	2890588	-	132101	-	1235488	1522999	36297195	331018157

9 sort table ascending

according to total cases

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV'.^{3uc}

9 main headings, columns correct, merged columns, column width

10 vertical lines correct

11 horizontal lines correct

12 figures right aligned

25	25	50	
A	M	T	



Exercise 7.3

- 1 margins 2,54 cm/1" (fit to window), alignment, line spacing
- 2 A4 landscape, hyphenation NO, indentation
- 3 font CN 10, uc/lc, letter spaces

NUMBER OF STUDENTS IN TVET COLLEGES WHO REGISTERED, WROTE AND COMPLETED THE REPORT 191 N6 PART-QUALIFICATION¹ BY PROGRAMME AND GENDER. 6 u/line 3 uc

Report 191 N6 programme	Female		Male		Registered Number	Number written	Number completed	Registered Number	Number written	Number completed	Completion rate (%)
	Registered Number	Number written	Registered Number	Number written							
1. Art and Design	143	138	230	221	373	359	355	98.9			
2. Business Management	9206	9004	3902	3784	13108	12788	12325	96.4			
3. Clothing Production	206	197	61	59	267	256	254	99.2			
4. Educare 5 stet	4121	4061	152	147	4273	4208	4202	99.9			
5. Engineering Studies	16311	16025	20487	19916	36798	35941	33388	92.9			
6. Farming Management	725	713	600	591	1325	1304	1295	99.3			
7. Financial Management	7378	7288	3016	2966	10394	10254	10011	97.6			
8. Hospitality and Catering Services	1708	1688	623	612	2331	2300	2254	98.0			
9. Human Resources Management	9335	9208	3399	3341	12734	12549	12278	97.8			
10. Interior Decorating	8	8	2	1	10	9	9	100.0			
11. Legal Secretary 5sp	339	331	103	97	442	428	427	99.8			
12. Management Assistant	13705	13503	3217	3140	16922	16643	16390	98.5			
13. Marketing Management	3751	3694	2112	2069	5863	5763	5241	90.9			
14. Medical Secretary 4 del row: Popular Music	69	66	16	16	85	82	81	98.8			
15. Public Management Performance	7133	7062	3022	2985	10155	10047	9910	98.6			
16. Public Relations	691	687	218	215	909	902	881	97.7			
17. Tourism	1291	1252	578	554	1869	1806	1406	77.9			

8 in full
 9 shade 15% grey
 10 use figures
 11 National examinations database, November 2018.
 12 main headings, columns correct, merged columns, column width
 13 vertical lines correct
 14 horizontal lines correct
 15 figures right aligned

25	25	50
A	M	T

Exercise 7.4

- 1 margins 2,54 cm/1" (fit to window), alignment, line spacing
- 2 A4 landscape, hyphenation NO, indentation
- 3 font CN 10, uc/lc, letter spaces

SOUTHERN AFRICAN DISTANCE TABLE (APPROXIMATE KILOMETERS)

The data is based on the most recent distances as per information from the National Geospatial information department of South Africa. 8 in full
 4 insert
 5 stet
 3 uc
 7 jdin

	9 headings correct	G E O R G E	H A R R I S M I T H	8 runs on K E E T M A N S H O O P	K L E R K S D O R P	M A F I K E N G	M E S S I A	N E L S P R U I T	O U D T S H O R N	P I E T E R M A R I T Z B U R G	Q U E E N S T O W N	W I N D H O E K
Bloemfontein 6 bold	346	434	773	328	1088	288 5 stet 464	928	757	743	555	377	1593
Cape Town 6 bold	762	1753	438	1331	995	1271	1343	1932	506	1674	1069	1500
Colesberg	143	860	547	554	1068	514	672	1154	517	781	280	1573
Durban	980	-	1319	306	1722	645	821	1118	1294	79	676	2227
East London 8 runs on	557	674	645	822	1482	872	1048	1512	704	595	207	1987
Gaborone 5 sp	843	979	1361	673	1230	334	158	696	124	900	99	1735
George	571	1319	-	1010	1382	1061	1203	1701	59	1240	615	1887
Grahamstown	444	854	465	929	1351	889	1065	1529	532	775	296	1856
Harare	1868	1702	2295	1298	5 trs 2420	1288	1411	594	1479	1623	1899	2791
Johannesburg 6 bold	744	578	1171	274	1296	164	287	530	355	499	775	1801
Kimberley	305	811	762	505	1354	222	294	472	322	557	833	1859
Ladysmith	756	236	1183	82	911	308	380	1002	703	732	554	1416
Mafikeng 5 sp	685	821	1203	514	1498	421	597	894	471	157	754	2008
Maputo	1243	625	1670	649	1072	176	- 5 trs 691	635	1083	742	841	1577
Maseru	503	590	913	284	1895	763	886	725	244	706	1302	2400
Mbabane	1023	562	1450	468	1245	368	544	960	713	511	423	1750
Port Elizabeth	520	948	335	1068	1657	525	648	808	173	640	1240	5162
Pretoria	802	636	1229	332	1445	1009	1141	1605	1434	905	399	1950
Umtata	636	439	880	587	1561	858	1034	1403	976	360	237	2066
Welkom	499	564	926	258	1205	145	321	788	896	485	525	1679
Windhoek 6 bold	1430	2227	1887	1921	505	1693	2331	2156	1828	2148	1829	-

- 9 main headings, columns correct, merged columns, column width
- 10 vertical lines correct 11 horizontal lines correct
- 12 figures right aligned

	26	26	52
	A	M	T

Exercise 7.5

SB page 307



- 1 equal (fit to content & centre), alignment, line spacing of table 1,5
- 2 A4 landscape, hyphenation NO, indentation
- 3 font CN 8, uc/lc, letter spaces
- 9 main headings, columns correct, merged columns, column width
- 10 vertical lines correct
- 11 horizontal lines correct
- 12 figures right aligned

8 use figures

THE 9 PROVINCES AND 11 LANGUAGES OF SOUTH AFRICA 6 u/line 3 uc

8 in full

7 SOUTH AFRICA HAS NINE PROVINCES, EACH WITH ITS OWN LEGISLATURE, PREMIER AND EXECUTIVE COUNCIL - AND DISTINCTIVE LANDSCAPE, POPULATION, ECONOMY AND CLIMATE. 3 uc

7 join

8 runs on

7 59 caps

P R O V I N C E S	Eastern Cape	Free State	KwaZulu Natal	Gauteng	Limpopo	Mpumalanga	Northern Cape	North West	Western Cape
Capital	Bhisho	Bloemfontein	Pietermaritzburg	Johannesburg	Polokwane	Nelspruit	Kimberley	Mafikeng	Cape Town
Land area	168966	129825	94361	16548	125755	76495	372889	106512	129462
Km ²									
Percentage (%)	13.9	10.6	7.7	1.4	10.3	6.3	30.5	8.7	10.6
Population	6.7	2.8	11.2	15.1	5.9	4.5	1.2	4.0	6.8
Million									
Percentage	11.4	4.9	19.2	25.8	10.2	7.8	2.2	6.9	11.6
Density (km ²)	64	23	105	576	45	48	5	34	39
Languages (%)	3.8	13.2	13.2	13.3	12.4	53.8	9	20.3	49.7
English									
Afrikaans	10.6	12.7	1.5	12.4					27.7
Xhosa	78.8	9.1							
Zulu			77.8	19.8		24.1			
Venda					16.7				
Southern Soto		64.2			52.9				
Tswana							33.1	63.4	
Tsonga					17	10.4			
Northern Sotho				11.6					
Swati						27.7			
Ndebele						10.1			
Other	3.9	14.4	4	38.7	9.6	30.7	8.7	21.3	1.7

South Africa is the Rainbow nation, a title that captures the country's cultural and ethnic diversity.

23	22	45
A	M	T

Exercise 7.6



- 1 margins equal, alignment, line spacing of table 1,5
- 2 A4 landscape, hyphenation NO, indentation
- 3 font CN 8, uc/lc, letter spaces

7 move
NUTRITIONAL VALUE¹ OF SNACKS FOR DIETING PURPOSES 6 bold 3 uc 12 pt

‡ This list will make it easier to compare how healthy snacks are 6 italics

‡ 3 uc 6 bold 1 centre

P R O D U C T S	SERVING SIZE		CALORIES ²		TOTAL FAT		SODIUM ³		TOTAL CARBOHYDRATES ⁴		PROTEIN	
	Per serving in grams	8 NP serving	Daily value percentage	Per serving	Daily value percentage	Per serving	Daily value percentage	Per serving	Daily value percentage	Per serving	Daily value percentage	
Rice crackers	100 g	416	-	5 g	6%	233 mg	10%	83 g	30%	10 g	20%	
Microwave popcorn	100 g	424	-	9.5 g	12%	629 mg	27%	72 g	26%	13 g	26%	
Plain salted chips	100 g	531	-	30 g	38%	202 mg	9%	57.5 g	23%	2.3 g	5%	
Caramel candies	100 g	382	-	8.1 g	10%	245 mg	11%	77 g	28%	4.6 g	9%	
Oat bran muffin	100 g	270	-	7.4 g	9%	393 mg	17%	48 g	17%	7 g	14%	
Soft pretzels	100 g	338	-	3.1 g	4%	203 mg	9%	69 g	25%	8.2 g	16%	
Protein Bar ³	100 g	412	-	15 g	19%	436 mg	19%	38 g	14%	30 g	60%	
Apple with skin	100 g	52	-	0.2 g	0%	1 mg	0%	14 g	5%	0.3 g	1%	
Bread sticks	100 g	412	-	9.5 g	12%	713 mg	31%	68 g	25%	12 g	24%	
Mixed nuts	100 g	607	-	54 g	69%	161 mg	7%	21 g	8%	20 g	40%	
Egg	100 g	143	-	9.5 g	12%	372 mg	124%	142 g	5 stet 12%	13 g	26%	
Wheat crackers	100 g	455	-	16 g	21%	699 mg	30%	71 g	26%	7.3 g	15%	

‡ 13 footnote correct 9 correct numerical order 2 indentation

‡ 1 Nutritional value refers to contents of food and the impact of constituents on body.

8 NP|2 Calorie is a unit of energy.

8 NP|3 Sodium is a mineral found in many foods.

8 NP|4 The two main forms of carbohydrates are sugars (such as fructose, glucose, and lactose) and starches, which are found in foods such as starchy vegetables, grains, rice, breads, and cereals.

9 main headings, columns correct, merged columns, column width

10 vertical lines correct

11 horizontal lines correct

12 figures right aligned

25	24	49	
A	M	T	

Formal assessment Question 5 memo**SB page 311****Total: 40 marks**

32 marks – accuracy -3 marks per error (every keying-in error)

8 marks display -2 marks per error

1	margins (equal) incorrect and/or justification (left, centre, right, full) 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 10 pt, 12 pt, 18 pt) incorrect and/or capital letters/small letters 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 [examination and question number] 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 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 together - not joined sort NAME column alphabetically with corresponding data and/or incorrect and/or
8	[& NP - new line and new paragraph incorrect and/or runs on - incorrect and/or in full - not in full/in words and/or incorrect'
9	main headings incorrect and/or columns 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
13	footnote incorrect

$\frac{1}{4}$

5	5	10	40
---	---	----	----

$\frac{1}{2}$

10	10	20	40
----	----	----	----

$\frac{3}{4}$

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
----	----	----

1 marg. align. l/s 2 A4L, tab stops/indent, nypth 3 font, uc/lc, letter spaces 4 EXAMINATION NUMBER left and QUESTION 2 right as header 9 column heading highlighted, columns, columns/rows shaded
 10 vertical lines 11 horizontal lines 12 figures 13 footnote
 EXAMINATION NUMBER

QUESTION 2

L I S T O F D A M S I N S O U T H A F R I C A

1 column headings horizontally centred and aligned at the bottom 4 insert 4/ 8 runs on 3 12 pt 6 italics, underline

A dam refers both to the wall as well as the reservoir or lake that builds up as a consequence.

3 uc 6 bold 9 shade NAME	NEAREST LOCALE	PROVINCE	IMPOUNDS	8 NL YEAR COMPLETED	CAPACITY ¹ (megaL)	SURFACE AREA (km ²)	WALL HEIGHT (metre)
Albert Falls Dam	Pietermaritzburg	KwaZulu Natal	Umgeni River	1976	288,100	23.521	33
Berg River Dam	Franschhoek	Western Cape	Berg River 4 del sig	2007	127,100	5.260	68
Boegoeberg Dam	Prieska	Northern Cape	Orange River	1929	19,800	7.423	12
Gariep Dam	Norvalspont	Free State	Orange River	1971	5,340,600	352.162	88
Hartbeespoort Dam	Brits	North West	Crocodile River	1925	186,400	20.652	59
Impofu Dam	Humansdorp	Eastern Cape	Krom River	1982	105,800	6.350	75
Inanda Dam	Hillcrest	KwaZulu Natal	Umgeni River	1989	241,700	14.633	65
Kalkfontein Dam 7 join	Koffiefontein	Free State	Riet River	1938	325,100	37.697	36
Kwene Dam	Lydenburg	Mpumalanga	Crocodile River	1987	158,900	12.504	52
Madikwe Dam	Madikwe	North West	Thulane River	1976	14,000	4.318	17
Nandoni Dam	Thohoyandou	Limpopo	Levuvhu River	2004	166,100	15.700	47
Roodeplaat Dam	Tshwane	Gauteng 5 stet	Piensaars River	1959	41,200	3.952	59
Steenbras Dam	Somerset West	Western Cape	Steenbras River	1921	33,897	3.642	37
Theewaterskloof Dam	Villiersdorp	Western Cape	Riviersonderend River	1978	480,200	50.822	38
Vaal Dam	Deneysville	Free State Gauteng	Vaal River	1939	2,603,400	322.755	63

7 sort 4 insert 1 centre 9 shaded 7 move 5 trs

1 Net or working capacity 5 sp
 13 footnote or footnote sign can be used

[40]

**Group activity 1 memo****QUESTION 1**

How many types of tabs are there in Microsoft Word?

In MS Word, there are eight tabs: File, Home, Insert, Page Layout, References, Mailings, Review, and View. Each tab relates to different activities that you can carry out when creating a document.

QUESTION 2

What are the different types of tab stops in Microsoft Word?

- Left Tab: Left-aligns the text at the tab stop.
- Center Tab: Centers the text around the tab stop.
- Right Tab: Right-aligns the text at the tab stop.
- Decimal Tab: Aligns decimal numbers using the decimal point.
- Bar Tab: Draws a vertical line on the document.

QUESTION 3

What are tab stops used for in Microsoft Word?

Tabs are a paragraph-formatting feature used to align text. When you press the Tab key, Word inserts a tab character and moves the insertion point to the tab setting, called the tab stop.

QUESTION 4

Draw the symbols for these different tab stops in Microsoft Word.

Symbol of Tab Type:



Left Tab



Centre Tab



Right Tab



Decimal Tab



Bar Tab



First Line Indent



Hanging Indent

QUESTION 5

What is the difference between the tabs and the ribbon?

The tabs are the individual buttons at the top. The ribbon is the entire, long horizontal row underneath.

QUESTION 6

How do you change tab stops in Microsoft Word? (Remember, first select the text).

Method 1

On the Home tab, Paragraph group, Paragraph settings, Tabs. Change.

Method 2

Click and drag a tab stop along the ruler to reposition it. As you drag a tab stop to a new position on the ruler, the text affected by that tab stop will move with it. Click and drag a tab stop off the ruler to remove it.

QUESTION 7.1

How do you change the paragraph indent in Microsoft Word?

Method 1

Click the View tab, and then select the Ruler check box to display the Ruler. Click the paragraph or select multiple paragraphs to indent: To change the left indent of the first line, drag the First-line Indent marker. To change the indent of the second and subsequent lines, drag the Hanging Indent marker.

Method 2

Home tab, Paragraph, Paragraph settings, set indentation left and/or right.

QUESTION 7.2

What is the default tab indent in Microsoft Word?

The first line indents to the first default tab setting - one half inch (0,5") from the left margin. You need to indent the paragraph one full inch from the margin, so you press [Tab] again. Word indents the first line one inch and indents the entire paragraph one half inch from the margin.

QUESTION 8

What is the difference between paragraph indentation and hanging indent?

Left Line Indent indents all the lines of the paragraph a specified distance from the left margin. Right Line Indent indents all the lines of the paragraph a specific distance from the

right margin. Hanging Indent indents all the lines of the paragraph a specific distance from the left margin except the first line.

QUESTION 9

What is the difference between paragraph indentation and page margin?

Paragraph indenting is the space left at the beginning of the start of any **paragraph** while **page margin** is the amount of blank white space at each side.

QUESTION 10

By default, MS Word has 3 alignments available in the header and footer. What are they?

Left, Centre, Right



Module 8

Paragraphs in African Languages



By the end of this module, students should be able to:

- Correctly and accurately key in advanced paragraphs in an African language on one sheet of A4 paper.

Didactical directives

1. It is recommended that these paragraphs are done once a week.
2. These paragraphs must be short to enable students to key in more than one example during a lesson (1 hour).
3. Diacritical marks will be inserted above the letters in all questions and examination papers. Students must insert these accents in the classroom situation and they need to be keyed in, in the examination.



Note

Lecturers, when marking exercises, refer to the marking schedules for accuracy errors and the African language marking guidelines overleaf.

Marking schedule for a 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				

African language paragraph marking guidelines

According to the syllabus, Question 6 must count 10% of the total marks of Typing Technique; that is 20 marks for all levels.

African language paragraph marks

20 marks

Accuracy – 4 marks per error

Each keying-in error – 0 marks

Display – no marks

No penalisation for the following errors (only encircle):

Capital/small letters incorrect

Letter spaces incorrect

Hyphenation incorrect

Line spacing incorrect

Alignment incorrect

New paragraph incorrect

Margins incorrect

Justification incorrect

Any display errors

Line or paragraph is left out and keyed in at another position.

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.

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.



Note

No marks will be deducted for display errors.



Exercise 8.1

SB page 319

Ukubas' umlilo

(njengomakhulu)

≠

Ngubani kakade ongakwaziyo ukubas' umlili? Eneneni bambalwa abantu abangawaziziyoy umlilo ofudemezayo nongaqhumiyo.

≠

"Bas' umlilo njengomakhulu!" ISebe leZimbiwa naMandla libakhuthaza ukuba benze ngolo hlobo abantu abahlala ezindlwini ezibaswa umlilo wamalahle.

≠

Indlela yokubas' umlilo eyenziwe ngokukuko nguMagogo Mashinini waseMbalenhle kifuphi naseSecunda EMPumalanganam inciphis' umsi nge-50 phesenti ize iqinisekise ukuba umlilo uvuthu' ixesha elide, yonge namalahle.

≠

Ngoku eli sebe liququzelela iphulo likazwelonke eliza kubonisa le ndlela yokubasa kuluntu olusebenzisa amalahle.

≠

Athelekelelelwa kwisigidi amakhaya eli loMzantsi Africa asebenzisa amalahle ukuphela nokuzifudumeza.

24	0	24
A	M	T



Exercise 8.2

SB page 320

Nwane t'amos, Nwane t'amos
 Master Master KG
 Nwane t'amos, Nwane t'amos
 Jerusalema, ikhaya lami
 Ngilondoloze, uhambe nami
 Zungangishiyi lana
 Jerusalema, ikhaya lami
 Ngilondoloze, uhambe nami
 Zungangishiyi lana
 Oluwa burna
 I'm not perfect I
 Came from ruthless times
 As a Juvenile
 Ngilondoloze, Zungangishiyi lana
 Look into my eyes
 See pain and sacrifice
 What goes on my mind
 Struggling to survive
 Ngilondoloze, Zungangishiyi lana
 To'n bá ka e mo woro (Woro)
 Odi woro si woro (Woro)
 Èmi won wá mi ni gboro (Gboro)
 Toju korò ju o
 Me I no dey jisoro
 Na hin you see me solo
 Láti koro si gboro

Down to Ikorodu o

Ahhh!

