higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

INTRODUCTORY INFORMATION PROCESSING N4

27 MAY 2016

This memorandum consists of 39 page.

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QUESTION 1: TIMED ACCURACY TEST 20 MARKS

BE SURE TO MARK THE SPEED WITH CARE AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED.

MARK ACCORDING TO ENCLOSED DEPARTMENTAL SCHEDULE

MARK ACCURACY ERRORS ONLY

1. Indicate accuracy errors with a red slash (/).

2. One or more incorrect characters in a word = 1 error.

3. Do not penalise incorrect margins.

4. Do not penalise incorrect line spacing.

5. Do not penalise incorrect hyphenation.

6. Do not penalise incorrect justification.

7. Do not penalise incorrect display errors.

8. Do not penalise incorrect letter spaces at or between words.

9. Do not penalise incorrect capital/small letters.

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

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

12. 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. = 5/10/10

13. If 25/30 wpm is not completed, count back as indicated in the marking guideline.

14. The highest mark obtained is indicated.
    The highest speed passed is indicated.

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15. INDICATE THE SPEED OBTAINED with Pass 25 wpm/Pass 30 wpm/Fail, where applicable, in the following way:

    INDICATE AT THE END OF THE SPEED TEST:

    Pass 25 wpm/Pass 30 wpm/Fail
    Errors
    Mark

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

    Pass 25 wpm/Pass 30 wpm/Fail

    If the candidate did not hand in QUESTION 1, indicate by drawing a line through the block for the mark, next to QUESTION 1, on the outside of the folder and writing Fail at the appropriate positions.

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

    Pass 25 wpm/Pass 30 wpm/Fail

16. Should a candidate fail the examination (less than 40%) and pass the accuracy test, the word Fail will replace the Pass 25 wpm/Pass 30 wpm, as a candidate cannot fail the examination paper as a whole and get recognition for the wpm.

17. THE MARK FOR TYPING TECHNIQUE (200) AND THE WORD PROCESSING MARK (100) ARE ADDED TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE DIR: NEA.

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MARK SCHEDULE FOR QUESTION 1 (TIMED ACCURACY TEST): 10 MINUTES

POSSIBLE MARKS	**20**	
NUMBER OF ERRORS	**25 WPM**	**30 WPM**
1	19	19
2	18	18
3	17	18
4	16	17
5	15	16
6	14	15
7	13	14
8	12	14
9	11	13
10	10	12
11	9	11
12	**8 PASS**	10
13	7	10
14	6	9
15	5	**8 PASS**
16	4	7
17	3	6
18	2	6
19	1	5
20	0	4
21		3
22		2
23		2
24		1
25		0

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SCHEDULE – ACCURACY

ERRORS	QUESTION 2 29 MARKS	QUESTION 3 47 MARKS	QUESTION 4 31 MARKS	QUESTION 5 21 MARKS	QUESTION 6 20 MARKS
1	25	43	27	17	16
2	21	39	23	13	12
3	17	35	19	9	8
4	13	31	15	5	4
5	9	27	11	1	0
6	5	23	7	0	
7	1	19	3		
8	0	15	0		
9		11			
10		7			
11		3			
12		0			

SCHEDULE – DISPLAY

ERRORS	QUESTION 2 7 MARKS	QUESTION 3 12 MARKS	QUESTION 4 8 MARKS	QUESTION 5 5 MARKS
1	7	10	6	3
2	5	8	4	1
3	3	6	2	0
4	1	4	0	
5	0	2		
6		0		

NOTE:

ACCURACY = 4 MARKS PER ERROR ARE DEDUCTED
[INDICATE WITH A RED SLASH (/)]

DISPLAY = 2 MARKS PER ERROR ARE DEDUCTED
[INDICATE WITH A BLUE CROSS (X)]

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QUESTION 1

When a person begins to work for the first time or change work, he should take notice of certain aspects. Each company communicates differently with their employees. Some companies have individual interviews with newly employed workers while others have orientation courses. You could expect to experience the following:

A tour through the company's factory and/or office building where the processes in each department would be explained to you shortly.

Introductions to various people, but do not be upset if you cannot remember all their names. You will eventually get to know everybody with whom you will work.

It is not only the company who shares new knowledge with a new employee. He/She also has to come to terms with certain aspects within his/her new situation.

You will perform the job to which you have been appointed in a specific environment. You will have to decide beforehand if you will be able to live with it or not. If you are a person who prefers working with others, you will find it

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QUESTION 1 (CONTINUED)

20 19 18 17
difficult working on /your own i/n an offic/e with lim/ited
16 15 14 13 12 11
conta/ct with ot/hers. If/ you are a/n introver/t, you wil/l
10 9 8 7 6
find it /difficult /to work wi/th a big g/roup of pe/ople.
5 4 3 2 1 25 25 wpm
Th/is might i/nstigate a/ negative /attitude t/owards you/r
24 23 22 21 20
work. T/herefore /it is impo/rtant that/ you shoul/d find
19 18 17 16 15
out/ during yo/ur intervi/ew about y/our workin/g
14
environm/ent.

13 12 11 10 9
In /the workin/g situatio/n you will/ have to w/ork with
8 7 6 5 4 3
d/ifferent p/eople and /each one's/ personali/ty and att/itude
2 1 30 wpm
towa/rds life w/ill differ

[20]

QUESTION 2

1 margin 2.5 cm/1", l/s, just | 2 p/s, tab stops, indent, hyph No | 3 font, uc/lc, let/sp

1 centre 6 U 3 caps

HEALTHY EATING HABITS

1

1. **BASIC PRINCIPLES** 3 caps 6 bold

5 trs

Eat a wide variety of foods daily, including foods from all the groups. ---¼=7+2=9

4 delete [different]

1.1 *Food groups* *6* italics

2 indent 3 let/sp

1.1.1 Milk and dairy products

8[NP

Choose skim or low-fat dairy products. 5 sp

5 stet [chicken]

1.1.2 Meat and meat alternatives

½=14+4=18

Eat small servings.

9 ● not a), b), c) and #

- Veal
- Poultry
- Fish

18[

1.1.3 Grains and cereal

¾=22+5=27

Use unrefined and7wholewheat products.

9 not [●] any bullet

– Oats
– Wholewheat bread } 1 s/s
– Brown rice

7 move

1.1.4 Fruit and vegetables

4

Eat plenty daily.

ERRORS	29 MARKS
1	25
2	21
3	17
4	13
5	9
6	5
7	1
8	0

Question 2
1. margins, line spacing, justification
2. paper size, tab stop, indentation, hyphenation
3. font, uc/lc, letter spaces
4. insert, delete
5. stet, trs, sp
6. bold, underline, italics
7. move, runs on
8. [& NP
9. [a), b), c)] not replaced with any other bullet and 1 letter space and/or [●] not replaced with any bullet and 1 letter space

MARKS			
POSSIBLE MARKS	29	7	36
ERRORS			
	RED –4	BLUE –2	TOTAL

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QUESTION 2 **36 MARKS**

ACCURACY = 29 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 7 MARKS –2 PER ERROR (MARK WITH BLUE X)
Number errors and –2 per number

1. Margins incorrect and/or
   Line spacing incorrect and/or
   Justification incorrect

2. Paper size incorrect and/or
   Tab stop/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/Font size incorrect and/or
   Capital letters/Small letters incorrect and/or
   Letter spaces incorrect

4. Insert [plenty] - incorrect and/or
   Delete – [different] not deleted and/or incorrect

5. Stet - not retained and/or incorrect and/or
   Trs – not transposed and/or incorrect and/or
   Sp – [products] spelling incorrect

6. Bold - not changed and/or incorrect and/or
   Underline - not underlined and/or incorrect and/or
   Italics - not changed and/or incorrect

7. Move - not moved and/or incorrect and/or
   Runs on - not combined with 1 letter space and/or incorrect

8. [& NP - new paragraph or new line incorrect

9. [a), b), c)] not replaced with any bullet and one letter space and/or incorrect and/or
   [●] not replaced with any bullet and one letter space and/or incorrect

[36]

QUESTION 3

1 letter fits on one page, margins 2.5 cm/1", l/s, just | 2 p/s, indent, hyph: No | 3 font, uc/lc, let/sp

3 uc 1 centre

GATAWA CAREER PLANNER

4+2 3

e-mail: career@lantic.net

Cell 084 514 2265

4+3 2 tab 1

Stand 65

THOHOYANDOU 3 caps

0950

4+1

27 May 2016

4+3

Zingila Enterprises

20 Swempie Street

THABAZIMBI 3 caps

0380

Sir

---¼=12+3=15

7 move 3 caps 6 bold

RESPONSIBILITIES TO COLLEAGUES

5 trs 7/

Sound human relations are important in the working environment because it creates an atmosphere of co-operation which leads to productivity. 5 sp

2 indent 3 let/sp

1. Likes and dislikes 6 U

---½=24+6=30

4 [many]

Due to the fact that people are

9 1.1, 1.2 with not ♥

1.1 unique and

1.2 have different personalities

2 indent 1.02 cm

4

they will also have different likes and dislikes.