Ngilondoloze, ngilondoloze

Ngilondoloze, zungangishiyi lana

(Nwane t'amos)

Ndawo yami ayikho lana

Mbuso wami awukho lana

Ngilondoloze, zuhambe nami

Ndawo yami ayikho lana ...

26	0	26
A	M	T



Exercise 8.3

SB page 322

Ho thella maqhubung

≠

Papadi ena ke eo motho ho yona a thellang maqhubung a lewatle.

≠

Hanfata, mona motho o sebedisa letlapa la ho sesa ho bapala papadi ena.

≠

Ntle le letlapa lena, ho na le le leng leplapha le sebediswang motho a kgumane ho lona, athe o mong mofuta ke oo motho a bapalang a paqame ho lona.

≠

Lena lona le le kgutshwane athe le bile le bonojwana.

≠

Ho Kayak teng, motho o itulela hantle a sebedse masokwana a mabedi ho tsamaisa letlapa leo la hae.

≠

Papadi ena haesale e le e nngwe ya meetlo ya bohloa ya setjhaba sa Hawaii.

≠

Marena a ne a bontsha bokgoni ba ona pusong ka ho bontsha setjhaba bokgoni ba ona ba ho thella maqhubung!

≠

Matlapa a mangata a papadi ena a entswe ka lekwaba la polyurethane e tswakileng le dithupa hore le hle le tihe.

≠

Ka hodimo ho ba le lesela la fibreglass le phethetsweng ka
hodimo ka polyester resin.

28	0	28
A	M	T



Exercise 8.4

SB page 324

Tsa bophelo bo bottle

≠

Nnete re a edimola hore re hlahohelwe! Nnete ho se lahle
tshelp ho thusa ho matalafatsa masole a mmele.

≠

Ja dijo tse nang le calcium e ngata jwalo ka tse entsweng ka
lebese, dikgwayakgwayane le broccoli.

≠

Ora letsatsi - Vitamin D e matlafatsa mmele e na le calcium.
Ikwetlise kgafetsa ho tiisa masapo.

≠

Fokotsa jwala mme o tlohele ho tsuba.

≠

Eba le boima bo lekaneng be mmele - ho ota haholo le hona ho
kotsi.

≠

Ikwetlise kgafetsa ho tiisa masapo.

≠

Na o ne o tseba ...

Sesupo sa serabe se etsa hore kello e se key a sebetsa hantle
empa mokgohlane o etsa hore le maholo a se ke a bona hantle.

≠

Dula o phetse hantle le Mpho Matsi

≠

Tilisa masapho o ka thibela mathata ka ho: Ja dijo tse nang le calcium e ngata jwalo ka tse entsweng ka lebese, kigwayakwayane le broccoli.

26	0	26
A	M	T



Exercise 8.5

SB page 326

Labohlano e be e dula e le letšatši le legolo la "Kabo ya Difoka tsa Dinaledi".

≠

Go fihla ga bjale, Thoko o hweditse naledi e serolane ka dipalo, naledi ye hubedu ka ge mongwalo wa gagwe o hlwekile le naledi ye talalerata ka ge a na le "diatla tsa go hlweka".

≠

Dinaledi tse talamorogo e be e le tsa go thusa Mdi McKensie go rwala mokotla wa gagwe o mogolo go tswa sefatanageng sa gagwe go ya phaphosing ya borutelo.

≠

Dinaledi ka mehla di be di abiwa pele tshipi ya sekolo e lla le pele bohle ba ka kitimela ntle go bommagobona, botatagobona, bokoko ba bona, goba bommane ba bona lepatlelong la go bapalela.

≠

Ka Labohlano go bile bose ka gobane Thoko o bile le tshelete ya go reka sa bose ge a le tseleng ya go ya gae. Labohlano leo e bile Labohlano la mahlatse ka go fetisa go Thoko ka gobane o fihlile mo go phakiwago difatanaga ka nako go thusa Mdi

McKensie go mo rwalela mokotla wa gagwe o mogolo go ya
phaposing ya borutelo.

30	0	30
A	M	T



Exercise 8.6

SB page 327

"Ndonwabile

≠

- Apha kwiPirates kwaye kungekudala, ixesha lokuba ndidlale liza kufika,"
- utshilo uJustin Shonga ekuqaleni kweveki ekhaba iingxelo ezithi uyahamba.
- Libathwana lemidlalo elishumi elinanye kuphela elidlalwe nguShonga kule isizini.
- Ngaphandle kwamathandabuzo, yinto emkhathazayo leyo ngoba ebekuqhelile ukubotshwa no-Augustine Mulenga phambili.
- UShonga, 23, ngumdlali onesiphiwo esihle sokudlala ibhola, ukufunwa kwakhe liqela lebhola ekhatywayo lasePortugal ekuthiwa yiCS Maritimo akothusi.
- "Andinaso isicwangciso sokuhamba kwiPirates okwalo mzuzu.
- Ndonwabile apha kwiPirates, akukho apho ndiyakhona," utshilo uShonga ebethelela intembeko yakhe kwikhasi lonxibelelwano leqela lakhe.
- Kungekudala, abantu baza kundibona ndidlala ebaleni.
- Ndiyavuya njengokuba imidlalo iza kubuya kwakhona," uvale ngaloo mazwi uShonga.

28	0	28
A	M	T



Exercise 8.7

SB page 328

JERUSALEMA

Jerusalema ikhaya lami
 Ngilondoloze
 Uhambe nami
 Zungangishiyi lana
 Jerusalema ikhaya lami
 Ngilondoloze
 Uhambe nami
 Zungangishiyi lana
 Ndawo yami ayikho lana
 Mbuso wami awukho lana
 Ngilondoloze
 Zuhambe nami
 Ndawo yami ayikho lana
 Mbuso wami awukho lana
 Ngilondoloze
 Zuhambe nami
 Ngilondoloze ngilondoloze ngilondoloze
 Zungangishiyi lana
 Ngilondoloze ngilondoloze ngilondoloze
 Zungangishiyi...

14	0	14
A	M	T

Nangona ezinye izinto ezingcolisayo ezifana neebhaktheriya, iintsholongwane kunye ne-phosphorus zingancitshiswa ngokudlula emhlabathini phantsi kweemeko ezithile, amanzi angaphantsi $\frac{1}{4}$ angakwazi ukungcola kalula ngamachiza kunye namafutha. Amanzi angaphezulu achaphazeleka ngumhlaba kunye nokungcoliswa $\frac{1}{2}$ kwamanzi njengoko kuthathwa ngamanzi phezu komhlaba.

Sebenzisa ezinye iindlela ezinobuthi onobuthi kunye ne-toxic $\frac{3}{4}$ to pesticides kunye neekhemikhali zekhaya.

Unakekele inkqubo yakho ye-septic.

[20]



TOPIC 2: WORD PROCESSING

MARKING GUIDELINE FOR WORD PROCESSING N6

SECTION B: WORD PROCESSING (100 marks)

The mark for Typing Technique (200) is added to the Word Processing mark (100) to obtain a mark out of 300, which is converted to a mark out of 100 (percentage).

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 must 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 will be marked accordingly.

If only $\frac{1}{4}$ of a question is completed, only $\frac{1}{4}$ of the original mark will be used for the marking of the question. If only $\frac{1}{2}$ of a question is completed, only $\frac{1}{2}$ of the original mark will be used. If only $\frac{3}{4}$ of a question is completed, only $\frac{3}{4}$ of the original mark will be used.

EXAMPLE:

TOTAL MARKS = 20

ACCURACY = 16

DISPLAY = 4

$\frac{1}{2}$ of the question is completed, mark as follows:

$\frac{1}{2}$ OUT OF 16 = 8 MARKS

$\frac{1}{2}$ OUT OF 4 = 2 MARKS

The question is marked out of 10, but the mark is allocated out of 20:

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





Module 1

Initial instructions/proofreading signs and keying-in rules



By the end of this module, students should be able to:

- Identify, apply and use the relevant components and peripherals correctly and operate them with care.
- Distinguish between hardware and software, as well as between operating programs and application programs.
- Correctly carry out the basic rules for handling and caring for disks, as well as format a disk for use on a computer.
- Correctly demonstrate the use of all the prescribed functions by applying each accurately and with confidence during the input, manipulation, saving and printing of documents.
- Correctly use the Help function and pull-down menus to solve minor problems.

Didactical directives

1. Word processing functions should be taught in a logical sequence and at such a tempo that students can master the learning content, before attempting new content. When new functions are explained, the previous functions must be added and used.
2. Should exercises in which functions have to be repeated often, assist students in mastering the prescribed functions.
3. Previous assignments done in typing technique can be retrieved in order to save time in keying-in exercises. In an internal examination, the A part should be keyed in and the B part must be used for manipulation.
4. The production speed for questions in the Word Processing at N6 level should not exceed 15 words per minute.
5. It is recommended that students use “Print preview” before the document is printed. All assignments must be printed daily.
6. The spell checker function is compulsory in the typing technique and word processing modules.

**Group activity 1 memo**

Server: *In computing, a server is a piece of computer hardware or software that provides functionality for other programs or devices, called “clients”. The dog is the server of his owner. It is listening, and ready to respond to requests by his owner. When a request comes, he processes it and sends a response like waving his tail.*

Wi-Fi: *Dogs ears catch sound. Wi-Fi is a wireless networking technology that uses radio waves to provide wireless high-speed internet access.*

Favourite: *Internet Explorer that allows a user to save the locations to their favourite internet locations. A dog will show his favourite by wagging his tail.*

Spam: *Spam is unwanted messages in computing, like dog poop, which is unwanted food leftovers.*

Router: *A router helps you connect multiple devices to the internet, and connects the devices to each other. The dog’s body is also a connection of different organs.*

Search engine: *A search engine is a software system that is designed to carry out web searches, which means to search the World Wide Web in a systematic way for particular information specified in a textual web search query. The dog uses his feet to run and search.*

Home: *The most important thing a tag or collar does for your pet is to signify that it has a home. On a computer network, home refers to a directory where information about the user is stored or where a user saves their files.*

Download: *Copy (data) from one computer system to another, typically over the internet. Like the dog downloads the food to his stomach.*

Social network: *When a dog touches noses with other animals, they are doing it as part of a greeting ritual, a method of socialisation that seems to be rooted in the way wolves use nose touching to ask for forgiveness or resolve an argument. Social networking for humans is the use of internet-based social media sites to stay connected with friends, family, colleagues, customers, or clients.*

Browser: *How a dog’s eyes are placed determines the field of view, as well as depth perception. An internet browser, also known as a web browser or simply a browser, is a software program that lets you view web pages on your computer. You can think of your browser as your gateway to the internet.*



Group activity 2 memo

SB page 347

1. What is Mail Merge?

.....

2. Give two examples of mail merging in modern day

Mail merge is a word processing procedure, which enables you to combine a document with a data file, for example a list of names and addresses, so that copies of the document are different for each person it is sent to. *It allows you to create multiple documents at once, such as letters, saving you the time and effort of keying in the same letter repeatedly.*

Sending every member of staff a mail-merge letter wishing them a happy summer holiday. You could link a form letter to a group of contacts in Outlook. A mail notice to all students of a college.



Module 2

Business letters, circulars/letters of promotion



By the end of this module, students should be able to:

- Correctly manipulate the following instructions in connection with Business letters on A4 paper and A4 letterheads within a given time frame:
 - Key in and save a variety of business letters, as well as examples over two pages with a short second page (with simple columnar work).
 - Retrieve these letters or other business letters saved during a typing technique session.
 - Edit the retrieved business letters and manipulate according to the instructions and proofreading signs.
 - Print preview and print the documents on A4 paper as per instruction.
- Correctly manipulate the following instructions in connection with circulars/letters of promotion within a given time frame:
 - Key in and save a variety of circulars/letters of promotion.
 - Retrieve these circulars/letters of promotion or other circulars/letters of promotion previously saved during a typing technique session.
 - Edit the retrieved documents and manipulate according to the instructions and proofreading signs.
 - Print preview and print the documents on A4 paper as per instruction.

Didactical directives

1. Lecturers are encouraged to do this module in co-operation with Communication lecturers.
2. Word processing assignments are aimed at creating, editing and manipulating documents at a high production speed. All assignments should therefore be carried out under a time restriction to train students to become productive. These principles apply to all tasks performed by students for all the modules.
3. Upon completion, students must check and correct their own work before handing it in to the lecturer who must mark and clearly indicate all errors and supply feedback to students. These principles apply to all tasks performed by students for all the modules.
4. Good efforts by students may be displayed in the computer laboratory in order to motivate students.

EXPLANATION OF MARKS FOR MAIL MERGE

Remember the total marks for Part B of the Mail Merge question (where the fields are inserted) includes the manipulation marks for Part C (the letters for the people/recipients).

If there are three (3) letters that need to be printed, the manipulation marks for Part C will be four (4). Three marks for the three letters, and one (1) mark for a footnote or header.

Example:

These are the marks for parts B and C of the Mail Merge question.

5	20	25
A	M	T

- 5 accuracy marks are awarded for the accuracy of the whole letter with the fields (Part B of the question).
- 20 manipulation marks are awarded for the manipulation of the letter with the fields (Part B of the question) AND then 4 manipulation marks for the amount of letters that need to be printed in Part C of the question.

5	16	4	25
A	M	M	T
Accuracy for letter (Part B)	Manipulation for letter with fields (Part B)	Manipulation of the letters (Part C)	Total for B and C

Remember

If a student didn't print the data table (Part A of the question) or no merging is possible because it is keyed in incorrectly, the student will get zero marks (0) for Part A of the question, and no marks can be given for the fields in parts B or C of the question.

Exercise 2.1A

SB page 354



1 line spacing 2 A4 landscape, word wrap, columns correct 3 Arial 12 pt, uc/lc, letter spaces, QUESTION number 4 fields/field names

NAME	COURSE1	COURSE2	DAY1	DAY2	DATE1	DATE2	TIME1	TIME2
Anna Vogel	French	German	Monday	Tuesday	7 May	9 July	19:00	09:00
Birgitta Bosch	Spanish	Japanese	Wednesday	Friday	9 May	11 July	19:30	10:00
Renaldo Sadi	Italian	English	Thursday	Saturday	11 May	13 July	20:00	14:30

6	2	8
A	M	T



Exercise 2.1B

SB page 354

QUESTION 2.1B 5 header, CN 10 pt, bold, centre
 e-mail: **language@international.com**

1 margins 1" L&R, alignment, line spacing 2 A4 portrait, tab stops, indentation, hyphenation NO.
 3 font/font size, uc/lc, letter spaces, header QUESTION number 4 fields CN 14 pt & u/line

6 double frame around paragraph



7 correct shape, centre, no fill, black outline

LANGUAGE INTERNATIONAL 8 18 pt, uc, bold, left align

9 14 pt, italic, right align *We speak, we teach, we love language*

≠
 Programme Manger 9 display correct (no punctuation, town in uc)
 Language International
 15 Long Street
 CAPE TOWN
 7100

≠
 Dear <<NAME>> 4 fields CN 14 pt & u/line

≠
 Thank you for your enquiry at Language International. Yes, we do offer the following languages you are interested in learning.

10 NP [The following tuition in <<COURSE1>> is on a <<DAY1>> at 4 fields CN 14 pt & u/line
<<TIME1>>. This course will start on <<DATE1>>.

≠
<<COURSE2>> is on a <<DAY2>> at <<TIME2>>. The starting date of this course is on <<DATE2>>. 4 fields CN 14 pt & u/line

≠
 The duration and cost per course are available on our website. Please make sure to register before 30 November this year. 11 date in full

≠
 For further enquiries please contact Amy at: accounts@international.com

≠
 Yours sincerely
 ≠
 ≠

12 dot leader line inserted on 5,08 cm/2"
JACOB MBEZIWE 13 uc, 14 pt
Programme Manger 14 12 pt, italic

5	16	21
A	M	T

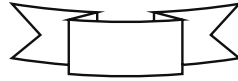


Exercise 2.1C

SB page 354

QUESTION 2.1C

e-mail: language@international.com



LANGUAGE INTERNATIONAL

We speak, we teach, we love language

Programme Manger
Language International
15 Long Street
CAPE TOWN
7100

Dear Anna Vogel 1 -1 mark will be deducted per document not handed in (3 letters)
2 header changed to C

Thank you for your enquiry at Language International. Yes, we do offer the following languages you are interested in learning.

The following tuition in French is on a Monday at 19:00. This course will start on 7 May.

German is on a Tuesday at 09:00. The starting date of this course is on 9 July.

The duration and cost per course are available on our website. Please make sure to register before 30 November this year.

For further enquiries please contact Amy at:
accounts@international.com

Yours sincerely

JACOB MBEZIWE
Programme Manger



Exercise 2.1C (continued)

e-mail: language@international.com



LANGUAGE INTERNATIONAL

We speak, we teach, we love language

Programme Manager
Language International
15 Long Street
CAPE TOWN
7100

Dear Birgitta Bosch 1-1 mark will be deducted per document not handed in (2 letters)
3 header changed to C

Thank you for your enquiry at Language International. Yes, we do offer the following languages you are interested in learning.

The following tuition in Spanish is on a Wednesday at 19:30. This course will start on 9 May.


Japanese is on a 11 May at 10:00. The starting date of this course is on 11 May.

The duration and cost per course are available on our website. Please make sure to register before 30 November this year.

For further enquiries please contact Amy at:
accounts@international.com.

Yours sincerely

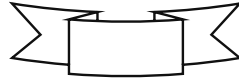
JACOB MBEZIWE
PROGRAMME MANAGER

 0860 505 050



Exercise 2.1C (continued)

e-mail: language@international.com



LANGUAGE INTERNATIONAL

We speak, we teach, we love language

Programme Manager
Language International
15 Long Street
CAPE TOWN
7100

Dear Renaldo Sadi 1 -1 mark will be deducted per document not handed in (3 letters)
4 header changed to C

Thank you for your enquiry at Language International. Yes, we do offer the following languages you are interested in learning.

The following tuition in Italian is on a Thursday at 20:00. This course will start on 11 May.

English is on a 13 May at 14:30. The starting date of this course is on 13 May.

The duration and cost per course are available on our website. Please make sure to register before 30 November this year.

For further enquiries please contact Amy at:
accounts@international.com.

Yours sincerely

JACOB MBEZIWE
PROGRAMME MANAGER

-	4	4
A	M	T

☎ 0860 505 050

Exercise 2.2A

SB page 356



1 line spacing 2 A4 landscape, word wrap, columns correct 3 Calibri 10 pt, uc/lc, letter spaces, QUESTION number 4 fields/field names

TITLE	INITIAL	SURNAME	ADDRESS1	ADDRESS2	CODE	EXPERIENCE	LOCATION	DATE	TIME	COST
Mr	B	Clement	33 Amstelhoff Road	PAARL	7646	Skydiving	Melkbosstrand	15 February	09:30	R2550
Mrs	V	Zintle	Audas Estate	SOMERSET WEST	7130	Stand Up Paddle Boarding	Lagoon Beach	24 February	08:30	R880

7	2	9	
A	M	T	



Exercise 2.2B

SB page 356

5 header, Times New Roman 12 pt, bold, right align, NL

QUESTION 2.2B

021 758 9999 OR

1 margins 1" L&R, alignment, line spacing 2 A4 portrait, tab stops, indentation, hyphenation NO.

[021 758 9998

3 font/font size, uc/lc, letter spaces, header QUESTION number 4 fields highlighted

EXTREME SCENE 6 centre, sp caps, Wide Latin 20 pt

CAPE TOWN – SOUTH AFRICA 7 centre, uc, italic, Gadugi 16 pt

Show your wild side – Live life to the extreme 8 centre, Gadugi 14

Strand Office: 100 Beach Road 9 centre, Gadugi 12

11 horizontal line, width 1,5 pt extremescene@cape.co.za – www.extremescene.co.za 10 centre, Gadugi 12, correct symbol

≠

12 October 2023 12 today's date in full

≠

«TITLE» «INITIAL» «SURNAME» 4 fields highlighted

«ADDRESS1»

«ADDRESS2»

«CODE»

≠

Dear «TITLE» «SURNAME» 4 fields highlighted

≠

BOOKING CONFIRMATION 13 uc, bold

≠

We are confirming your booking for «EXPERIENCE», at «LOCATION» on «DATE». Kindly be at our Strand Office promptly at «TIME».

≠

The cost for your extreme activity is «COST» as agreed upon which is payable in cash/debit or credit card or EFT¹. If you are going to pay using EFT please use «SURNAME» as a reference.

16 text box around text

You are welcome to contact our offices if you have any questions.

≠

Yours sincerely

≠

≠

AMY LIVRE

BOOKINGS ADMINISTRATOR 17 uc, bold

5	17	22
A	M	T

15 footnote 1, Arial 10 pt,

¹ All costs must be settled in full before departure for your activity

18 footer, Arial 12 pt, bold, right align

An indemnity form needs to be completed before taking part in an activity



Exercise 2.2C

SB page 356

QUESTION 2.2C

021 758 9999 OR
021 758 9998

EXTREME SCENE

CAPE TOWN – SOUTH AFRICA

Show your wild side – Live life to the extreme

Strand Office: 100 Beach Road

✉ extremescene@cape.co.za – www.extremescene.co.za

12 October 2023

Mr B Clement
33 Amstelhoff Road
PAARL
7646

1 -1 mark will be deducted per document not handed in (2 letters)

Dear Mr Clement

BOOKING CONFIRMATION

We are confirming your booking for Skydiving, at Melkbosstrand on 15 February. Kindly be at our Strand Office promptly at 09:30.

The cost for your extreme activity is R2550 as agreed upon which is payable in cash/debit or credit card or EFT¹. If you are going to pay using EFT please use Clement as a reference.

You are welcome to contact our offices if you have any questions.

Yours sincerely

AMY LIVRE
BOOKINGS ADMINISTRATOR

~~2 footnote number 1 on both letters~~

¹ All costs must be settled in full before departure for your activity

An indemnity form needs to be completed before taking part in an activity



Exercise 2.2C (continued)

QUESTION 2.2C

021 758 9999 OR
021 758 9998

EXTREME SCENE

CAPE TOWN – SOUTH AFRICA

Show your wild side – Live life to the extreme

Strand Office: 100 Beach Road

✉ extremescene@cape.co.za – www.extremescene.co.za

Today's date in full

Mrs V Zintle
Audas Estate
SOMERSET WEST
7130

3 -1 mark will be deducted per document not handed in (2 letters)

Dear Mrs Zintle

BOOKING CONFIRMATION

We are confirming your booking for Stand Up Paddle Boarding, at Lagoon Beach on 24 February. Kindly be at our Strand Office promptly at 08:30.

The cost for your extreme activity is R880 as agreed upon which is payable in cash/debit or credit card or EFT¹. If you are going to pay using EFT please use Zintle as a reference.

You are welcome to contact our offices if you have any questions.

Yours sincerely

AMY LIVRE
BOOKINGS ADMINISTRATOR

-	3	3
A	M	T

² footnote number 1 on both letters

¹ All costs must be settled in full before departure for your activity

An indemnity form needs to be completed before taking part in an activity

Exercise 2.3A

SB page 359



1 line spacing 2 A4 landscape, word wrap, columns correct 3 Courier New 10 pt, uc/lc, letter spaces, QUESTION number 4 fields/field

TITLE	INITIALS	SURNAME	POSITION	DEPARTMENT	START DATE	LAST DATE	SALARY	REPORT TO
Mr	NJ	Sityana	Chief Operating Officer	Development Department	1 March	28 February	R1309350.00	Mr P Botha
Mr	K	Louw	Safety Manager	Maintenance Department	1 July	30 June	R441570.00	Mr JS Thlango
Mrs	BW	Ndabeni	Marketing Manager	Labour Department	1 April	31 March	R375296.00	Mrs A Viljoen


10	2	12
A	M	T



Exercise 2.3B

1 margins 1" L&R, alignment, line spacing 2 A4 portrait, tab stops, indentation, hyphenation NO.
 3 font/font size, uc/lc, letter spaces, header QUESTION number 4 fields inserted

6 column 1-Castellar 26 pt, bold, shadow 9 column 2-Verdana 14 pt, centre

FORWARD INC www.forwardinc.com
 7 shape 1 cm x 1 cm/ 8 Verdana 14 pt, italics, right align info@forward.com
 0,4" x 0,4",  *Together we can* 011 879 5332
 OR
 5 table-no borders, 2 columns 011 879 5322

≠
 10 today's date in descending order (yyyy-mm-dd)
 ≠
 Dear «TITLE» «INITIALS» «SURNAME» 4 fields inserted
 ≠
 We would like to congratulate you for being promoted to «POSITION», in the «DEPARTMENT». 4 fields inserted
 ≠
 The last day in your current position will be «LAST_DATE». As from «START_DATE» you will be appointed in your *new position* and *department*. You will now report to «REPORT_TO» directly. 4 fields inserted 11 italics
 ≠
 As discussed in the interview your salary will also increase. Your annual salary will now be «SALARY». 12 double u/line 4 fields inserted
 ≠
 We hope that you continue your commitment and devotion to your new position.
CONGRATULATIONS AND GOOD LUCK! 13 uc, italics, Arial 16 pt
 ≠
 14 del: regarding the salary or coverage
 If you have any inquiries, please contact hr@forward.com or call 011 879 5333.
 ≠
 Regards
 ≠
 ≠
MR PW ROODT
CEO FORWARD INC 15 bold, u/line

16 double page border

5	14	19
A	M	T

Exercise 2.3C

SB page 359



FORWARD INC
➤ *Together we can*

www.forwardinc.com
info@forward.com
011 879 5332
OR
011 879 5322

Insert today's date in descending order

Dear Mr NJ Sityana 1 -1 mark will be deducted per document not handed in (3 letters)
2 header changed to C

We would like to congratulate you for being promoted to Chief Operating Officer, in the Development Department.

The last day in your current position will be 28 February. As from 1 March you will be appointed in your *new position* and *department*. You will now report to Mr P Botha directly.

As discussed in the interview your salary will also increase. Your annual salary will now be R1309350.00.

We hope that you continue your commitment and devotion to your new position.
CONGRATULATIONS AND GOOD LUCK!

If you have any inquiries, please contact hr@forward.com or call 011 879 5333.

Regards

MR PW ROODT
CEO FORWARD INC



Exercise 2.3C (continued)

QUESTION 2.3C



www.forwardinc.com
info@forward.com
011 879 5332
OR
011 879 5322

Insert today's date in descending order

Dear Mr K Louw

3 -1 mark will be deducted per document not handed in (3 letters)
2 header changed to C

We would like to congratulate you for being promoted to Safety Manager, in the Maintenance Department.

The last day in your current position will be 30 June. As from 1 July you will be appointed in your *new position* and *department*. You will now report to Mr JS Thlango directly.

As discussed in the interview your salary will also increase. Your annual salary will now be R441570.00.

We hope that you continue your commitment and devotion to your new position.
CONGRATULATIONS AND GOOD LUCK!

If you have any inquiries, please contact hr@forward.com or call 011 879 5333.

Regards

MR PW ROODT
CEO FORWARD INC



Exercise 2.3C (continued)

QUESTION 2.3C



www.forwardinc.com
info@forward.com
 011 879 5332
 OR
 011 879 5322

Insert today's date in descending order

Dear Mrs BW Ndabeni 4 -1 mark will be deducted per document not handed in (3 letters)
 2 header changed to C

We would like to congratulate you for being promoted to Marketing Manager, in the Labour Department.

The last day in your current position will be 31 March. As from 1 April you will be appointed in your *new position* and *department*. You will now report to Mrs A Viljoen directly.

As discussed in the interview your salary will also increase. Your annual salary will now be R375296.00.

We hope that you continue your commitment and devotion to your new position.
CONGRATULATIONS AND GOOD LUCK!

If you have any inquiries, please contact hr@forward.com or call 011 879 5333.

Regards

MR PW ROODT
CEO FORWARD INC

-	4	4
A	M	T



Module 3

Display work and itineraries



By the end of this module, students should be able to:

- Correctly manipulate the following instructions in connection with advanced display work within a given time frame:
 - Key in and save a variety of advanced display work.
 - Retrieve these documents saved during a typing technique session.
 - Edit the retrieved documents and manipulate according to the instructions and proofreading signs.
 - Print preview and print the documents on A4 paper as per instruction.
- Correctly manipulate the following instructions in connection with itineraries within a given time frame:
 - Key in and save a variety of itineraries.
 - Retrieve these documents saved during a typing technique session.
 - Edit the retrieved documents and manipulate according to the instructions and proofreading signs.
 - Print preview and print the documents on A4 paper as per instruction.

Didactical directives

- I. The same keying-in rules applicable to display work at Typing Technique applies to these documents when retrieving of a document must be done to do the manipulation.



Exercise 3.1A

SB page 366

- 1 Left margin 2,54 cm/1", right 3,81 cm/1,5", alignment, line spacing: double
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is

Pay 0% increase on the renewal of your car licence for this year. Renew your licence online and you can save time and effort. Visit your nearest PostNet or NaTIS to renew your car licence and avoid penalties.

≠

Get sorted

Renewing is easy.

Visit your nearest branch

Visit

For more information

≠

The benefits of online renewal

≠

Convenience

You no longer have to go through the hassle.

Getting your new licence disk

9	2	11
A	M	T



Exercise 3.1B

SB page 367

5 header, Arial 9 pt, uc, italics, centre

CAR LICENCE DISK

1 L&R margin 1,27 cm/0,5", alignment, line spacing: single 2 A5 portrait, tab stops, indentation, hyphenation YES 3 Arial 11 pt, uc/lc, letter spaces, header QUESTION number A changed to B

4 double page border

6 Arial 14 pt, uc, bold, double u/line, centre

RENEWAL OF YOUR VEHICLE LICENCE DISK

≠ 7 16 pt, bold

Pay **0%** increase on the renewal of your car licence for this year. Renew your licence *online* and you can save time and effort.

9 NP

10 footnote 1

[Visit your nearest PostNet or NaTIS¹ to renew your car licence and avoid penalties.

≠

11 right align, u/line

Get sorted

≠

Renewing is easy. 12 insert

Visit your nearest PostNet branch

Visit www.postnet.co.za or www.natis.gov.za 13 insert, del: For more information

≠

14 uc, bold, centre

THE BENEFITS OF ONLINE RENEWAL ≠

15 two columns, bullets, indent

16 right column

- Go to www.natis.gov.za
- Click on e-services
- Under motor vehicle licencing, click on register or login
- Complete the online registration form and upload necessary documentation
- Go to www.renewonline.co.za
- Register or login
- Add vehicle
- Renew vehicle licence
- Do online payment

Convenience 16 one column, Cooper Black 14 pt

You no longer have to go through the hassle.

≠

Getting your new licence disk 17 bold

≠

If you renew your licence at a PostNet office, they will contact you to collect your disk. If you renew using the online services it will be couriered or posted to you.

¹ National Traffic Information System 18 footnote, Arial 8 pt

4	15	19
A	M	T

19 footer, Arial 9 pt, left align, bold

20 page nu, bottom, right, Arial 11 pt

Be responsible, renew your licence!

1



Exercise 3.2A

SB page 369

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is

Table Mountain

A park for all forever

≠

Walk No. 4, Platboom/Gifkommetjie

Main attractions

Magnificent view

Interesting flora

Flotsam

Kelp

Dunes

≠

This is a very pleasant walk, which will take you through areas of fynbos, coastal flora, and dunes.

≠

Items of interest do sometimes come ashore and you may see blocks of rubble, believed to have been deck cargo on a vessel torpedoed near Port Elizabeth I World War 2.

≠

Walk essentials

To enjoy your walk

A hat

Boots to support your ankles

Warm or waterproof clothing

≠

Remain on designated paths

12	3	15
A	M	T



- 1 L&R margin 1,27/0,5", alignment, line spacing: single
- 2 A4 landscape, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number

4 NATIONAL PARK inserted, CN 18, bold, centre, uc

TABLE MOUNTAIN NATIONAL PARK

A park for all forever 5 bold, centre

≠ 6 three columns inserted

7 column vertical centred

8 uc, u/line, centre

WALK NO. 4,
PLATBOOM/GIFKOMMETJIE

≠

Main attractions 9 bold, italics

≠

Magnificent view 10 1,27cm/0,5", footnote
Interesting flora¹

Flotsam² 11 2,54 cm/1", footnote 2

Kelp³ 12 3,81 cm/1,5", footnote 3

Dunes 13 5,08 cm/2"

≠

Out and back 8 km 14 bold, centre

15 footnote 1-3 CN 10, correct sequence

- 1 Plants of a particular region
- 2 Wreckage of a ship or its cargo floating or washed up by die sea
- 3 Large brown algae seaweed

This is a very pleasant walk, which will take you through areas of:

≠ 16 del commas, "and", insert bullets, indent, s/s

- fynbos
- coastal flora
- dunes.

≠

The maritime debris washed up on the coast illustrates the "down side" of being near a busy sea lane. Visible are large kelp beds.

≠

Items of interest do sometimes come ashore and you may see blocks of rubble, believed to have been deck cargo on a vessel torpedoed near Port Elizabeth in World War 2. 17 u/line

≠

The only mildly strenuous section of the path is the *Gifkommetjie steps*. 18 italics¹⁰

19 uc, bold, centre

WALK ESSENTIALS

≠ 4 insert

To enjoy your walk you need the following:

20 any bullet using Webdings, indent, d/s

☛ A hat that will not blow off^{4 insert}

☛ Boots to support your ankles

4 insert

☛ A good supply of fresh water

☛ Warm or waterproof clothing

☛ A map^{4 insert}

☛ Sunscreen^{4 insert}

21 bold, right align

Remain on designated paths

4	17	21
A	M	T

22 footer, centre, Arial 14, bold

All walking is at your own risk!



Exercise 3.3A

SB page 372

- 1 L&R margin 2,54 cm/1", alignment, line spacing: double
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 Arial 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is

Welcome to Precision Cardiac and Vascular Care. Please bring the following items with you for the appointment.

Identity Document, Medical aid card, All medication you are currently taking (bring the bottle if possible), Pharmacy name and telephone number

≠

Patient Registration Form

Last Name

First Name

ID number

Gender

Street Address

Home number

Cell phone number

If for any reason your medical aid does not cover any performed services, the patient is responsible for payment of the outstanding balances.

Thank you!

Signature of Patient

Date

12	3	15
A	M	T



Exercise 3.3B

SB page 373

1 L&R margin 1,27 cm/0,5", alignment, line spacing: single
 2 A4 portrait, tab stops, indentation, hyphenation NO.
 3 Arial 12 pt, uc/lc, letter spaces, header QUESTION number

4 Broadway 16 pt, uc, centre
PRECISION CARDIAC AND VASCULAR CARE

5 Arial 14 pt, centre, italics *Manish Patel, MD, FACC, FSCAI*

Phone: 011 884 7252 6 left align Suite 4, Room 10, Precision Care, Sandton, Johannesburg 6 right align Fax: 011 884 7551
 7 centre, bold

≠ 8 vertical line

≠
 Welcome to Precision Cardiac and Vascular Care. Please bring the following items with you for the appointment.

≠ 9 bullets, indent, delete commas, s/s

- Identity Document
- Medical aid card
- All medication you are currently taking (bring the bottle if possible)
- Referral letter from Primary Care Physicians
- Pharmacy name and telephone number
- Any medical records that are related to your visit.

≠ 10 Arial 14, centre, bold, uc

PATIENT REGISTRATION FORM

Last Name	11 blocks inserted lines correct
≠	
First Name	12 l/s 1,5
≠	
Date of birth	
≠	
ID number	
≠	
Gender	
≠	
Street Address	
≠	
Home number	
≠	
Cell phone number	
≠	
Emergency contact person	
≠	
Emergency contact number	

≠ 13 page break

14 footer, Arial 10 pt, left align, bold

If you are unable to keep your appointment, it is very important to inform us 24 hours in advance to avoid cancellation fees.

15 bold, italics

Precision Cardiac and Vascular Care will send the claim to the listed medical aid as a courtesy.

≠

If for any reason your medical aid does not cover any performed services, the patient is responsible for payment of the outstanding balances.

≠

16 bold, italics, uc, centre, 14 pt

THANK YOU!

≠

≠

17 leader line tab on 5,08 cm/2"

SIGNATURE OF PATIENT 18 uc, bold

≠

17 leader line tab on 5,08 cm/2"

DATE 19 uc, bold

5	18	23
A	M	T

14 footer, Arial 10 pt, left align, bold

If you are unable to keep your appointment, it is very important to inform us 24 hours in advance to avoid cancellation fees.



Module 4

Financial statements



By the end of this module, students should be able to:

- Correctly manipulate the following instructions in connection with financial statements (only 2-figure columns with statements and notes in paragraph form with or without figure columns and without borders) on one sheet of A4 paper within a given time frame:
 - Key in and save financial statements given.
 - Retrieve these financial statements or other financial statements previously saved during typing technique sessions.
 - Edit the retrieved financial statements and manipulate according to the instructions and proofreading signs.
 - Print preview and print the document on A4 paper as per instruction.

Didactical directives

- I. Column work will be indicated by means of the instructions and proofreading signs. Students will not be expected to move columns.