2. Be enthusiastic 6 U

8 NP

Enthusiasm about one's work can be contagious. ---¾=35+9=44

5 stet [developing]

Always behave in such a way that you are creating a harmonious atmosphere where

6 bold 1 align right

everybody could be productive.

Career greetings

1

4+2

JA Steenkamp

MANAGER 3 uc

MARKS			
POSSIBLE MARKS	47	12	59
ERRORS			
	RED -4	BLUE -2	TOTAL

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QUESTION 3

DIFFERENT DATES ON INSERT, DATE/TIME		
TODAY'S DATE NO INSTRUCTIONS	**INSTRUCTION DATE IN FULL**	**INSTRUCTION DATE IN DESCENDING ORDER**
May 27, 2016 27 May 2016 27May16 27/05/16 2016-05-27	May 27, 2016 27 May 2016	2016-05-27 2016/05/27 2016.05.27 2016 05 27

ERRORS	**47 MARKS**
1	43
2	39
3	35
4	31
5	27
6	23
7	19
8	15
9	11
10	7
11	3
12	0

Question 3
1. fits on one page, margins, line spacing, justification
2. paper size, tab stop, indentation, hyphenation
3. font, uc/lc, letter spaces
4. insert, delete
5. stet, trs, sp
6. bold, u/line
7. move, the
8. [& NP
9. bullets not replaced with subparagraph numbers and ╪

MARKS			
POSSIBLE MARKS	47	12	59
ERRORS			
	RED -4	BLUE -2	TOTAL

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QUESTION 3 **59 MARKS**

ACCURACY = 47 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 12 MARKS –2 PER ERROR (MARK WITH BLUE X)
Number errors and –2 per number

1. Letter not fitted on one page and/or
   Margins incorrect and/or
   Line spacing incorrect and/or
   Justification incorrect

2. Paper size incorrect and/or
   Tab stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/Font size incorrect and/or
   Capital letters/Small letters incorrect and/or
   Letter spaces incorrect

4. Insertion incorrect – letterhead, date, receiver, [likes], conclusion incorrect and/or incorrect displayed and/or
   Delete – [many] not deleted and/or incorrect

5. Stet - not retained and/or incorrect and/or
   Trs – not transposed and/or incorrect and/or
   Sp - [atmosphere] spelling incorrect

6. Bold - not changed and/or incorrect and/or
   Underline - not underlined and/or incorrect

7. Move – [**RESPONSIBILITIES TO COLLEAGUES**] not moved and/or incorrect and/or
   / - word [the] not inserted and/or incorrect

8. [& NP - new paragraph or new line incorrect

9. [♥] bullets not replaced with subparagraph numbers and two letter spaces and/or incorrect

[59]

QUESTION 4

1 margins, left 1.25 cm + right 1.25 cm, l/s, just | 2 p/s, tab stop | 3 font, uc/lc, let/sp

1 centre 6 u/line 3 caps

WATER●

40 [big] 5 trs

The protection of our rivers, streams and surface water against **pollution** is really important for food production, public health and the health of all living species.¼=8+2=10

4 6 bold

3 uc, 6 bold **IMPORTANCE OF WATER** **WATER WASTAGE** **SAVING OF WATER** **WATER POLLUTION** 4	2 tab ½=16+4=20 7 in words Man can exist without water for four days only 4 It is a particularly scarce source ¾=23+6=29 Repair all leaking pipes 5 stet [~~people~~] No dumping of human wastage in rivers

7 move

● In South Africa

3#

Question 4
1. margins, line spacing, justification
2. paper size, tab stop
3. font, uc/lc, letter spaces
4. insert, delete, horizontal lines
5. stet, trs
6. bold, u/line
7. move, in words

ERRORS	33 MARKS
1	29
2	25
3	21
4	17
5	13
6	9
7	5
8	1
9	0

MARKS			
POSSIBLE MARKS	31	7	39
ERRORS			
	RED –4	BLUE –2	TOTAL

QUESTION 4 **39 MARKS**

ACCURACY = 31 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 7 MARKS –2 PER ERROR (MARK WITH BLUE X)
Number errors and –2 per number