Exercise 4.1A

SB page 378

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is, lines inserted, spaces between columns

Simpiwe Scheepers

≠

Income statement

≠

	January 2025	March 2025
≠		
Income	21500	35000
Job at Midas Stellenbosch	2200	3000
Rental 4 Main Road	2800	3500
Rental 60 Retreat Street	2800	3500
≠		
Total income	29300	45000
≠		
Expenses	3000	3500
Dining	650	800
Education	800	930
Petrol	3900	4200
Groceries	1125	2000
Insurance	3999	5000
Rent	5000	7000
≠		
Total expenses	18474	23430
≠		
Net income	10826	21570

8	2	10
A	M	T



Exercise 4.1B

SB page 379

- 1 L&R margin 1,27 cm/0,5", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 Arial 12 pt, uc/lc, letter spaces, header QUESTION number

4 uc, bold, centre
SIMPIWE SCHEEPERS

≠
INCOME STATEMENT FOR SCHEEPERS HANDY WORKS PER MONTH

	January 2025	February 2025	March 2025
INCOME	21500	30325	35000
Job at Midas Stellenbosch	2200	2625	3000
Rental 4 Main Road	2800	3000	3500
Rental 60 Retreat Street	2800	3000	3500
Total income	29300	38950	45000
EXPENSES	3000	4200	3500
Dining	650	1000	800
Education	880	900	1230
Petrol	3900	4400	4200
Groceries	1125	2300	2000
Other ¹	5678	6890	12500
Cell Phone	650	780	910
Insurance	3999	4500	5000
Rent	5000	6000	7000
TOTAL EXPENSES	24882	30970	37140
NET INCOME	4418	7980	7860

≠ 18 footnote 1 text inserted
1 Includes all other smaller expenses not specified

19 bold, shade column
20 column width correct

4	15	19
A	M	T



Exercise 4.2A

SB page 380

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait, tab stops, **indentation**, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is, lines inserted, spaces between columns

BALANCE SHEET FOR 31 DECEMBER 2023 AND 30 NOVEMBER 2023

	2024 DECEMBER		2024 NOVEMBER
	ASSETS		
	≠		
	Current assets		
	2100	Cash	2500
	10000	Temporary investments	13000
	40500	Accounts receivables	60000
	31000	Inventory	33000
	1500	Prepaid insurance	2500
	89000	Total current assets	
	≠		
	36000	Investments	41000
	≠		
	Property, plant & equipment		
	5500	Land	6700
	201000	Equipment	255000
	(56000)	Less: accumulated depreciation	(60000)
	337000	Property, plant & equipment - net	359000
	≠		
	Intangible assets		
	≠		
	105000	Goodwill	126000
	305000	Total intangible assets	405000
	≠		
	3000	Other assets	4500
	≠		
	770000	Total assets	870000

14	4	18
A	M	T



Exercise 4.2B

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 Arial 12 pt, uc/lc, letter spaces, header QUESTION number

4 bold, uc, Lucidia Sans 12 pt

BALANCE SHEET FOR 31 DECEMBER 2024 AND 30 NOVEMBER 2024

≠

5 column moved

	2024 NOVEMBER	2024 DECEMBER
ASSETS 6 bold, centre		
≠		
CURRENT ASSETS 7 uc		
8 indent Cash	2500	2100
Petty cash 9 correct position	1000	2000
Temporary investments	13000	10000
Accounts receivables	60000	40500
Inventory	33000	31000
Supplies	1500	2500
Prepaid insurance	2500	1500
TOTAL CURRENT ASSETS 10 uc, italics	98000	89000
≠		
INVESTMENTS 12 uc	41000	36000
≠		
Property, plant & equipment		
Land	6700	5500
Land improvements	6500	7000
Buildings	180000	185000
Equipment	255000	201000
Less: accumulated depreciation	(60000)	(56000)
Property, plant & equipment – net	359000	337000
≠		
INTANGIBLE ASSETS 13 uc		
≠		
Goodwill	126000	105000
Trade names	200000	200000
Total intangible assets	405000	305000
≠		
Other assets 14 shade row	4500	3000
≠		
Total assets 15 shade row	870000	770000
≠		
LIABILITIES 16 bold, centre, uc		
≠		
Notes payable	5000	6000
Accounts payable	35900	36000
Wages payable	8500	9500
Interest payable	2900	3200
Taxes payable	6100	6300
Total current liabilities 14 shade row	58000	63000

≠ 17 Arial 10 pt, italic

The notes for this balance sheet have been omitted.

18 spaces between columns

19 column width correct

20 figures right align

21 lines below amounts correct

5	22	27
A	M	T



Exercise 4.3A

SB page 383

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is, lines inserted, spaces between columns

Westview Glass and Aluminium
 Cost of Goods Manufactured Statement
 year Ended December 31, 2024

Direct Material		
	Beginning inventory	35,000.00
Add:	Purchases	93,900.00
	Freight in	1,100.00
	Total Purchases	95,000.00
	≠	
Less:	Raw Material (Ending)	(40,000.00)
	≠	
	Direct Material Used	90,000.00
	≠	
Add:	Manufacturing overhead	
	≠	
	Indirect labour	39,250.00
	Manufacturing utilities	28,00.00
	Depreciation (Manufacturing equipment)	5,000.00
	Total Manufacturing overhead	100,000.00
	≠	
	Total Manufacturing Cost for the Period	440,000.00
	≠	
	Total Work in Process Inventory	459,400.00
	≠	
Less:	Work in Process (Ending)	21,600.00

14	4	18
A	M	T



Exercise 4.3B

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait (one page), tab stops, indentation, hyphenation NO.
- 3 Times New Roman 12 pt, uc/lc, letter spaces, header QUESTION number

4 sp caps, 16 pt, bold, centre

WESTVIEW GLASS AND ALUMINIUM

5 14 pt, italic, centre *Cost of Goods Manufactured Statement*

6 12 pt, centre year Ended December 31, 2024

Direct Material		
	Beginning inventory	35,000.00
Add:	Purchases	93,900.00
	Freight in	1,100.00
	total Purchases	95,000.00
	≠	
	Total Raw Material Available	130,00.00
	≠	
Less:	Raw Material (Ending)	(40,000.00)
	≠	
	DIRECT MATERIAL USED 7 uc, bold	90,000.00
	≠	
Add:	DIRECT LABOUR 8 uc, bold	250,000.00
	≠	
Add:	MANUFACTURING OVERHEAD 9 uc, bold	
	≠	
	Indirect labour ¹ 10 footnote 1	39,250.00
	Manufacturing Rent	17,500.00
	Manufacturing utilities	28,000.00
	Manufacturing Insurance	10,250.00
	Depreciation (Manufacturing equipment)	5,000.00
	Total Manufacturing overhead ² 11 footnote 2	100,000.00
	≠	
	TOTAL MANUFACTURING COST FOR THE PERIOD 12 uc, bold	440,000.00
	≠	
Add:	Work in Process (Beginning)	19,400.00
	≠	
	TOTAL WORK IN PROCESS INVENTORY 13 uc, bold	459,400.00
	≠	
Less:	Work in Process (Ending)	21,600.00
	≠	
	Cost of Goods Manufactured	437,800.00

≠ 15 text added, Times New Roman 12 pt, below table

A range of aluminium doors and windows including glass options, finishing colour and hardware.

- 17 spaces between columns
- 18 column width correct
- 19 figures right align

¹ Labor involved in production 20 footnote 1 added

² Such as lighting, equipment and little extras 21 footnote 2 added

6	22	28
A	M	T

22 footer, centre, italic, bold, 14 pt

"Create a better view"



Module 5

Tabular statements



By the end of this module, students should be able to:

- Correctly manipulate the following instructions in connection with tabular statements (content to fit the columns or use default columns) on one sheet of A4 paper within a given time frame:
 - Key in and save tabular statements.
 - Retrieve these tabular statements or other tabular statements previously saved during typing technique sessions.
 - Edit the retrieved tabular statements and manipulate according to the instructions and proofreading signs.
 - Print preview and print the document on A4 paper as per instruction.

Didactical directives

- I. Column work will be indicated by means of the instructions and proofreading signs. Students will not be expected to move columns.



Exercise 5.1A

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is, table inserted

Problems in school organisations

≠

Problems in Public Schools	Province (%)					
	EC	NC	KZN	GP	MP	LP
Lack of books	1,8	2,1	3,7	2,9	4,1	1,4
≠ Classes too large	1,2	1,2	3,1	3,6	4,3	2,2
≠ Facilities bad	1,6	1,0	1,9	2,1	2,5	0,9
≠ Teachers absenteeism	0,7	1,3	0,6	2,3	0,5	0,7
≠ Poor quality of teaching	0,4	1,2	0,9	1,9	1,6	0,6
≠ Teachers striking	0,1	0,5	0,5	1,2	0,5	0,4

8	2	10
A	M	T



- 1 L&R margin 3,81 cm/1,5", alignment, line spacing: single
- 2 A4 landscape, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number

4 uc, bold, u/line, right align

PROBLEMS IN SCHOOL ORGANISATIONS

≠ 5 italics

This has been recorded for the 9 provinces of South Africa over the period of 1 year

≠

PROBLEMS IN PUBLIC SCHOOLS 7 column headings centre, uc	PROVINCE (%)								
	WC ¹	EC ²	NC ³	FS ⁴	KZN ⁵	NW ⁶	GP ⁷	MP ⁸	LP ⁹
Lack of books ^b 9 footnote b	3,2	1,8	2,1	3,0	3,7	2,3	2,9	4,1	1,4
≠ Classes too large ^a 10 footnote a	6,7	1,2	1,2	1,8	3,1	5,6	3,6	4,3	2,2
≠ Fees too high ^c 11 footnote c	5,5	2,2	1,2	1,9	1,7	2,4	4,5	2,4	0,5
≠ Facilities bad	3,8	1,6	1,0	2,4	1,9	2,8	2,1	2,5	0,9
≠ Lack of teachers	3,2	3,5	1,4	0,6	0,8	1,5	1,5	1,1	0,5
≠ Teachers absenteeism	2,2	0,7	1,3	0,6	0,6	1,7	2,3	0,5	0,7
≠ Poor quality of teaching	2,8	0,4	1,2	0,5	0,9	1,2	1,9	1,6	0,6
≠ Teachers striking	1,9	0,1	0,5	0,3	0,5	0,9	1,2	0,5	0,4

≠ 15 tab x 2/3 inserted

- WC - Western Cape
- EC - Eastern Cape
- NC - Northern Cape
- FS - Free State
- KZN - KwaZulu Natal
- NW - North West
- GP - Gauteng
- MP - Mpumalanga
- LP - Limpopo

- 12 right align figures
- 13 lines of table correct
- 14 column width correct

16 footnotes correct sequence, above footer

- ^a Biggest problem (3,3%)
- ^b Second biggest problem (2,8%)
- ^c Third biggest problem (2,6%)

	4	15	19
	A	M	T

17 footer, uc, centre, CN 10 pt
PUBLIC SCHOOLS IN SOUTH AFRICA



Exercise 5.2A

SB page 390

- 1 L&R margin 1,27 cm/0,5", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is, table inserted

Western Cape Water Stored in Major Dams

≠

Major dams (WCWSS)	Storage			
	Capacity	%	%	%
	MI	24 August 2020	Previous week	2017
Berg River	130010	100.4	101.2	53.7
Steenbras Lower	33517	95.3	91.7	31.7
Steenbras Upper	31767	98.9	100.9	102.2
Voël Vlei	164095	84.5	76.6	23.7
Wemmershoek	58644	84.1	80.5	40.9
Total stored	898221	790658	754690	300154
% Storage		88.0%	84.0%	33.4%

≠

Overall Percentage Full: 88.0%

≠

Weekly Change: 4.0%

9	2	11
A	M	T

Exercise 5.2B

SB page 391

- 1 margins equal, alignment, line spacing: single except table 1,5
- 2 A4 landscape, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number

4 uc, bold, 16 pt, centre
WESTERN CAPE WATER STORED IN MAJOR DAMS (WCWSS^a) 5 footnote a
 ≠ 6 all column headings uc, italics, centre vertical and horizontal

<i>MAJOR DAMS</i> (WCWSS)		STORAGE 7 bold, shade row 8 runs on				
<i>CAPACITY</i>	%	%	%	%	%	
<i>MI</i>	24 AUGUST 2020	PREVIOUS WEEK	2019	2018	2017	2016
130010	100.4	101.2	99.8	90.4	53.7	67.3
33517	95.3	91.7	101.2	71.9	31.7	66.1
31767	98.9	100.9	95.2	102.3	102.2	100.2
480188	85.1	80.7	72.1	44.8		51.9
164095	84.5	76.6	86.9	65.4	23.7	61.3
58644	84.1	80.5	97.8	82.8	40.9	70.3
TOTAL STORED 11 uc, bold row	790658	754690	734063	545015	300154	532480
% STORAGE 12 uc	88.0%	84.0%	81.7%	60.7%	33.4%	59.3%

≠

- 15 right align figures
- 16 lines of table correct
- 17 column width correct

OVERALL PERCENTAGE FULL: 88.0% 13 uc, centre, u/line

14 del: Weekly Change: 4.0%

18 footnote above footer, a & b

- ^a Western Cape Water Supply System
- ^b Largest dam in the Western Cape

4	17	21	
A	M	T	

19 footer, centre, uc, bold, CN 14 pt

WATER, PRECIOUS WATER!



Exercise 5.3A

SB page 392

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is, table inserted

Blood Type 'AB' food recommendations

≠

Food type	Highly beneficial	Neutral	Avoid
Meat and poultry	Lamb, Mutton, Rabbit, Turkey	Liver, Pheasant	Bacon, Ham, Steak, Chicken, Veal, Duck
Eggs and dairy	Cottage cheese, Feta, Goat cheese, Mozzarella, Yoghurt	Cheddar, Cream cheese, Gouda, Skim and 2% milk, Soy cheese and milk	Blue cheese, Brie, Parmesan, Butter, Ice cream
Nuts and seeds	Chestnuts, Peanuts, Walnuts	Almond butter, Almonds, Cashew, Pistachio nuts	Poppy, Pumpkin, Sunflower seeds

11	3	14
A	M	T



Exercise 5.3B

SB page 393

- 1 L&R margin 1,27 cm/0,5", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number

4 header, right align, bold
Eat right for your blood type

5 uc, bold, centre, 16 pt, any shadow effect
BLOOD TYPE 'AB'¹ FOOD RECOMMENDATIONS

6 endnote, number 1

≠ 7 all headings uc, centre, bold, 14 pt

FOOD TYPE	HIGHLY [BENEFICIAL	NEUTRAL	AVOID
Meat and poultry <small>9 omit all commas, replace with any bullet 10 bullets left aligned 11 indentation correct</small>	<ul style="list-style-type: none"> • Lamb • Mutton • Rabbit • Turkey 	<ul style="list-style-type: none"> • Liver • Pheasant 	<ul style="list-style-type: none"> • Bacon • Ham • Steak • Chicken • Veal • Duck
Seafood	<ul style="list-style-type: none"> • Tuna • Sardine • Mackerel • Trout 	<ul style="list-style-type: none"> • Calamari • Mussels • Salmon • White fish 	<ul style="list-style-type: none"> • Anchovy • Lobster • Shrimp • Crab • Oyster
Eggs and dairy	<ul style="list-style-type: none"> • Cottage cheese • Feta • Goat cheese • Mozzarella • Yoghurt 	<ul style="list-style-type: none"> • Cheddar • Cream cheese • Gouda • Skim and 2% milk • Soy cheese and milk 	<ul style="list-style-type: none"> • Blue cheese • Brie • Parmesan • Butter • Ice cream
Oil and fats	<ul style="list-style-type: none"> • Olive oil 	<ul style="list-style-type: none"> • Canola • Cod liver • Flaxseed oil 	<ul style="list-style-type: none"> • Sunflower • Sesame • Corn oil
Nuts and seeds	<ul style="list-style-type: none"> • Chestnuts • Peanuts • Walnuts 	<ul style="list-style-type: none"> • Almond butter • Almonds • Cashew • Pistachio nuts 	<ul style="list-style-type: none"> • Poppy • Pumpkin • Sunflower seeds

≠

16 endnote 1 inserted below text

¹ The universal plasma donor has Type AB blood.

- 17 right align figures
- 18 lines of table correct
- 19 column width correct
- 20 wrapping of words in table correct

5	22	27
A	M	T

21 footer, left align, u/line

peter@fivewellness.com

22 footer, right align, italics

www.fivewellness.com



Module 6

Paragraphs in African Languages



By the end of this module, students should be able to:

- Correctly manipulate the following instructions in connection with paragraphs in African languages on A4 paper within a given time frame:
 - Key in and save paragraphs.
 - Retrieve these paragraphs previously saved during typing technique sessions
 - Edit the retrieved paragraphs and manipulate according to the instructions and proofreading signs.
 - Print preview and print the document on A4 paper as per instruction.

Didactical directives

1. The same directives apply as those for paragraphs, business letters, etc.
2. Diacritical marks will be inserted above the letters in all questions and examination papers. Students must insert these accents in the classroom situation and they need to be keyed in, in the examination.



Exercise 6.1A

SB page 396

- 1 L&R margin 3,81 cm/1,5", alignment, line spacing: double
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is

UZama ulungiselela ukuya esikolweni. Utata upheka isidudu
sesidlo sakusasa.

"Umama wenza isidudu esiluncuthu!" utsho uZama.

Utata ugalela ubisi, ngothando.

"Tata, ndicinga ukuba esi sidudu sifuna ukongezwa
iswekile," utsho uZama.

"Isidudu sikamama simnandi kakhulu kunesidudu sikatata,"
uyacinga uZama.

"Tata, ndingayongeza iswekile?" uyabuza uZama. "Yhu!

Tata! Ugalele ityuwa esidudwini sam!"

9	2	11
A	M	T



Exercise 6.1B

SB page 397

AMABALI ABANTWANA 5 header, Rockwell 10 pt, centre, italics, uc

- 1 L&R margin 2,54 cm/1", alignment, line spacing: single
- 2 A4 portrait, tab stops, indentation, hyphenation YES.
- 3 Arial 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 vertical alignment centre

6 sp caps, u/line, right align, 18 pt

ISIDUDU

≠

UZama ulungiselela ukuya esikolweni.

7 NP

[Utata upheka isidudu sesidlo sakusasa.

8 NP, bold, right align

["Umama wenza isidudu esiluncuthu!" utsho uZama.

≠

9 runs on

Isidudu sinika uZama amandla okuya esikolweni. Isidudu sivuthiwe. Utata ugalela ubisi, ngothando.

≠

10 two columns inserted 11 bullets

- "Tata, ndicinga ukuba esi sidudu si-funa ukongezwa iswekile," utsho uZama.

13 column 2, bullets

- "Tata, ndingayongeza iswekile?" uyabuza uZama.

12 NP

- Utata wongezela uZama iswekile.

12 NP

- "Isidudu sikamama simnandi kakhulu kunesidudu sikatata," uyacinga uZama

14 one column

"Yhu! Tata! Ugalele ityuwa esidudwini sam!"

15 NP

["Tata, uzobuya nini umama?" uyabuza uZama.

16 NP, uc, bold centre

[IBHALWE NGU: Zimbili Dlamini* 17 endnote *

≠18 NP, uc, u/line

[GUQULELA NGU: Nokuthula Bernelee Dyonase

≠

* Visit www.nalibali.org 19 endnote, Arial 10 pt

3	14	17
A	M	T

20 footer, Rockwell 10 pt, left

Funda inqanaba

21 page number, footer, right 1



Exercise 6.2A

SB page 399

- 1 L&R margin 3,81 cm/1,5", alignment, line spacing: double
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is

Izithako

250 ml wakhilimu 4 wesikhupgashio samaqanda amakhulu

200 g washokoledi, oqotshiwe usawoti omncane

2 wezipuni ze-liqueur oyithanda kakhulu

(uma uthanda) omunye ushokoledi omhlophe noma

imnyama, ogreyithiwe, wokuhlobisa

≠

Shaya ukhilimu- uze uthambe uze ukwazi ukusetheka

ebese uwubeka eceleni.

≠

Esitsheni sengilazi engafakwa kuwihhavini ingaqhumi,

shaya isikhuphashi seqanda kanye ne-castor sugar

phezu kwembiza ebilayo nge-whisk, ize ingxube,

ishube ibe sakucwebezela okukhazimulayo

≠

Fakela ukhilimu engxubeni yeeqanda elimhlophe, bese

ufaka ushokoledi kanye nesikhuphashi kanye nengxube

yakhilimu.

≠

Thela i-mousse yakho emnandi eisitsheni esikhulu

noma ezitsheni ezincane eziningi bese ufaka efrijini

ukuzekusetha.

15	4	19
A	M	T



Exercise 6.2B

SB page 400

5 header, Comic Sans 8 pt, uc, centre
DELICIOUSFOOD.COM

- 1 L&R margin 1,25 cm/0,5", alignment, line spacing: single
2 A5 portrait, tab stops, indentation, hyphenation NO.
3 Comic Sans 10 pt, uc/lc, letter spaces, header QUESTION number
4 double page border

6 uc, bold, centre, 14 pt
I-CHOCOLATE MOUSSE

≠

IZITHAKO 7 uc, u/line

250 ml wakhilimu

[4 wesikhupgashio samaqanda amakhulu 8 NL

[50 g we-castor sugar 9 insert correct position

[200 g washokoledi, oqotshiwe

[usawoti omncane

[2 izingxenye ezimhlophe zeqanda 10 insert correct position

[2 wezipuni ze-liqueur oyithanda kakhulu 11 del: (uma uthanda)

[omunye ushokoledi omhlophe noma oimnyama, ogreyithiwe, wokuhlobisa

≠ 12 bold

Indlela yokupheka: 13 insert numbers 1-6, indent

1. Shaya ukhilimu- uze uthambe uze ukwazi ukusetheka ebese uwubeka eceleni¹. 14 footnote 1 inserted

≠

2. Esitsheni sengilazi engafakwa kuwihhavini ingaqhumi, shaya isikhuphashi seqanda kanye ne^{15 - inserted}castor sugar phezu kwembiza ebilayo nge-whisk, ize ingxube, ishube ibe sakucwebezela okukhazimulayo.

≠ 16 insert correct position

3. Faka ushokoledi ku-microwave imizuzwana engama-20 ngesikhathi, ube ugoqoza njalo kuze kube wushokoledi oncibilike ngokuphele. Engxubeni yesikhuphasi sqanda.

17 page break

18 footnote 1, Arial 9 pt, above header

- 1 Uma sekuyisikhathi sokudla, yengeza ibholana likakhilimu oshaywe wasetha, ngendlela ka Tim Noaks, lapho uyiseva.

19 footer, Comic Sans 8 pt, right align

Isikhathi sokulungisa: 25 wemizuzu / Isikhathi soupheka: 10 wemizizi / Kwanela: 4

DELICIOUSFOOD.COM

20 insert correct position

4. Kwenye indishi, shaya okumhlophe kwamaqanda amabili kuze kube mhlophe. *I-hand blender isebenza kangcono yakhilimu.* 21 italic

≠

5. Fakela ukhilimu engxubeni yeeqanda elimhlophe, bese ufaka ushokoleli kanye nesikhuphashi kanye nengxube yakhilimu.

≠

6. Thela ^{22 u/line} i-mousse yakho emnandi eisitsheni esikhulu noma ezitsheni ezincane eziningi bese ufaka efrijini ukuzekusetha.

≠

23 correct symbol inserted



24 size 25 pt, centre

6	23	29
A	M	T

18 footer, Comic Sans 8 pt, right align

Isikhathi sokulungisa: 25 wemizuzu / Isikhathi soupheka: 10 wemizizi / Kwanela: 4



Exercise 6.3A

SB page 402

- 1 Left margin 3,81 cm/1,5", right margin 2,54 cm/1" alignment, line spacing: double
- 2 A4 portrait, tab stops, indentation, hyphenation NO.
- 3 CN 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 text not keyed in exactly as it is

Boporesidente jwa Ntlha le Khoramo ya Baaposetole ba ba
 Lesome le Bobedi ba Kereke ya ga Jeso Keresete ya
 Baitshepi ba Malatsi a Bofelo ba romela lekwalo le le
 latelang Mopitlo 12, 2020, go Maloko a Kereke lefatshe ka
 bophara.

≠

Jaaka re solofeditse mo lekwalong la rona la Mopitlo 11,
 2020, re tswelela ka go elatlhoko diemo tse di fetogang
 tsa COVID 19 go ralala lefatshe. Re akantse ka kèlelelo
 kgakololo ya Baeteledipele ba Kereke ba selegae, badiredi
 ba puso le baitsayanape ba botsogo, mme re batlile kaelo
 ya Morena mo kgannyeng e. Jaanong re lo neela dikaelo tse
 di latelang tsa pego e ntsha.

≠

Tse di akaretsa:

- Dikhonforense tsa Lomapo, dikhonforense tsa
 baeteledipele le diphuthogo tse dingwe tse di tona
- Ditiro tsa lekala, wate le lomapo

Dipotso tsa tlhomamo di ka fitisediwa kwa baeteleding
 pele ba boperesiti ba selegae.

17	4	21
A	M	T

Exercise 6.3B

SB page 403



- 1 L&R margin 1,25 cm/0,5", alignment-full, line spacing: single
- 2 A4 landscape, tab stops, indentation, hyphenation YES
- 3 Calibri 12 pt, uc/lc, letter spaces, header QUESTION number
- 4 insert two columns, spacing between columns 1"

5 header, Cooper Black 10 pt, uc, centre

COVID-19 PEGO E NTSHA⁶ 6 footnote 1

⁷ column 1

Baeteledipele ba Selegae ba tlaa gakololana ka fa baka dirang gore maloko a nne le sakaramente gangwe gangwe mo kgwedding ⁸ italic

Boporesidente jwa Ntsha le Khoramo ya Baaposetole ba ba Lesome le Bobedi ba Kereke ya ga Jeso Keresete ya Baitshepi ba Malatsi a Bofelo ba romela lekwalo le le latelang **Mopitlo 12, 2020**, go Maloko a Kereke lefatshe ka bophara. ⁹ bold

¹⁰ right align, uc, u/line

GO BAKAULENGWE LE BOKGAITSADI

≠

¹¹ bold, u/line

Jaaka re solofeditse mo lekwalong la rona la Mopitlo 11, 2020, re tswelela ka go elathoko diemo tse di fetogang tsa **COVID 19** go ralala lefatshe. Re akantse ka kèlelelo kgakololo ya Baeteledipele ba Kereke ba selegae, badiredi ba puso le baitsayanape ba botsogo, mme re batliile kaelo ya Morena mo kgannyenge. Jaanong re lo neela dikaelo tse di late-lang tsa pego e ntsha.

≠

Go simolola gone jaana, diphuthago tsotlhe tsa phatlalatsa tsa maloko a Kereke di emisitwe ka nakwana lefatshe ka bophara go fithelela go itsisiwe. **TSE DI AKARETSA:** ¹² runs on ¹³ uc, bold, 18 pt

¹⁵ column break, column 2 ¹⁶ table 3 columns, 1 row ¹⁷ hide outside borders ¹⁸ delete bullets

Dikhofoforense tsa

Lomapo, dikhon-

forense tsa baeteled-

ipele le diphuthago

tse dingwe tse di

tona ¹⁹ col 1, left align, italic

≠ ²² shade 15%, text box

Ditirelo tsotlhe tsa

dikobamelo, go

akaretsa le

diphuthago tsa sa-

karamente

²⁰ col 2, centre, u/line

Ditiro tsa lekala,

wate le lomapo

²¹ col 3, right align, bold

Fa go kgonega, tswee tswee tshwarang diphuthago dipe tse di botlhokwa ka botegeniki.

≠

²³ WordArt Fill: Gold, Accent colour 4, Soft Bevel

²⁴ Calibri 48 pt, centre

COVID-19

¹⁴ footnote position, Arial, 10 pt, bold

¹ (Tswana)

6	25	31	
A	M	T	

²⁵ footer, Arial 10 pt, italic, right align
www.newsroom.org

Word Processing formal assessment memoranda

Formal assessment Question 1 A memo

SB page 405

Total: 15 marks

12 marks – accuracy -3 marks per error (every keying-in error)

3 marks display -2 marks per error

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 capital/small letters incorrect and/or letter spaces incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 1A] right not inserted as header and/or incorrect
4	Text not keyed in exactly as it is

$\frac{1}{4}$

3	1	4	15
---	---	---	----

$\frac{1}{2}$

6	2	8	15
---	---	---	----

$\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

1 marg, align, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces, [EXAMINATION NUMBER] left [QUESTION 7A] right as header
4 text not keyed in exactly as it is

EXAMINATION NUMBER

Landela iikhompyutheni zephakeji kwizibulala-zinambuzane,
izichumisi kunye nezinye iikhemikhali zekhaya.

Khangela itanki yakho yokugcina indawo yamanzi rhoqo $\frac{1}{4}$
ukuvuza.

Umhlaba wovavanyo rhoqo kwiminyaka emibini ukugqiba amanqanaba
ezondlo ezikhoyo kunye ne-pH ngaphambi kokuba ufake
iifomethri.

Ukusetyenziswa kokusetyenziswa kweetroticides okanye $\frac{1}{2}$
iikhemikhali zekhaya.

Phalaza iikhemikhali phantsi kwequla okanye indlu yangasese.
Faka isicelo sesichumiso ngaphakathi kweenyawo ezili-25 $\frac{3}{4}$
zamanxweme kunye nemilambo.

Thenga iintlobo ezininzi zee-pesticides okanye iikhemikhali
ezinobungozi kunokuba ufuna.

Formal assessment Question 1 B memo

Total: 20 marks

4 marks – accuracy -3 marks per error (every keying-in error)

16 marks display -2 marks per error

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 (A5 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3	Font/Font size (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect and/or [QUESTION 7A] not changed to [QUESTION 7B] in header and/or incorrect
4	Double page border not inserted and/or incorrect
5	Page number not inserted as 10, Arial 10 pt, top and centred and/or incorrect
6	[Uvela phi amanzi akho okusela?] not inserted as a header in Arial Narrow 8 pt, capital letters, bold, italics and right-aligned and/or incorrect plus one accuracy error
7	[Ukucoceka kwamanzi okusela] not inserted in Bradley Hand ITC 14 pt, capital letters, bold and centred and/or incorrect plus one accuracy error
8	Border not inserted around [Ukucoceka kwamanzi okusela] and/or not shaded and/or incorrect
9	[Kutheni ufanele uxhalabele?] not inserted in Comic Sans 12 pt, capital letters, bold, double underlined and right-aligned and/or incorrect plus one accuracy error
10	Question 6 not copied and/or incorrect
11	Numbered paragraph headings not inserted and/or not indented and/or incorrect
12	[Ukungcola] and [Amanzi angaphezulu] not inserted in Comics Sans 9 pt, capital letters, underlined and bold and/or incorrect plus one accuracy error
13	New paragraphs not created and/or incorrect
14	Content of paragraph 1 and 2 not changed to Arial 9 pt and/or incorrect
15	[nebhaktheriya], [iintsholongwane] and [ne-phosphorus] not changed to italics and/or incorrect
16	Two columns not created and/or column break not inserted and/or incorrect
17	Content of columns not changed to Arial 8 pt and/or incorrect
18	[Yenza] and [Ngakho] not inserted in spaced capital letters and bold and/or incorrect plus one accuracy error
19	Footnote [I-dos yokucina amanzi ahlambulukileyo] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
20	Endnote [Ukuze uthole olunye ulwazi qhagamshelana newebite yethu] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
21	Bullets not inserted and/or incorrect

22	[Ukukhupha iikhemikhali ezinobungozi ngokuzityhila phantsi okanye ufike emhlabathini.] not inserted in Arial 8 pt and/or incorrect plus two accuracy errors
23	[Gcina iimfucu ezinobungozi emakhaya ngaphandle kwamanzi akho okusela!] not inserted as a footer in Arial Narrow 8 pt, double underlined and left-aligned and/or incorrect plus one accuracy error

4	16	20

1 marg, align, l/s 2 A5P, tab/indent, hyph 3 font, uc/lc, letter spaces, 7A not changed to 7B in header

6 header, Arial Narrow 8 pt, uc, bold, italics, right 5 page number 10, 10 pt, top, centred 4 double page border
10 UVELA PHI AMANZI AKHO OKUSELA?

7 Bradley Hand ITC 14 pt, uc, bold, centred 8 border around text, shaded

UKUCOCEKA KWAMANZI OKUSELA

9 Comic Sans 12 pt, uc, bold, double u/line, right-aligned

KUTHENI UFANELE UXHALABELE?

10 Q6 copied 11 numbered paragraph numbers, indent 12 headings uc, u/line, bold Comic Sans 9 pt 13 NP

1. UKUNGCOLA

14 Arial 9 pt 15 italics

Nangona ezinye izinto ezingcolisayo ezifana *neebhaktheriya, iintsholongwane kunye ne-phosphorus* zingancitshiswa ngokudlula emhlabathini phantsi kweemeko ezithile, amanzi angaphantsi angakwazi ukungcola kalula ngamachiza kunye namafutha.

11 numbered paragraph numbers, indent 12 headings uc, u/line, bold Comic Sans 9 pt 13 NP

2. AMANZI ANGAPHEZULU

14 Arial 9 pt

Amanzi angaphezulu achaphazeleka ngumhlaba kunye nokungcoliswa kwamanzi njengoko kuthathwa ngamanzi phezu komhlaba.

16 TWO columns 17 Arial 8 pt 18 headings sp caps, bold 21 bullets

Y E N Z A¹ 19 footnote

- Sebenzisa ezinye iindlela ezinobuthi onobuthi kunye ne-toxic to pesticides kunye neekhemikhali zekhaya.
- Unakekele inkqubo yakho ye-septic.
- Landela iikhompyutheni zephakeji kwizibulala-zinambuzane, izichumisi kunye nezinye iikhemikhali zekhaya.
- Khangela itanki yakho yokugcina indawo yamanzi rhoqo ukuvuza.
- Umhlaba wowavanyo rhoqo kwiminyaka emibini ukugqiba amanqanaba ezondlo ezikhoyo kunye ne-pH ngaphambi kokuba ufake iifomethri. 16 column break

N G A K H Oⁱ 20 endnote

- Ukusetyenziswa kokusetyenziswa kweetroticides okanye iikhemikhali zekhaya.
- Phalaza iikhemikhali phantsi kwequla okanye indlu yangasese.
- Faka isicelo sesichumiso ngaphakathi kweenyawo ezili-25 zamanxweme kunye nemilambo.
- Thenga iintlobo ezininzi zee-pesticides okanye iikhemikhali ezinobungozi kunokuba ufuna.
- Ukukhupha iikhemikhali ezinobungozi ngokuzityhila phantsi okanye ufike emhlabathini. 22 insert

ⁱ Ukuze uthole olunye ulwazi qhagamshelana newebite yethu 20 endnote, Arial 8 pt

¹ I-dos yokugcina amanzi ahlambulukileyo 19 footnote, Arial 8 pt

23 footer, Arial Narrow 8 pt, double underline, left

Gcina iimfucu ezinobungozi emakhaya ngaphandle kwamanzi akho okusela!

(20)

[35]

Formal assessment Question 2 A memo

SB page 408

Total: 15 marks

12 marks – accuracy -3 marks per error (every keying-in error)

3 marks display -2 marks per error

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 capital/small letters incorrect and/or letter spaces incorrect and/or [EXAMINATION NUMBER] left and [QUESTION 1A] right not inserted as macro/header and/or incorrect

$\frac{1}{4}$

3	1	4	15
---	---	---	----

$\frac{1}{2}$

6	2	8	15
---	---	---	----

$\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

1 margins, just,l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces, [Examination and Question number] inserted as macro

Admission requirements

Gr 9 or higher

Duration of course The NC(V) course is a programme with 7 subjects at each level of study. A student is issued with a certificate on the completion successful of each level of study.

Office Administration
Civil Engineering
Tourism
Hospitality

Admission requirements Grade 12 ↓ ½

Management Assistant
Financial Management

Admission requirements N1-N3

At least a Grade 12 with a pass in Mathematics and Physical Science

N4-N6 ↓ ¾

N3 certificate with 4 subjects or a Senior Certificate

Admission requirements Minimum N2 certificate

Electrical Engineering

(15)

Formal assessment Question 2 B memo**SB page 409****Total: 20 marks**

4 marks – accuracy (every keying-in error)

16 marks – processing

1	Margins incorrect and/or justification (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect and/or content in columns not centred vertically and/or 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 capital/small letters incorrect and/or letter spaces incorrect and/or [Examination and Question number] not inserted as macro
4	3 columns not created and/or border not inserted around columns and/or incorrect
5	Header [Department of Higher Education and Training] not inserted in capital letters, Comic Sans 8 pt, bold and left-aligned and/or [Roseville College] not inserted in capital letters, Comic Sans 8 pt, bold, italics and right-aligned and/or incorrect plus one accuracy error
6	[NC(V)], [Programme 191] and [Practical Training] not inserted in Comic Sans 12 pt, capital letters, bold, centred, shaded and border not inserted around text and/or incorrect plus one accuracy error
7	[Programmes] not inserted in Comic Sans 10 pt, spaced capital letters, bold, centred, shaded and border around text not inserted and/or incorrect plus one accuracy error
8	[Admission requirements] not changed to capital letters, bold and underlined and/or incorrect
9	New paragraphs and new lines not created and/or incorrect
10	[Duration of course] not changed to capital letters, italics and right-aligned and/or incorrect
11	[Grade] not in full and/or [7] and [4] not in words and capital letters and/or incorrect plus one accuracy error and/or [successful completion] not transposed and/or incorrect and/or [9] not retained and/or incorrect
12	[Finance, Economics and Accounting] and [Information Technology] not inserted and/or incorrect plus one accuracy error
13	Bullets not inserted and/or incorrect
14	Subjects not sorted alphabetically and/or incorrect
15	[Business Studies] and [Engineering Studies] not inserted in capital letters, bold and centred and/or [N1-N3] and [N4-N6] not changed to bold and/or [Mathematics] and [Physical Science] not changed to italics and/or incorrect

16	Footnote 1 [Computer Applications Technology Grade 12 is a prerequisite for course] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
17	Footnote 2 [Accounting Grade 12 is a prerequisite for course] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
18	[Hospitality and Catering Services], [Duration of course], [N4-N6 (6 months per level)], [Duration of course], [N4-N6 (4 months per level)] not inserted and/or incorrect plus two accuracy errors
19	Endnote 1 [National Diploma: N6 plus 18 months' practical experience] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
20	Endnote 2 [National Diploma: N6 plus 24 months' practical experience] not inserted in Arial 8 pt and/or incorrect plus one accuracy error
21	[Electronics], [Automotive Training], [Clothing Production], [Learnerships and Skills], [Duration of course] and [4 months per level] not inserted and/or incorrect plus two accuracy errors
22	Footer [Website: www.roseville.co.za] not inserted in Comic Sans 8 pt and left-aligned and/or [Find us on Facebook and Twitter] not inserted in Comic Sans 8 pt, bold and centred and/or [ISO 9001:2015] not inserted in capital letters, Comic Sans 8 pt, italics and right-aligned and/or incorrect plus one accuracy error

4	16	20

1 margins, just, l/s 2 A4L, tabindent, hyphen 3 font, uc/lc, letter spaces, [Examination and Question number] inserted as macro 4 3 columns, border around columns 1 centre columns vertically 5 header, Comic Sans 8 pt, uc, bold, italics, right-align ROSEVILLE COLLEGE