1. Margins incorrect and/or
   Line spacing incorrect and/or
   Justification incorrect

2. Paper size incorrect and/or
   Tab stop incorrect and/or
   Hyphenation incorrect

3. Font/Font size incorrect and/or
   Capital letters/Small letters incorrect and/or
   Letter spaces incorrect

4. Insert – [particularly] not inserted and/or incorrect
   Delete – [big] not deleted and/or incorrect and/or
   Horizontal lines not inserted and/or incorrect

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

6. Bold - not changed and/or incorrect and/or
   Underline - not underlined and/or incorrect

7. Move – [●#In South Africa] not moved and/or incorrect and/or
   In words – [four] not in words and/or incorrect

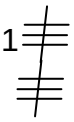
[39]

QUESTION 5

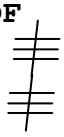
1 margins, left + right 2.5 cm l/s, just | 2 p/s | 3 font, uc/lc, let/sp

7 

1 centre 3 caps 5 bold
CURRICULUM VITAE

1 

OF



WESSEL NICOLAAS VAN ROOYEN

7 page break

¼=6+1=7

QUESTION 5 (CONTINUED)

6 move 3 caps 1 centre
CURRICULUM VITAE
=
PERSONAL INFORMATION 3 caps 5 u/line
=
SURNAME 3 caps
6 move =
Van Rooyen
=
NAME 3 caps
6 move =
Wessel Nicolaas ½=10+3=13
=
IDENTITY NUMBER 3 caps
=
8209280870087
=
DATE OF BIRTH 3 caps
6 move 4 stet =
28 September 1982
=
ADDRESS 3 caps ¾=16+4=20
= 6 join
32 Suikerbekkie Street
Thabazimbi 7[
0380 7[
=
HOBBIES 3 caps
4 trs =
Electronics (Practical)

Question 5
1. margins, line spacing, justification
2. paper size, tab stops, indentation, hyphenation
3. font, uc/lc, letter spaces
4. stet, trs
5. bold, u/line
6. move, combine
7. [, ↕, page break

ERRORS	**21 MARKS**
1	17
2	13
3	9
4	5
5	1
6	0

MARKS			
POSSIBLE MARKS	21	5	26
ERRORS			
	RED –4	BLUE –2	TOTAL

QUESTION 5 **26 MARKS**

ACCURACY = 21 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 5 MARKS –2 PER ERROR (MARK WITH BLUE X)
Number errors and –2 per number

1. Margins incorrect and/or
   Line spacing incorrect and/or
   Justification (centre) incorrect

2. Paper size incorrect and/or
   Tab stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/Font size incorrect and/or
   Capital letters/Small letters incorrect and/or
   Letter spaces incorrect

4. Stet - not retained and/or incorrect and/or
   Trs - not transposed and/or incorrect

5. Bold - not changed and/or incorrect and/or
   Underline - not underlined and/or incorrect

6. Move – [CURRICULUM VITAE], [Van Rooyen], [Wessel, Nicolaas], [28 September 1982], not moved and/or incorrect and/or
   Combine - not combined and/or incorrect

7. [& NP - new paragraph or new line incorrect and/or
   Cover page not centred vertically and/or incorrect and/or
   Page break not inserted after cover page and/or incorrect

[26]

QUESTION 6

UMYOLELO WEMBONGI

Ze uncede ungandililileli,
Ze ulilel' iimin' ezizayo, ↓ ¼=5

Ndihambile, andisekho kweli;
Sala dade, sala dudu, s'thandwa. ↓ ½=10

Namphakwana engathi ndinawo,
Bubunyamandini balo mhlaba, ↓ ¾=15

Nabakhaphi ziinkumbulo zawo,

Ezeyelisayo eJordane.