<p>NC(V) 6 insert, Comic Sans 12 pt, uc, bold, centre, shade, border 9 NP 11 in full</p> <p>ADMISSION REQUIREMENTS 8 uc, bold, underline Grade 9 or higher</p> <p>10 uc, italics, right-align DURATION OF COURSE</p> <p>The NC(V) course is a programme with SEVEN 9 NR subjects at each level of study. 11 in full, uc</p> <p>A student is issued with a certificate on the successful completion of each level of study. 11 trs</p> <p>PROGRAMMES 7 insert, Comic Sans 10 pt, sp caps, bold, centre, shade, border</p> <ul style="list-style-type: none"> • Civil Engineering • Finance, Economics and Accounting • Hospitality • Information Technology • Office Administration • Tourism <p>12 insert 13 bullets 14 sort</p>	<p>PROGRAMME 191 6 insert, Comic Sans 12 pt, uc, bold, centre, shade, border 9 NP</p> <p>ADMISSION REQUIREMENTS 8 uc, bold, underline Grade 12</p> <p>15 insert, uc, bold, centre BUSINESS STUDIES</p> <p>PROGRAMMES 7 insert, Comic Sans 10 pt, sp caps, bold, centre, shade, border 13 bullets</p> <ul style="list-style-type: none"> • Management Assistant¹ 16 footnote • Financial Management² 17 footnote • Hospitality and Catering Services 18 insert <p>10 uc, italics, right-align 18 insert DURATION OF COURSE</p> <p>N4-N6 (6 months per level) 18 insert 19 endnote 15 insert, uc, bold, centre</p> <p>ENGINEERING STUDIES</p> <p>ADMISSION REQUIREMENTS 8 uc, bold, underline 9 NP</p> <p>N1-N3 15 bold 11 stet 9 NR At least a Grade 9 with a pass in <i>Mathematics</i> and <i>Physical Science</i> 15 italics</p> <p>N4-N6 15 bold N3 certificate with FOUR subjects or a Senior Certificate 11 in full, uc</p> <p>10 uc, italics, right-align 18 insert DURATION OF COURSE</p> <p>N4-N6 (4 months per level) 20 endnote</p>	<p>PRACTICAL TRAINING 6 insert, Comic Sans 12 pt, uc, bold, centre, shade, border</p> <p>ADMISSION REQUIREMENTS 8 uc, bold, underline 9 NP</p> <p>Minimum N2 certificate</p> <p>7 insert, Comic Sans 10 pt, sp caps, bold, centre, shade, border 13 bullets 8 NP</p> <p>PROGRAMMES</p> <ul style="list-style-type: none"> • Electrical Engineering • Electronics 21 insert • Automotive Training • Clothing Production • Learnerships and Skills <p>10 uc, italics, right-align DURATION OF COURSE</p> <p>4 months per level 8 NR</p>
---	---	--

¹ Computer Applications Technology Grade 12 is a prerequisite for course 16 footnote, Arial 8 pt
² Accounting Grade 12 is a prerequisite for course 17 footnote, Arial 8 pt

¹ National Diploma: N6 plus 18 months' practical experience 19 endnote, Arial 8 pt
² National Diploma: N6 plus 24 months' practical experience 20 endnote, Arial 8 pt
Website: www.roseville.co.za

(20)
[35]

Comic Sans 8 pt, uc, italics, right-align
ISO 9001:2015

Comic Sans 8 pt, bold, centre
Find us on Facebook and Twitter

Formal assessment Question 3 A memo

SB page 412

Total: 10 marks

8 marks – accuracy - (every keying-in error)

2 marks display -2 marks per error

1	Line spacing incorrect
2	Paper size (A4 landscape) and/or word wrap and/or columns incorrect
3	Font/Font size (Comic Sans MS 10 pt) and/or capital/small letters and/or letter spaces incorrect
4	Fields/Field names incorrect

$\frac{1}{4}$

2	1	3	10
---	---	---	----

$\frac{1}{2}$

4	1	5	10
---	---	---	----

$\frac{3}{4}$

6	2	8	10
---	---	---	----

8	2	10
---	---	----

1 l/s 2 A4L, word wrap, columns 3 Comic Sans MS 10 pt, uc/lc, letter spaces 4 fields/field names

DATE	RECIPIENT	ADDRESS	TOWN	CODE	MUNICIPALITY	WELL/INTAKE PIPE	CONTACT PERSON
18 November 2019	Mr KG Pearson	PO Box 9012	CENTURION	0140	TSHWANE	intake pipe	A MAIMANE
18 November 2019	Ms M Harvey	PO Box 3456	JEFFREYS BAY	6330	KOUGA	well	TL DUBE
18 November 2019	Mr Z Baloyi	PO Box 7890	VANRHYNSDORP	8170	MATZIKAMA	well	R ROBINSON

(10)

Formal assessment Question 3 B memo

Total: 16 marks

4 marks – accuracy - (every keying-in error)

12 marks – processing

1	Margins incorrect and/or alignment (left, centred, right, justified) incorrect and/or linespacing (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 capital/small letters incorrect and/or letter spaces incorrect and/or [Examination and Question number] not inserted as macro
4	Fields/Field names not inserted in bold and/or incorrect
5	Triple border not inserted around text and/or row not shaded and/or incorrect
6	[«MUNICIPALITY» Department] and [of environmental affairs] not inserted in Bradley Hand ITC 26 pt, capital letters, bold and centred and/or incorrect plus one accuracy error
7	[«DATE»] not right-aligned and/or incorrect
8	[Dear] and [The purpose of this letter is to ask for your cooperation in ensuring safe drinking water ₁ for the «MUNICIPALITY» water system. If we are all careful, substances that could pollute our drinking water will never find their way to our «WELL/INTAKE_PIPE».] not inserted and/or incorrect plus two accuracy errors
9	[drinking water ₁] not transposed and/or incorrect
10	[If we are all careful, substances that could pollute our drinking water will never find their way to our «WELL/INTAKE_PIPE».] does not run on and/or incorrect
11	Footnote [Clean drinking water for all] not inserted in CS 8 pt and/or incorrect plus one accuracy error
12	[Your property is located within the area from which water flows to our «WELL/INTAKE_PIPE»]. Your activities can also affect the water quality at your own property.] not inserted and/or incorrect plus two accuracy errors
13	[/] not changed to [the] and/or incorrect
14	[affect] spelling incorrect
15	New paragraph not created and/or incorrect
16	[The management and users of this public water supply appreciate your cooperation.] not inserted and/or incorrect plus one accuracy error
17	[users] not retained and/or incorrect

18	Leader tabular stops not inserted on 5,08 cm/2" and/or incorrect
19	[«CONTACT_PERSON»] and [«MUNICIPALITY» Water system] not inserted and/or incorrect plus one accuracy error
20	[«MUNICIPALITY» Water system] not inserted in Lucida Handwriting 14 pt, capital letters, bold, italics and underlined and/or incorrect
21	Footer [Website: http://gov/organisation/divisions/water] not inserted in Comic Sans 8 pt, bold, double underlined and right-aligned and/or incorrect plus one accuracy error

1 margins, align, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces, EXAMINATION NUMBER left and QUESTION 9B right as header
4 fields/field names, bold

5 triple border, shaded 6 insert, Bradley Hand ITC 26 pt, uc, bold, centre



7 right-align

«DATE»

4 fields/field names, bold

«RECIPIENT»

«ADDRESS»

«TOWN»

«CODE»

Dear «RECIPIENT» 8 insert

The purpose of this letter is to ask for your cooperation in ensuring safe drinking water¹ for the «MUNICIPALITY» water system. If we are all careful, substances that could pollute our drinking water will never find their way to our «WELL/INTAKE_PIPE». 8 insert 9 trs 11 footnote 10 runs on

Your property is located within the area from which water flows to our «WELL/INTAKE_PIPE». Your activities can also affect the water quality at your own property. 12 insert 13 the 14 sp 15 NP

The management and users of this public water supply appreciate your cooperation. 16 insert 17 stet

18 leader tab stop on 5,08 cm/2"

«CONTACT_PERSON» 19 insert

«MUNICIPALITY» *WATER SYSTEM* 20 Lucida Handwriting 14 pt, uc, bold, italics, u/line

¹ Clean drinking water for all 11 footnote, CS 8 pt

Formal assessment Question 3 C memo

SB page 413

Total: 4 marks

4 marks – processing – merged document
(-2 marks per printout not handed in)

1. If all the letters were not handed in, 1 mark will be deducted.
2. If footnote number is not 1 on all letters, 1 mark will be deducted.

TSHWANE DEPARTMENT
OF ENVIRONMENTAL AFFAIRS

18 November 2019

Mr KG Pearson
PO Box 9012
CENTURION
0140

Dear Mr KG Pearson

The purpose of this letter is to ask for your cooperation in ensuring safe drinking water¹ for the **TSHWANE** water system. If we are all careful, substances that could pollute our drinking water will never find their way to our **intake pipe**.

Your property is located within the area from which water flows to our **intake pipe**. Your activities can also affect the water quality at your own property.

The management and users of this public water supply appreciate your cooperation.

.....
A MAIMANE
TSHWANE WATER SYSTEM

¹ Clean drinking water for all

√

Website: <http://gov/organisation/divisions/water>

**KOUGA DEPARTMENT
OF ENVIRONMENTAL AFFAIRS**

18 November 2019

**Ms M Harvey
PO Box 3456
JEFFREYS BAY
6330**

Dear **Ms M Harvey**

The purpose of this letter is to ask for your cooperation in ensuring safe drinking water¹ for the **KOUGA** water system. If we are all careful, substances that could pollute our drinking water will never find their way to our **well**.

Your property is located within the area from which water flows to our **well**. Your activities can also affect the water quality at your own property.

The management and users of this public water supply appreciate your cooperation.

.....
TL DUBE
KOUGA WATER SYSTEM

¹ Clean drinking water for all

√

MATZIKAMA DEPARTMENT
OF ENVIRONMENTAL AFFAIRS

18 November 2019

Mr Z Baloyi
PO Box 7890
VANRHYNSDORP
8170

Dear Mr Z Baloyi

The purpose of this letter is to ask for your cooperation in ensuring safe drinking water¹ for the **MATZIKAMA** water system. If we are all careful, substances that could pollute our drinking water will never find their way to our well.

Your property is located within the area from which water flows to our well. Your activities can also affect the water quality at your own property.

The management and users of this public water supply appreciate your cooperation.

.....
R ROBINSON
MATZIKAMA WATER SYSTEM

4 |

√
√

¹ Clean drinking water for all

Website: <http://gov/organisation/divisions/water>

(4)
[30]

Addenda

Addendum A: ASCII codes

â	Alt 131	ô	Alt 147
ä	Alt 132	ö	Alt 148
à	Alt 133	ò	Alt 149
á	Alt 160	ó	Alt 162
ê	Alt 136	û	Alt 150
ë	Alt 137	ü	Alt 129
è	Alt 138	ù	Alt 151
é	Alt 130	ú	Alt 163
î	Alt 140	£	Alt 156
ï	Alt 139	½	Alt 171
ì	Alt 141	¼	Alt 172
í	Alt 161	¾	Alt 0190
‡	Alt 215	±	Alt 241
†	Alt 216	÷	Alt 246
°	Alt 248		

Addendum B: Mark schedules

i. Marking schedule for a 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				

2. Marking schedule for Typing Technique: Display Errors (-2 marks per category)

Marking schedule for Typing Technique: Display Errors (-2 marks per category)	
1	<ul style="list-style-type: none"> • margins • alignment (left, center, right, justify) • line spacing
2	<ul style="list-style-type: none"> • letterhead • paper size • paper orientation • key in on one page/key in on two pages • indentation • text direction • hyphenation • tab stops/indentation • leader dots
3	<ul style="list-style-type: none"> • font and font size • superscript, subscript • WordArt • caps, UC, lc • letter spaces no space between monetary value and R sign e.g. R2000 (exception using excel) • hard/soft spaces, wrapping of date, ID, tel. no. etc.
4	<ul style="list-style-type: none"> • / (forward slash) not changed to "the" • del • insert • page break • second page not numbered • date format • recipient or conclusion inserted incorrectly • NOTE: if a student keys in the instructions e.g. insert today's date, IT IS DISPLAY, AND ONLY RELATES TO ACCURACY IF THERE IS A KEYING-IN ERROR
5	<ul style="list-style-type: none"> • trs • stet • sp • find and replace
6	<ul style="list-style-type: none"> • bold • italics • underline/double underline not changed (no punctuation underlining)
7	<ul style="list-style-type: none"> • move • copy • join together/not joined • merge • header and footer, examination number and question number • page numbering • sp caps/spaced capital letters incorrect

8	<ul style="list-style-type: none"> NP NL runs on in full/in words/in figures use numbers 		
	FOR ALL DOCUMENTS	TABULAR STATEMENT FINANCIAL STATEMENT COLUMNS	FLOW CHART WORD ART TEXT BOXES
9	<ul style="list-style-type: none"> wrapping, auto fit contents/window paragraph numbers bullets numerical order sort of data shading/shadow/glow/reflect/highlight text/strikethrough text outside border/frames 	<ul style="list-style-type: none"> main headings column headings columns incorrect columns not merged spacing between columns 	<ul style="list-style-type: none"> size of flow chart and blocks words not visible
10	<ul style="list-style-type: none"> vertical lines omitted and/or incorrect 		
11	<ul style="list-style-type: none"> horizontal lines omitted and/or incorrect 		
12	<ul style="list-style-type: none"> figures (add up are aligned right, figures that cannot add up, left, e.g. telephone numbers, units, tens not underneath one another NOTE: decimal indication to be either (,) or (.) - use consistently 		
13	<ul style="list-style-type: none"> footnote/endnote incorrect 		

3. Marking schedule for Typing Technique: Accuracy Errors (-3 marks per error)

- All keying in and spelling errors.
- All omissions of word(s) – (5/10/10).
- Inclusion errors – repeat of word(s) e.g. student keys in a full sentence and keys in the same sentence again – inclusion error (5/10/10).
- Insertion or omission of a suffix or letter(s) BUT repetitive insertions or omissions for the same mistake be circled (not marked again).
- Leaving out examination number (1A) and question number (1A).
- If a candidate has a spelling error in a word and also, for example omits the comma = ONLY ONE ACCURACY ERROR.
- Any ASCII code mistake.
- Leader dots omitted.

NO ACCURACY ERROR for words spelt differently in program dictionary, e.g. center vs centre, etc.

- If a plural (“s”) or past tense (“ed”) at the end of the word – for each different word, one accuracy error. If it is the same word, encircle the rest.

- **Instruction to move** a heading or sentence to top or middle and it is omitted – count out as omission (5/10/10).
- **Instructions** in a letter or other document, to insert e.g. address, date, conclusion - candidates omit it - count out as omissions (5/10/10).

Where the student did not finish the question, markers must look at method that will **benefit the student** – counting omissions (5/10/10) or pro rata $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$.

- If the proofreading sign (/) for “the” is spelt incorrectly, for example “thi”.

INTERPRETATION OF THE PROOFREADING SIGN “stet”

white

~~black~~

Keying in white = 1 display.

Keying in whit = 1 display and 1 accuracy.

Ignore sign = 1 display and 1 accuracy.

INTERPRETATION OF THE PROOFREADING SIGN “insert”



If a word was not inserted (ignore sign) = 1 accuracy plus 1 display.







If a word was inserted twice it is seen as an inclusion error = 1 accuracy.

REMEMBER ALL MISTAKES ARE MARKED PER QUESTION NOT PER QUESTION PAPER!

Addendum C: Proofreading signs

ENGLISH	AFRIKAANS	EXAMPLE	MEANING OF SIGN	CORRECT FORM
⋈ t	⋈ t	Key in the letter. ⋈ t	INSERT/VOEG IN	Key in the letter
del or ∩	skrap of ∩	Key ind the letter del or ∩	DELETE/SKRAP	Key in the letter
⊖	⊖	Use the letter ⊖ head	KEY IN AS ONE WORD/JOIN/SLEUTEL AS EEN WOORD IN/VOEG SAAM	Use the letterhead
trs	trs	It is cold and windy	TRANSDPOSE/TRANSPONEER	It is windy and cold
stet	stet	<u>money</u> it is <u>currency</u>	RETAIN DASHED UNDERLINED WORD/BEHOU ONDERSTREEPTE WOORD	It is currency
NP [NP [Key in the letter. [Use the letterhead. NP	NEW PARAGRAPH/NUWE PARAGRAAF	Key in the letter. Use the letterhead.
[[Key in the letter. [Use the letterhead.	NEW LINE/NUWE REËL	Key in the letter. Use the letterhead.
uc or caps	bk of hfls	Life insurance company uc/caps bk/hfls	UPPER CASE/CAPITAL LETTERS AS INDICATED/BOKAS/HOOFLETTERS SOOS AANGEDUI	Life Insurance Company
lc	ok	Use the LetterHead lc/ok	LOWER CASE AS INDICATED / ONDERKAS SOOS AANGEDUI	Use the letterhead

ENGLISH	AFRIKAANS	EXAMPLE	MEANING OF SIGN	CORRECT FORM
ital	kurs	<u>Official letter</u> ital/ kurs	ITALICS/KURSIEF	<i>Official letter</i>
sp caps	gesp hfls	<u>Official letter</u> sp caps/ gesp hfls	SPACED CAPITAL LETTERS/ GESPASIEERDE HOOFLETERS	O F F I C I A L L E T T E R
≠	≠	circular ≠ letter / ≠	INSERT A LETTER SPACE/VOEG 'N LETTERSPASIE IN	Circular letter
		Key in the letter ← Use the letterhead	ALIGN PARAGRAPH/ BELYN PARAGRAAF	Key in the letter. Use the letterhead
runs on or 	loop aan of 	Key in the letter. ↪ Use the letterhead.	RUNS ON/LOOP AAN	Key in the letter Use the letterhead.
sp	sp	Use initial capital letter sp	SPELLING	Use initial capital letter
in full	voluit	Tel. in full/ voluit	WORD IN FULL/ WOORD VOLUIT	Telephone
in figures	in syfers	ten thousand rand in figures/in syfers	IN FIGURES/IN SYFERS	R10 000.00
/	/	Use / letterhead	INSERT THE WORD 'THE'/ VOEG DIE WOORD 'DIE' IN	Use the letterhead
≠	≠	HEADING ≠ Use a letterhead.	LINE SPACING/ REËLAFSTAND	HEADING Use a letterhead.
	≠	* ≠ The part-time classes	LETTER SPACE/ LETTERSASIE	* The part-time classes
s/s	e/r	1. Key in the menu. 2. Centre vertically. s/s/e/r	SINGLE LINE SPACING/ ENKEL REËLAFSTAND	1. Key in the menu. 2. Centre vertically.
d/s	d/r	1. Key in the programme. 2. Use A4 landscape. d/s/d/r	DOUBLE LINE SPACING/ DUBBEL REËLAFSTAND	1. Key in the programme. 2. Use A4 landscape.

ENGLISH	AFRIKAANS	EXAMPLE	MEANING OF SIGN	CORRECT FORM
			CENTRE HORIZONTALLY AND VERTICALLY/ SENTRIEER HORIZONTAAL EN VERTIKAAL	Centre each line horizontally and vertically across page.
			CENTRE VERTICALLY/ SENTRIEER VERTIKAAL	Centre document vertically across page
Bold	Vetdruk	<u>MENU</u> bold/vetdruk	CHANGE TO BOLD/ VERANDER NA VETDRUK	MENU
u/line	o/streep	<u>MENU</u> u/line/o/streep	UNDERLINE WORD/ ONDERSTREEP WOORD	<u>MENU</u>
indent	Keep in	r CAMPUSES indent/keep in	INDENT WORD OR SENTENCE/KEEP WOORD OF SIN IN	CAMPUSES
Align left/ Left-align	Belyn links/ linksbelyn			
Align right/ Right-align	Belyn regs/ regsbelyn			
Justify	Justeer	DISTRIBUTE TEXT EVENLY BETWEEN MARGINS/ VERSPREI TEKS EWEREDIG TUSSEN KANTRUIMTES } justify justeer	DISTRIBUTE TEXT EVENLY BETWEEN MARGINS/ VERSPREI TEKS EWEREDIG TUSSEN KANTRUIMTES	DISTRIBUTE TEXT EVENLY BETWEEN MARGINS/ VERSPREI TEKS EWEREDIG TUSSEN KANTRUIMTES
double underline or double u/line	Dubbelonderstreep of dubbelo/streep	<u>CAMPUS</u> double u/line/ dubbelo/streep	DOUBLE UNDERLINE A WORD/ SENTENCE/ DUBBEL ONDERSTREEP 'N WOORD/SIN	<u><u>CAMPUS</u></u>

ENGLISH	AFRIKAANS	EXAMPLE	MEANING OF SIGN	CORRECT FORM
Shade	Beskadu	CAMPUS shade/ beskadu	SHADE TEXT/ BESKADU TEKS	CAMPUS
Shadow	Arseer	CAMPUS shadow/belig	SHADOW TEXT/ BELIG TEKS	CAMPUS
Glow	<i>Glow</i>	CAMPUS glow		CAMPUS
Reflect	Weerkaats	CAMPUS reflect/ weerkaats		CAMPUS
Superscript	Boskrif	42		
Subscript	Onderskrif	42		
Dashline	Stippellyn	<u>CAMPUS MANAGER</u>		

Addendum D: Shortcuts

Here are some handy shortcuts to improve keying-in speed and proficiency. Use these shortcuts instead of clicking on the ribbon tabs.

Ctrl + s	save
Ctrl + p	print
Ctrl + b	bold
Ctrl + i	italic
Ctrl + u	underline
Ctrl + e	centre
Ctrl + c	copy
Ctrl + v	paste
Ctrl + a	select all
Ctrl + Home key	go to beginning of document
Ctrl + End	go to the end of document
Page Up	one page up
Page Down	one page down
Backspace	delete one character to the left
Delete	delete one character to the right

Addendum E: Example and explanation of a marked question

Example 1

QUESTION 1: TABULAR STATEMENT		MARKS: 40
TIME: 25 Minutes		
MARGINS: Left: 1.27 cm/0.5" Right: 1.27 cm/0.5" PAPER: A4 landscape	LINE SPACING: Single (1) (Except where indicated otherwise) FONT: Arial 8 pt (Except where indicated otherwise)	
1. Key in your EXAMINATION NUMBER (comp no) left and the QUESTION NUMBER right as a header. 2. Take ALL proofreading signs into consideration. 3. Insert a TABLE. 4. Save the document as Q1 and print.		

Recommended dietary allowance[±] (RDA) 18pt, centre, uc, bold, italics, double u/line, shadow

±

Candidate: Centre column headings horizontally and vertically

runs on

	Weight		Height		E N E R G I E S P	P R O T E I N	V I T A M I N	V I T A M I N	V I T A M I N	V I T A M I N	
	kg	lb	cm	stet							inch
<u>Males</u> u/line											
±											
11-14	45	99	157		62	2500	45	1000	10	10	45
15-18	66	145	176		69	3000	59	1000	10	10	65
19-24	72	160	177		70	1000	70	1000	10	10	70
25-50	77	174	176		70	1000	70	1000	5	10	80
50+	77	170	173		68	1000	68	1000	5	10	80
<u>Fe males</u> u/line											
±											
11-14	46	46	101		157	2200	46	800	10	8	45
15-18	55	55	120		163	2200	44	800	10	8	55
19-24	58	58	128		164	1100	46	800	10	8	60
25-50	63	63	138		163	2200	50	800	5	8	65
50+	65	65	143		169	1900	50	800	5	8	65
<u>Lactating</u> u/line											
±											
1 st 6 months						+500	65	1300	10	12	65
2 nd 3rd 6 months						+500	62	1200	10	11	65
<u>Pregnant</u> u/line						+300	60	800	10	10	65

QUESTION 1 (CONTINUED)

VITAMIN C	THIAMIN	RIBOFLAVIN	NIA	VITAMIN B ₆	FOLATE	VITAMIN B ₁₂	CALCIUM	PHOSPHORUS	MAGNESIUM	IRON	IODINE	SELENIUM
(mg)	(mg)	(mg)	(ug)	(ug)	(ug)	(mg)	(mg)	(mg)	(mg)	(ug)	(ug)	(ug)
50	1.3	1.5	17	1.7	150	2.0	1200	1200	270	15	100 150	40
60	1.5	1.8	20	2.0	200	2.0	1200	1200	400	15	150	50
60	1.5	1.7	19	2.0	200	2.0	1200	1200	350	15	150	70
60	1.5	1.7	19	2.0	200	2.0	800	800	350	15	150	70
60	1.2	1.4	15	2.0	200	2.0	800	800	350	15	150	70
								trs				
50	1.1	1.3	15	1.4	150	2.0	1200	280	1200	12	150	45
60	1.1	1.3	15	1.5	180	2.0	1200	1200	300	12	150	50
60	1.1	1.3	15	1.5	180	2.0	1200	1200	280	12	150	55
60	1.1	1.3	15	1.6	180	2.0	800	800	280	12	150	55
60	1.0	1.2	13	1.6	180	2.0	800	800	280	12	150	55
70	1.5	1.6	17	2.2	100	2.2	1200	1200	320	15	175	65
95	1.6	1.8	20	2.1	280	2.6	1200	1200	355	19	200	75
90	1.6	1.7	20	2.1	260	2.6	1200	1200	340	16	200	75

1 RDA has been established by / Food & Nutrition A of / National Board in full

Academic of Science - National Research Council run on

Candidate: Align all figures right except first column

RECOMMENDED DIETARY ALLOWANCE¹ (RDA)

	Weight		Height		ENERGY (kcal)	PROTEIN (g)	VITAMIN A (ug)	VITAMIN D (ug)	VITAMIN E (mg)	VITAMIN K (ug)	VITAMIN C (mg)	THIAMIN (mg)	RIBOFLAVIN (mg)	NIAACIN (ug)	VITAMIN B ⁶ (ug)	FOLATE (ug)	VITAMIN B ¹² (mg)	CALCIUM (mg)	PHOSPHORUS (mg)	MAGNESIUM (mg)	IRON (ug)	IODINE (ug)	SELENIUM (ug)	
	kg	lb	cm	inch																				
Males																								
11-14	45	99	157	62	2500	45	1000	10	10	45	50	1.3	1.5	17	1.7	150	2.0	1200	1200	270	15	100	40	
15-18	66	145	176	69	3000	59	1000	10	10	65	60	1.5	1.8	20	2.0	200	2.0	1200	1200	400	15	150	50	
19-24	72	160	177	70	1000	70	1000	10	10	70	60	1.5	1.7	19	2.0	200	2.0	1200	1200	350	15	150	70	
25-50	77	174	176	70	1000	70	1000	5	10	80	60	1.5	1.7	19	2.0	200	2.0	800	800	350	15	150	70	
50+	77	170	173	68	1000	68	1000	5	10	80	60	1.2	1.4	15	2.0	200	2.0	800	800	350	15	150	70	
Females																								
11-14	46	46	101	157	2200	46	800	10	8	45	50	1.1	1.3	15	1.4	150	2.0	1200	1200	280	12	150	45	
15-18	55	55	120	163	2200	44	800	10	8	55	30	1.1	1.3	15	1.5	180	2.0	1200	1200	300	12	150	50	
19-24	58	58	128	164	1100	46	800	10	8	60	60	1.1	1.3	15	1.5	180	2.0	1200	1200	280	12	150	55	
25-50	63	63	138	163	2200	50	800	5	8	65	60	1.1	1.3	15	1.6	180	2.0	800	800	280	12	150	55	
50+	65	65	143	169	1900	50	800	5	8	65	60	1.0	1.2	13	1.6	180	2.0	800	800	280	12	150	55	
Pregnant					+300	60	800	10	10	65	70	1.5	1.6	17	2.2	100	2.2	1200	1200	320	15	175	65	
Lactating																								
1 st 6 Months					+500	65	1300	10	12	65	95	1.6	1.8	20	2.1	280	2.6	1200	1200	355	19	200	75	
2 nd 6 Months					+500	62	1200	10	11	65	90	1.6	1.7	20	2.1	260	2.6	1200	1200	340	16	200	75	

¹ RDA has been established by the Food and Nutrition Board of the National Academic of Science – National Research Council

X10

X9

(X11)

X3
1st 6 Months
2nd 6 Months

X1

1 3 5 9 10
-10

5 | 10 | 15
20 | 20 | 40
A | M | T
-3 -2

5X3 = -15

EXPLANATION OF HOW MARKING IS DONE AND MISTAKES MADE IN QUESTION 1 AND 2

QUESTION 1

ACCURACY (5 errors x -3 = **-15**)

MISTAKE MADE	CORRECT SPELLIING
-3 per accuracy error	

DIETRY	DIET <u>A</u> RY
VUITAMIN K	V <u>I</u> TAMIN K
(kal)	(k <u>c</u> al)
(ug)	(u <u>g</u>)
30	<u>6</u> 0

MANUPULATION (5 errors x -2 = **-10**)

1 margins	margins is 2,54 cm/1" instead of 1,27 cm/0,5"
line spacing	3 line spaces below the table instead of 2
3 letter space	no letter space between VITAMIN and B6
upper case	M of Month is upper case instead of lower case m
5 stet	stet – 150 had to be keyed in instead of 100
9 shade	row not shaded
10 horizontal and vertical line	horizontal line not hidden vertical line not hidden

Example 2

QUESTION 2: FLOW CHART		MARKS: 40
TIME: 25 minutes		
MARGINS: Left: 1.27 cm/0.5" Right: 1.27 cm/0.5" LINE SPACING: Single (1) PAPER: A4 portrait	HYPHENATION: Yes ALIGNMENT: Left FONT: Arial 12 pt (Except where indicated otherwise)	
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER (comp no) left and the QUESTION NUMBER right as a header. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Save the document as Q2 and print. 		

Food pyramid centre, 24 pt, sp caps, bold, double u/line, highlight heading

≠

Candidate: Create 3 columns. Distance between the columns must be 1.27cm/0.5".
Insert a vertical line between the columns.

Column 3

According to / pyramid people should start with plenty of breads, cereals, rice, pasta, ~~meat~~, vegetables and fruits: add two to three servings from the milk group and ~~del~~ and 2 to 3 servings from the meat group and go easy on fats, oils and sweets. ~~in full~~

Column 2

/ food pyramid is an outline of what to eat each ~~weekly~~ day based on dietary ~~uc del~~ guidelines.



runs on

It is not a ~~A~~ prescription but a general guideline that helps people choose a ~~A rigid~~ healthy diet. / pyramid suggest that individuals eat a variety of foods to get / nutrients and / amount of kilo joules they need to maintain health.

QUESTION 2 (CONTINUED)

Column 1 ≠

Many people have difficulty trying to translate a chart of recommended RDAS into a plan for nutritious eating.

runs on

Home economists, dieticians, nutritionists and other have developed a simple way for us to focus on food rather than nutrients as we plan diets healthy. It is called / Food Guide Pyramid and includes @ food groups.

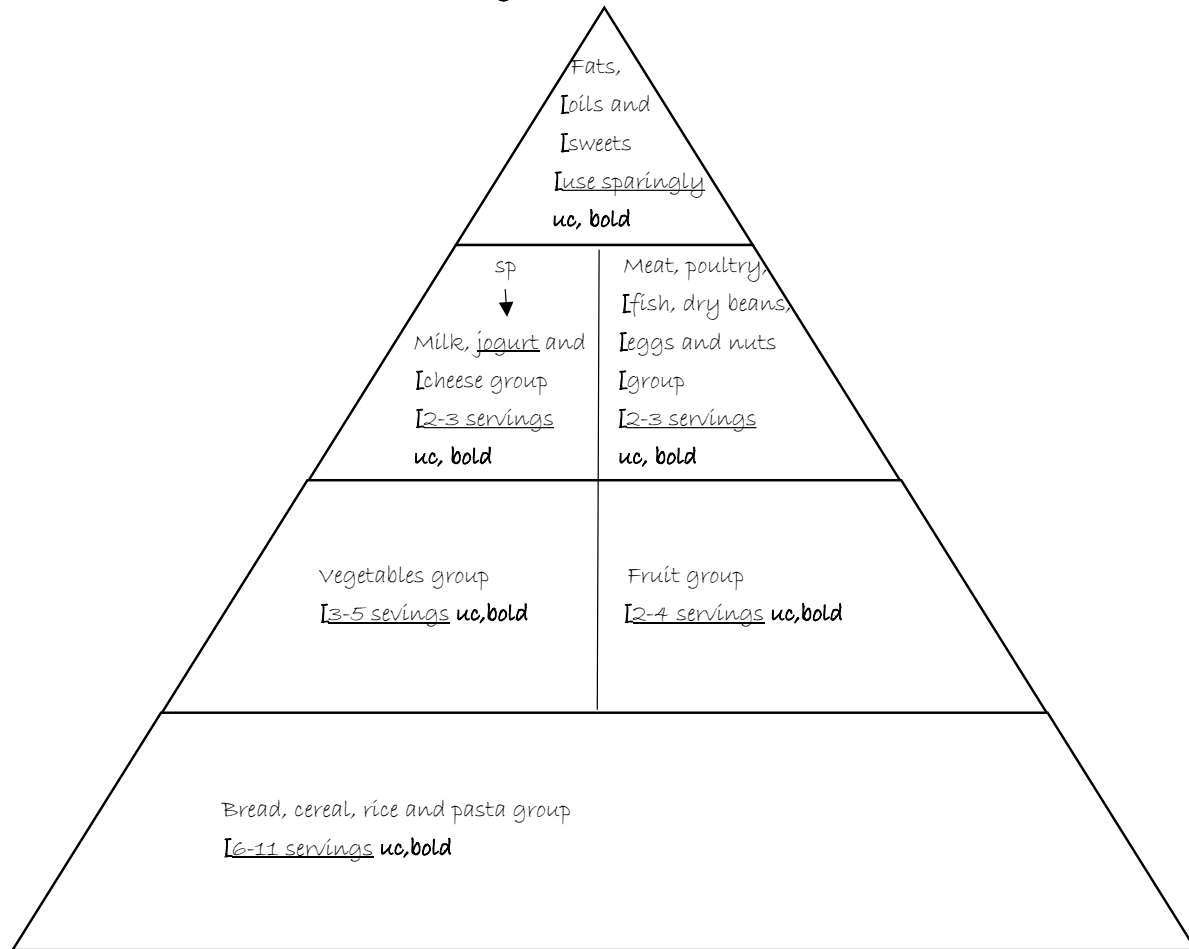
trs
in full

Candidate: Change to 1 column after the third column. Insert a page break.

→ Move

≠

Candidate: Centre all content in pyramid and change to Arial 10 pt.



A guide to daily food choices

16pt, ital., centre

EXAM NUMBER (10) X3

QUESTION 2

FOOD PYRAMID

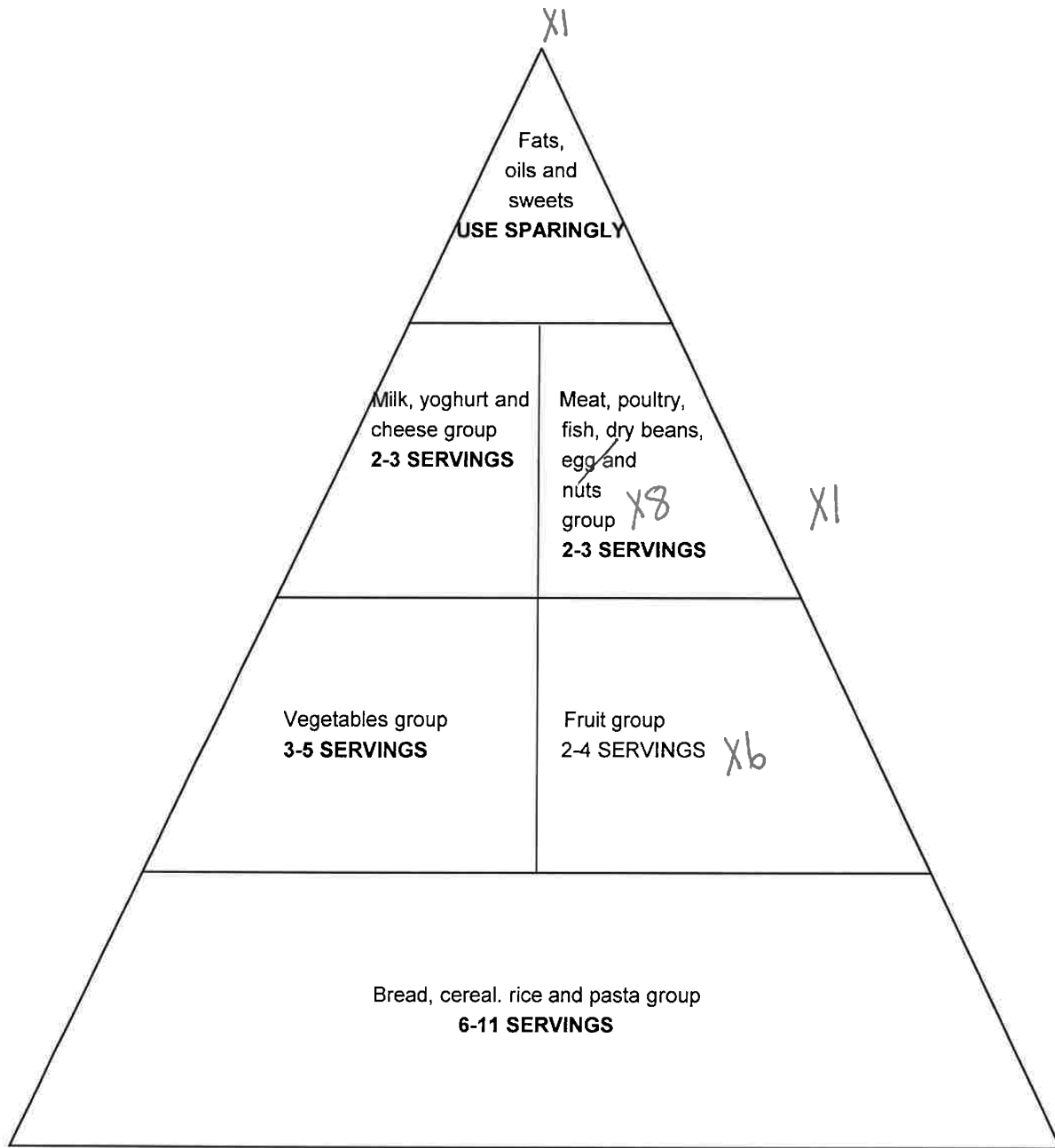
Many people have difficulty trying to translate a chart of recommended RDAs into a plan for nutritious eating. Home economists, dietitians, nutritionists and others have developed a simple way for us to focus on food rather than nutrients as we plan healthy diets. It is called the Food Guide Pyramid and includes six food groups.

X1

The food pyramid is an outline of what to eat each day based on dietary guidelines. It is not a rigid prescription but a general guideline that helps people choose a healthy diet. The pyramid suggests that individuals eat a variety of foods to get the nutrients and the amount of kilojoules they need to maintain health.

According to the pyramid people should start with plenty of breads, cereals, rice, pasta, vegetables and fruits: add two to three servings from the milk group and two to three servings from the meat group and go easy on fats, oils and sweets.