ERRORS	20 MARKS
1	16
2	12
3	8
4	4
5	0

MARKS			
POSSIBLE MARKS	20	0	20
ERRORS			
	RED -4		TOTAL

QUESTION 6 **20 MARKS**

ACCURACY = 20 MARKS –4 PER ERROR (MARK WITH RED /)

DISPLAY = 0 MARKS

MARK ACCURACY ERRORS ONLY

1. Indicate accuracy errors with a red slash (/).
2. One or more incorrect characters in a word = 1 error.
3. Do not penalise incorrect margins.
4. Do not penalise incorrect line spacing.
5. Do not penalise incorrect hyphenation.
6. Do not penalise incorrect justification.
7. Do not penalise incorrect display errors.
8. Do not penalise incorrect letter spaces at or between words.
9. Do not penalise incorrect capital/small letters.
10. Do not penalise if a whole line or paragraph is left out and keyed in at another position.
11. When the same word is repeatedly keyed in incorrectly (exactly the same error) it is penalised only once per question. Thereafter it is encircled as a repetitive error.
12. 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. = 5/10/10

[20]

TOTAL SECTION A: 200

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SECTION B

1. The total of the section is 100 marks. Part A of each question is 80% accuracy and 20% display. Part B is 80% processing and 20% accuracy.

2. The part A of each question has to be keyed in CORRECTLY, except for QUESTION 7A which had to be keyed in and saved by the lecturer **PRIOR** to the examination session.

3. The part B of each question has to be processed according to the processing instructions.

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

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

5. Questions not completed (only part A) will be marked accordingly. Part B will be penalised for each processing not done.

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

   NOTE: IF THE MARKS FOR A QUESTION ARE 16 FOR ACCURACY AND 4 FOR DISPLAY AND ONLY ½ OF THE QUESTION WAS COMPLETED, MARK AS FOLLOWS:

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

   The question will be marked out of 10 marks.

   6 1 = 7 = 7
   8 2 = 10 = 20
   2 1 errors

6. Words incorrectly hyphenated will be penalised as a display error only ONCE per question. Further similar errors will be encircled.

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MARKS - PUNTE	**30**	**29**	**28**	**27**	**26**	**25**	**24**	**23**	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
ERRORS - FOUTE 1	**29**	**28**	**27**	**26**	**25**	**24**	**23**	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**
2	**28**	**27**	**26**	**25**	**24**	**23**	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**	
3	**27**	**26**	**25**	**24**	**23**	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**		
4	**26**	**25**	**24**	**23**	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**			
5	**25**	**24**	**23**	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**				
6	**24**	**23**	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**					
7	**23**	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**						
8	**22**	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**							
9	**21**	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**								
10	**20**	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**									
11	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**										
12	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**											
13	**17**	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**												
14	**16**	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**													
15	**15**	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**														
16	**14**	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**															
17	**13**	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**																
18	**12**	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**																	
19	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**																		
20	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**																			
21	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**																				
22	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**																					
23	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**																						
24	**6**	**5**	**4**	**3**	**2**	**1**	**0**																							
25	**5**	**4**	**3**	**2**	**1**	**0**																								
26	**4**	**3**	**2**	**1**	**0**																									
27	**3**	**2**	**1**	**0**																										
28	**2**	**1**	**0**																											
29	**1**	**0**																												

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QUESTION 7A

DRUG ABUSE

1. What is drug abuse?

Drug abuse refers to AN EXCESSIVE USE of one or more chemical substances which are not legal, which are not used under proper medical supervision and which are considered to be harmful to the person's health, to community and personal adaptability.

2. What is meant by dependence or addiction to drugs?

There are various degrees of dependence or addiction on drugs. Addiction means that after using a drug for some time, the addict begins to experience certain feelings.

A growing desire to experience the effect of the drug – this is called habituation.

The person will need this experience and the relief it gives more often and will believe that the drug helps to cope with and adapt to life.

The dose needed to get relief or feeling will have to be increased - this is called tolerance.

page break

QUESTION 7A (CONTINUED)

3. **WITHDRAWAL SYMPTOMS**

Physical and mental pain
An abnormal fear
Anxiety and depression
Loss of responsibility and self-control

4. **ADDICTIVE OR DEPENDENCE-FORMING DRUGS**

Narcotics, eg. morphine, opium, cocaine, codeine. It reduces pain, causes drowsiness and gives the person a feeling of being happy and eliminates worries.

Stimulants are mood-uplifting drugs, eg. benzedrine. It is used to create false confidence.

CANNABIS SATIVA, dagga – used to overcome inferiority complexes and to escape reality.

5. **THE CAUSES OF DRUG ABUSE**

People who cannot adjust to society

When parents are examples

When there is a bad influence in the peer group

6. **THE EFFECTS OF DRUG ABUSE**

Narcotics can cause mental deterioration, impotence, sterility, loss of weight and interests.

Sedatives lead to mental inactivity/fatigue. A lack of alertness, a coma or death could be the result of an overdose.

Dagga leads the way to more serious dependence on drugs. When a person is under the influence

of dagga he/she may commit serious crimes.

LSD – it leads to mental disorder or insanity.

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QUESTION 7A (CONTINUED)

7. **SOME SIGNS OF ADDICTION**

Lack of concentration or low thinking
Drowsiness
Unnatural excitement
Dilated pupils
Unnatural thirst
Blood-shot eyes
Quarrelsome and aggressive

NO MARKS ARE ALLOCATED FOR THIS QUESTION.

QUESTION 7B 1 = 3.75 + 2.5 cm 2 just 3 hyph Yes 4 l/s 5 letter spaces, uc/lc

6+1 caps, centre

FRIENDS AGAINST DRUGS

7+1

Cell 082 462 5911

8+1

4 Buffel Street
MAKHADO 8 caps
0920

9+1

2016-05-27

10+1

Mr AE Patel
6 Kameel Street
PHALABORWA 10 caps
1390

11+1

Sir

12 initial capital letters, centre

Drug Abuse

13 uc, bold

1. **WHAT IS DRUG ABUSE?**

14 indent 15 lc

Drug abuse refers to an excessive use of one or more chemical substances

16+1 [

1.1 which are not legal,

1.2 which are not used under proper medical supervision and

1.3 which are considered to be harmful

17+1 [

1.3.1 to the person's health,
1.3.2 to community and personal adaptability.

18 page break

19 1

QUESTION 7B (CONTINUED)

13 uc, bold

2. **WHAT IS MEANT BY DEPENDENCE OR ADDICTION TO DRUGS?**

14 indent 20 trs

There are various degrees of addiction or dependence on drugs. Addiction means that after using a drug for some time, the addict begins to experience certain feelings.

A growing desire to experience the effect of the drug – this is called

21 NP, uc, italics, centre

HABITUATION.

The person will need this experience and the relief it gives more often and will believe that the drug helps to cope with and adapt to life.

The dose needed to get relief or feeling will have to be increased - this is called

21 NP, uc, italics, centre

TOLERANCE.

22 delete page break

3. **WITHDRAWAL SYMPTOMS**

23 any bullet #

- Physical and mental pain
- An abnormal fear
- Anxiety and depression
- Loss of responsibility and self-control

4. **ADDICTIVE OR DEPENDENCE-FORMING DRUGS**

24 uc, centre 25 delete [, eg.]

NARCOTICS

26 NP 14 indent 27 7 letter spaces

morphine, opium, cocaine, codeine.

26 NP

It reduces pain, causes drowsiness and gives the person a feeling of being happy and eliminates worries.

25 delete [Stimulants ... confidence.]

CANNABIS SATIVA, **dagga** – used to overcome inferiority complexes and to escape reality.

28 bold, 14 pt

18 page break

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QUESTION 7B (CONTINUED)

5. **THE CAUSES OF DRUG ABUSE**

29

5.1 People who cannot adjust to society
5.2 When parents are examples
5.3 When there is a bad influence of the peer-group

29 s/s

6. **THE EFFECTS OF DRUG ABUSE**

14 indent 3 hyph

Narcotics can cause mental deterioration, impotence, sterility, loss of weight and interests.

Sedatives lead to mental inactivity/fatigue. A lack of alertness, a coma or death could be the result of an overdose.

28 bold, 14 pt

Dagga leads the way to more serious dependence on drugs. When a person is under the influence of **dagga** he/she may commit serious crimes.

30

28 bold, 14 pt

LSD – it leads to mental disorder or insanity.

25 delete [7. **SOME ... ADDICTION**] 31 l+r margins 5 cm .

Lack of concentration or low thinking
Drowsiness
Unnatural excitement
Dilated pupils
Unnatural thirst
Blood-shot eyes
Quarrelsome and aggressive

Kind regards

B Viglia lc or uc
DIRECTOR uc

32+1

MARKS			
POSSIBLE MARKS	32	8	40
ERRORS			
	BLUE-1	RED-1	TOTAL

19 3

Page 1	No	Page 2	No	Page 3	No
Accuracy errors	**8**	Accuracy errors	**0**	Accuracy errors	**1**
Display errors	**19**	Display errors	**18**	Display errors	**13**
Total	**27**	Total	**18**	Total	**14**
	1		1		1
	2		2		2
	3		3		3
	4		4		4
	5		5		5
	6+1		13		14
	7+1		14		19
	8+1		18		25
	9+1		19		28
	10+1		20		29
	11+1		21		30
	12		22		31
	13		23		32+1
	14		24		
	15		25		
	16+1		26		
	17+1		27		
	18		28		
	19				