A guide to daily food choices



$4 \times 3 = -12$

20	0	(20)
32	8	40
A	M	T
-3	-2	

1
3
6
8
-8

QUESTION 2

ACCURACY (4 errors x -3 = **-12**)

MISTAKE MADE CORRECT SPELLING

-3 per accuracy error

difficult	difficulty
perscription	prescription
health	health_ (no full stop)
egg	eggs

MANIPULATION (4 errors x -2 = **-8**)

1 line spacing	line spacing after columns-vertical line continues beyond keying-in point
line spacing	line spacing between heading and SmartArt
alignment	content in pyramid not centered
3 font	font of header not the same as rest of the document – Arial 12
upper case	Column 2 food pyramid not with upper case Food Pyramid, the not with upper case The
6 bold	2-4 SERVINGS not bold
8 NL	nuts is in a new line instead of next to eggs and

Addendum F: Keying-in rules

1. Repetitive insertion or omission of a suffix or letter(s)

A large number of candidates, specifically third language learners, use repetitive insertions or omissions of a suffix or letter(s), e.g. the “s” and “ed” at the end of sentences. Every error is calculated as a mistake. Repetitive insertions and omissions for the same word, e.g. there are 3 mistakes and they key in the word error, e.g. instead of errors (1 accuracy) but if it is a different word it must be penalised again – we cannot say once per question as it can change the content and can have a major effect, e.g. in legal documents.

2. Repetitive insertion or omission of a suffix or letter(s)

It is recommended that markers accept all date formats because computer program functions are used and it is accepted in the corporate sector, **unless a specific instruction has been given.**

2.1 Date format

If a question paper instructs the date to be inserted without specifying a format any date format is accepted.

2.2 If a question paper instructs the date in full, the following formats are correct:

o6 October 20..
6 October 20..
o6 October, 20..

2.3 If a question paper instructs the date in descending form, the following formats are correct:

20..-10-06
20../10/06
20...10.06
20.. 10 06

3. Font

It is recommended that candidates use Courier New 12 pt. If the font is too small, it is difficult for marking. It is also very difficult to note spaces when candidates use other fonts. For examination purposes it is compulsory to use Courier New 12 pt unless otherwise specified.

4. Letter spaces

Currently two letter spaces are inserted after a full stop and other punctuation marks and one space after a comma (.). It is recommended that one space be accepted after punctuation marks. Any letter spacing error will be penalised with only one DISPLAY error once per question. Both methods will be accepted, provided that one method is used consistently throughout the question paper.

Acceptable methods – must be applied consistently

- One or two letter spaces after a full stop and other punctuation marks, except after a comma.
- One or no letter space between thousands and hundreds.
- Three letter spaces before and after spaced capital letters, three letter spaces between words (1 space becomes 3 and 0 becomes 1, e.g. T H E E N D !).
- No letter space after opening brackets and before closing brackets.
- Only one letter space before and after leader dots.
- One or no letter space between initials, without full stops to denote an abbreviation. Example: Ms JJ Zulu.
- No spaces when using normal abbreviations, for example e.g.xapples.
- The spaces between columns should be default spaces.

Figures

- Spaces between hundreds and thousands, e.g. 2 000: The defaults setting on computer programs do not allow for spaces in figures. It is recommended that the spaces be omitted but should be done consistently throughout the assessment, e.g. 2000.
- A comma or a full stop are both accepted for a use of decimal, i.e. R1000,00 or R1000.00.
- Figures to be right-aligned under the column heading for calculation purposes except where indicated.
- Zeros to be aligned right, e.g.R0.00. If a dash or nil is used to indicate a zero, it should be aligned under the units.
- When dealing with Currency the R sign has to be next to figures, i.e. R2 000,00 Accounting-wise it is incorrect to leave a space between the R sign and the monetary value. No space may be left between the monetary value and the R sign except when a student is using Excel as per default setting.

Underlining

- No punctuation mark at the end of a sentence may be underlined. If underlining is used in a paragraph only the punctuation mark at the end of the paragraph may not be underlined.
- Any line, whether horizontal or vertical, too long and/or too short and/or inserted incorrectly and/or omitted is penalised with one display error per question.
- **The above-mentioned are subject to proofreading signs and instructions.**

5. Accuracy errors (Information Processing – Typing technique)

Marks deducted per accuracy error per level

Introductory Information Processing N4, N4 & N5	Information Processing N6
-4 marks	-3 marks

The following will be accuracy errors:

- 5.1 All keying in and spelling errors.
- 5.2 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 (strokes refer to characters and spaces).

Example: Underlined words are repetition of text, with NO spelling mistakes (5/10/10)
 The annual financial statement have been prepared on the the a nnu al fina ncial sta
 tements ha ve been pr epared on the historical cost basis, and comprise the following
 important accounting policies which are consistent with those of the previous year.

× 6 mistakes → 6 × -4 = - 24

- 5.3 If a candidate does not key in his/her examination number (-1 accuracy error) or question number (-1 accuracy error) and according to the display instructions with regards to Computer Practice.
- 5.4 If a candidate has a spelling error in a word and also, for example omits the full stop or comma – it is only **one accuracy error**.
- 5.5 If a candidate keys in e instead of è (did not use Insert symbol or ASCII codes) – it is an accuracy error.
- 5.6 If leader dots are omitted, it is 1 accuracy error (for all the leader dots).
- 5.7 If a candidate keys in center vs centre, symbolizing vs symbolising, etc. no accuracy error. Although the question paper gives a specific spelling, it depends on the dictionary used in the program.

It is proposed that the dictionary settings be changed to South Africa/United Kingdom not United States.

- 5.8 If there is a spelling error in the date, one accuracy error.
- 5.9 If a plural at the end of the word “s” (plural) – for each **different** word, one accuracy error. If it is the same word, one accuracy error and encircle the other words.
- 5.10 If a plural at the end of the word “ed” (past tense) – for each **different word, one accuracy error**. If it is the same word, one accuracy error and encircle the other words.
- 5.11 Where there is an instruction to move a heading or sentence to the top or middle and it is omitted – **count out as omission – 5/10/10**.
- 5.12 A student keys in a full sentence, and keys in the same sentence again it is an inclusion error **5/10/10** principle should be used.
- 5.13 Instructions in a letter or other document, e.g. address, date, conclusion – candidates omit it – **count out as omission – 5/10/10**.

5.14 Where the student did not finish the question, makers must look at method that will benefit the student the most. Counting 5/10/10 or counting the paper out of ½, ¼, ¾.

6. Word processing

Part B – All keying in errors/omissions on processed text and insertions as indicated in instructions.

Introductory Information Processing N4	Information Processing N5	Information Processing N6
Word processing	Audio transcription	Word processing
-1 mark	-1 mark	-1 mark

7. Display/manipulation errors

7.1 A word or letter keyed in in upper case which should not have been in upper case or vice versa, will be grouped with the mark allocated to upper case/lower case as per instruction.

7.2 Incorrect hyphenation as per instruction.

7.3 Letter spaces

7.3.1 Letter space errors – penalise as display error for incorrect letter spacing between words or no space between two words, e.g. they are (no space), 1 cm vs 1cm or tele phone (as per instruction).

7.3.2 Letter spaces after punctuation
Candidates must be consistent throughout the assessment. Penalise as per instruction.

7.3.3 Letter spaces before and after leader dots
If the letter spaces before and after leader dots are incorrect – one display error.

7.3.4 Indent, e.g. 1.x and 1.IXX and 1.1.1X –one display error. (Discussed in detail under setting of numbers).

7.3.5 If candidates do not use spaced capital letters where indicated – one display error.

7.3.6 Letter spaces between R and figure, e.g. Rx10 000.00 – one display error per instruction. Must be consistent.





If all of the above on letter spaces are given in one question, only one display error can be deducted per question.


- 7.4 If the forward slash is mistakenly interpreted as “the” - one display error
e.g. “**morning/afternoon**” is keyed in as “**morning the afternoon**” BUT
If “**the**” is spelt incorrectly, for example “**thi**” – one accuracy mistake.
- 7.5 If a punctuation mark is underlined at the end of a heading or sentence, e.g. **COUNT
THE STROKES.** – one display error.
- 7.6 If quote sign is incorrect – one display error.
- 7.7 **Interpretation of the proofreading sign “stet”**

The answer scripts used for Report 191 is written in ~~black~~ ^{white} ink on white paper. **stet**

If student keyed in “white” in place of black it is only one proofreading sign error (-2).
If student keyed in “whit” in place of black it is one proofreading sign error (-2) plus one accuracy error, because the word “white” was spelt incorrectly.

A dash line alone underneath a word does not mean stet, there must be a cross out and the proofreading sign stet (follow the proofreading signs).

- 7.8 Interpretation of the proofreading sign “insert” or “ “
The speed test must be  by an invigilator immediately after the ten minute speed. 
signed
- If the word was not inserted, it is seen as omission -4 accuracy and -2 for display.
If the word was inserted twice, it is seen as an inclusion error -4 accuracy (e.g. signed signed).

- 7.9 Interpretation of the proofreading sign transpose “trs” “
The speed test must be keyed in accurately ³ and ² fast. ¹

If there are 3 words that must be transposed the examiner must indicate in which order they want the words transposed.

- 7.10 If candidate keys in the instructions, for example: “Students insert today’s date” it is a manipulation error (-2).

8. Common errors per module

8.1 Question 1 – Timed accuracy test

No penalisation for the following errors (only encircle):

- 8.1.1 Capital/small letters incorrect
- 8.1.2 Letter spaces incorrect
- 8.1.3 Hyphenation incorrect
- 8.1.4 Line spacing incorrect
- 8.1.5 Justification incorrect
- 8.1.6 New paragraph incorrect.

8.2 Late arrivals

Candidates that are not READY and ON TIME for the timed accuracy test will only be allowed to enter the classroom AFTER the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST. **(It is compulsory to do the timed accuracy test and you may not continue with the rest of the exam paper.)**

9. Question 2 – Tabular statement

9.1 Footnote at the end of tabular statement: The following will be accepted:

9.1.1 Accept a footnote in a different or smaller font or as default settings. (footnote function)

9.1.2 Use footnote signs as per instruction.

9.2 Figures that add up are aligned right (units below one another) and only figures that cannot add up, may be aligned left, e.g. telephone numbers, etc.

9.3 Decimal indication to be either comma (,) or full-stop(.) – use consistently per question. One display error if used inconsistently per question.

10. Tabular statement and Financial statement

10.1 If there is no instruction, align figures right.

11. Letter

11.1 Page numbers on a letter where the second page must be numbered
Accept page numbers at the top or bottom, left, right or centre or as per instruction.

11.2 Letter heads will be electronically included as this is in line with the corporate world.
(Pre-set question papers will still include a hard copied letterhead.)

11.3 If a candidate omits the conclusion of a letter, the question is marked out of $\frac{3}{4}$.

12. Question 6 – African languages

According to syllabi, question 6 must count 10% of the total marks of Typing Technique that is 20 marks for all levels.

No penalisation for the following errors (only encircle):

12.1 Capital/small letters incorrect

12.2 Letter spaces incorrect

12.3 Hyphenation incorrect

12.4 Line spacing incorrect
12.5 Justification incorrect
12.6 New paragraph incorrect.

13. Question not complete as per instruction

Mark as instruction. ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$).

Glossary

A

Alignment – the way text lines up horizontally between left and right margins

Arabic numbering – the ten digits 0, 1, 2, 3, 4, 5, 6, 7, 8 and 9; the term often implies a decimal number written using these digits

ASCII codes – pronounced *ask-ee*; acronym for American Standard Code for Information Interchange; a character encoding standard for electronic communication; represent text in computers, telecommunications equipment and other devices

B

Bullet library – offers a variety of bullet styles

Bulleted list – a group of relating items that start with a typographical symbol (bullet or other symbol) to the left of each point to introduce items in a list

C

Character formatting – in Word, it relates to applying formatting properties to enhance the appearance of individual text characters

Clipboard – a temporary storage area on your computer to store objects, such as text or graphics; allows you to paste the stored items into any Office file

Clipboard task pane – displays the contents of the Clipboard (copied and cut items)

Column break – a hard break, much like a page break or section break, in the inserted location; forces the rest of the text to appear in the next column

Contextual tab – appears on the ribbon only when an object is selected

Copy – to copy a selected item/data into Clipboard, while also leaving the item in its original location

Cursor – an indicator used to show the current position for user interaction on a computer monitor or other display device; it will respond to input from a text input or pointing device; the mouse cursor is also called a *pointer*, owing to its resemblance in usage to a pointing stick

Cut – to remove text or an item from a document and store it temporarily on Clipboard

D

Decrease indent – moves your paragraph closer to the left margin

Dot leader – a row of dots (or other characters) between tabbed text

Drag and drop – to move text by selecting it and then clicking and holding the left button mouse while dragging it to a new location

Drop cap – dropped capital; a large capital letter used at the beginning of a paragraph/section

E

Endnote – a superscript number, letter or symbol inserted in the text to refer reader to a note/source that appears at the end of the document to explain something

F

Fill colour – the interior colour of characters

Find and Replace dialog box – provides options for finding a specific word or phrase in the document and replacing it with another word or phrase

Font – refers to the general shape of a character; a set of printable or displayable text characters in a specific style

Font size – measured in points; 1 point (abbreviated pt) is equal to 1/72 of an inch; point size refers to the height of a character

Footer – the bottom margin of each page

Footnote – a note that appears at the bottom of a page to explain something/refer to other publications; linked to the text by superscript number, letter or symbol

Formatting marks – also known as *nonprinting characters* or *codes*; characters that take up space or have a formatting function but do not appear on the printed page: spaces, tab characters, paragraph breaks, etc.

G

Groups – organised buttons on a tab, e.g. Clipboard and Font on the Home tab

H

Handles – circles/squares that appear on each corner and side of an active text box or image indicating that it has been selected

Hanging indent – all lines of a paragraph are indented except the first one; also called a *hanging paragraph*

Header – the top margin of each page

Header row – the top row of a table

Hyperlink – text or a line graphic you can click to jump to another file or to somewhere else in the same file

Hyphenation – placing a hyphen (punctuation mark) at the end of one line to show that the word continues in the next line; also used to form combined words, e.g. right-click (verb) or anti-inflammatory (adjective)

I

Increase indent – moves your paragraph farther away from the margin

Insertion point – the blinking vertical line in your document; indicates where you can enter text on the page; also shows where characters will appear when you start keying in

L

Landscape orientation – when the page is turned so that it is wider than it is tall

Launcher/dialog box launcher – a small icon that appears in a group; clicking this icon opens related dialog boxes or task panes that provide more options that relate to the group

M

Mail Merge – combines mail and letters (and pre-addressed envelopes/ mailing labels); allows you to create one letter and send it to multiple recipients

Margins – the blank spaces around the edges of a document's content

Menu bar – horizontal strip directly below the Title bar; displays lists of available menus, e.g. Insert, Format, Font, etc., and contains selectable commands and options for a specific program

Mini toolbar – appears when you right-click or select text, giving you easy access to the buttons and settings most often used when formatting text

N

Navigation pane – opens on the left side of the Word window; allows you to jump around in your document, e.g. to find text, Word objects, such as tables and graphics, or jump to specific headings and pages

Nonprinting characters – also known as *formatting marks*; characters that appear on screen but not on the printed page

Numbered list – used in a group of related paragraphs that have a particular order

O

Outline colour – the exterior colour of the characters, text boxes or cells

P

Page border – frames the contents of a page

Page break – tells the printer where to end the current page and begin the next; used to end a page without filling it with text

Page orientation – the direction in which a document is displayed or printed; two most common types of orientation are portrait (vertical) and landscape (horizontal)

Paragraph border – an outline that appears around one or more paragraphs in a document

Paragraph formatting – paragraph formatting lets you control the appearance of individual paragraphs; for example, you can change the alignment of text from left to centre or the spacing between lines from single to double

Paragraph mark – indicates the beginning/end of a paragraph; also called *paragraph sign*

Paragraph spacing – space that appears directly above and below a paragraph

Paste – command that allows you to insert data from the Clipboard into a document

Picture – a photo or another image that you insert into a document

Points for line spacing – line spacing is the space between lines in a paragraph, measured in points, like font size; e.g. default spacing in Word 2013 is 1.08 lines

Points/inches for font – font sizes are measured in points; 1 point (abbreviated pt) is equal to 1/72 of an inch (see *Font size*); inch is the recommended measurement unit for Information Processing

Portrait orientation – when a page that is taller than it is wide

Print layout view – the default view; most closely resembles how your document will look when printed

Proofreading signs – also called proof-readers marks; symbols and notations for correcting typeset pages

Punctuation – marks, symbols or signs that indicate where pauses, stops, questions, omissions, introductions and other forms of expression occur in our writing

Q

Quick Access Toolbar – a customisable toolbar that contains a set of predefined commands that are independent of the tab on the ribbon that is currently displayed; provides one-click access to commonly used commands

R

Read mode view – a document view designed to make reading on screen as easy as possible

Recipient – the name of the person who is receiving the mail or item sent to by the sender

Record – a complete set of information about a particular client

Reference marker – a conventional mark (*, † or ‡) placed in written or printed text to direct reader's attention to a footnote or endnote

Repetitive mistake – a mistake that is repeated, e.g. leaving out a full stop at the end of a sentence in a document

Ribbon – a graphical control element in the form of a set of toolbars placed on several tabs; main set of buttons and other tools you can use to complete tasks

S

Salutation – a greeting used in a letter or other written or non-written communication, e.g. Dear Sir; salutations can be formal or informal

ScreenTip – small window that displays descriptive text when you rest the pointer on a command or control

Section – a part of the document that can have its own page orientation, margins, headers, footers, etc.

Section break – splits pages of a document into sections with customisable formats or layouts

Section break continuous – starts a new section on the same page

Section break next page – inserts a section break and start the new section on a new page

Shading – background colour that you can apply to one or more paragraphs; can be used in conjunction with Borders on the Home tab

Shortcut menu – a window with commands related to the item you have right-clicked

SmartArt graphics – a range of graphical lists and process diagrams as well as complex diagrams that allow visual representations of information

Status bar – horizontal window at the bottom of the Word window that displays information about the current document, e.g. what page you are on, number of words, language selected for Spelling & Grammar check

Subheadings – subordinate headings, e.g. different section headings within a module

Superscript – a number, figure or symbol that is smaller than the normal line of type and is set slightly above the line of the text; e.g. used as marker for footnote/endnote

T

Tab stop – the horizontal position which is set for placing and aligning text on a page

Table – a grid made up of horizontal rows and vertical columns that intersect to form cells; used to organise, align, sort, calculate and present information

Templates – preformatted files with predefined page layouts, fonts, margins and styles; creates a copy of itself when you open it, e.g. Word document templates on Word Start Screen

Text box – also called *text field* or *text entry box*; on-screen frame you can insert anywhere in a document and then add text to emphasise or set off the text

Text effects – special visual enhancements, e.g. shading, outlining, etc. for fonts; known as *WordArt* in some Word versions

Text wrapping – the way in which images are positioned in relation to text in a document; allows you to control how pictures and charts are represented

Themes – coordinated collections of fonts, colours and other visual effects designed to give a document a cohesive, polished look

Title bar – horizontal bar located at the top of a window; displays information such as the title of the document you are currently using, Ribbon Display Options, Minimize, Restore down and Close

Touch typing – a method of keying in simply by feeling the keyboard without using the sense of sight; relies on muscle memory through rigorous training with the proper keying-in method

Typing ergonomics – the science of preventing common workplace injuries by using proper posture as well as the correct setup of desk equipment

V

View buttons – a feature that allows you to change the way the document is displayed

Z

Zooming – magnifies (zooming in) or shrinks (zooming out) the display of content in the Word window