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QUESTION 7B

ACCURACY	= 8
PROCESSING	= 32
TOTAL	= 40
NOTE: –1 MARK PER ERROR	
ACCURACY	= / RED ━ ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS
PROCESSING	= X BLUE
REPETITIVE ERRORS	= RED OR BLUE CIRCLE

PROCESSING ERRORS

1. Left-hand margin not 3.75 cm and/or incorrect and right-hand margin not 2.5 cm and/or incorrect

2. Justification not left and/or incorrect

3. Hyphenation: Yes and/or incorrect

4. Line spacing incorrect

5. Letter spaces, upper case and lower case incorrect

6. [FRIENDS AGAINST DRUGS] not inserted in capital letters and centred and/or incorrect

7. [Cell ... 5911] not inserted and/or incorrect plus 1 accuracy error

8. [4 ... 0920] not inserted and/or incorrect plus 1 accuracy error and/or [MAKHADO] not in capital letters and/or incorrect

9. Date not inserted in descending order and/or incorrect plus 1 accuracy error

10. [Mr ... 1390] not inserted and/or incorrect plus 1 accuracy error and/or [PHALABORWA] not in capital letters and/or incorrect

11. [Sir] not inserted and/or incorrect plus 1 accuracy error

12. [DRUG ABUSE] not changed to initial capital letters and centred and/or incorrect

13. [**WHAT ... ABUSE?**] and [**WHAT ... DRUGS?**] not capital letters and bold and/or incorrect

14. Paragraphs [Drug abuse substance], [There are ...], [morphine, …] and [Narcotics can …] not indented on 1.02 cm and/or incorrect

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QUESTION 7B (CONTINUED)

15. [an excessive use] not in small letters and/or incorrect

16. New paragraphs not created at [1.1, 1.2, 1.3] and not inserted with two letter spaces and/or incorrect plus 1 accuracy error

17. New paragraphs not created at [1.3.1] and [1.3.2] and not inserted with two letter spaces and/or incorrect plus 1 accuracy error

18. Page breaks not inserted and/or incorrect

19. Pages not numbered bottom, centred and/or incorrect

20. Words not transposed correctly and/or incorrect

21. New paragraphs not created at [*HABITUATION*.] and [*TOLERANCE*.] and not in capital letters, italics and centred and/or incorrect

22. Page break not deleted and/or incorrect

23. [Physical ... self-control] any bullet not inserted with one letter space and/or incorrect

24. [NARCOTICS] not in capital letters and centred and/or incorrect

25. [, eg.], [Stimulants ... confidence.] and [7. **SOME ... ADDICTION]** not deleted and/or incorrect

26. New paragraphs not created at [morphine, ...] and [It reduces ...] and/or incorrect

27. Not 7 letter spaces between different drugs and/or incorrect

28. [**Dagga/dagga**] not in bold and 14 pt and/or incorrect

29. Subparagraph numbers [5.1, 5.2, 5.3] not inserted with two letter spaces and single line spacing and/or incorrect

30. [of **dagga** he/she ...] does not run on with one letter space after [... influence] and/or incorrect

31. [Lack ... aggressive] left- and right-hand margin not changed to 5 cm and aligned right and/or incorrect

32. [Kind ... DIRECTOR] not inserted and [DIRECTOR] not in capital letters and/or incorrect plus 1 accuracy error

[40]

QUESTION 8A 1 margins 1.25 cm, just, l/s 2 p/s, indent, hyph: No 3 font, uc/lc, let/sp

3 uc 5 U 1 c
MPFARIE CATERERS

3 uc 5 bold 1 c
DINNER

6 sp caps 1 c
M E N U

3 uc 1 c
STARTERS

Stewed crab
Served with cheese sauce ---¼=3+1=4

3 uc 1 c
SOUP

4 stet [sauce]
Potato soup

3 uc 1 c
FISH

Grilled kingklip
Fried yellow tail and butter sauce 4 trs ---½=7+2=9
Fresh river trout garnished with roasted almonds

3 uc 1 c
DESSERT

Black forest cake
Fruit salad and strawberry ice cream
¾=10+3=13

3 uc 1 c 6 [É]
ENTRÉE

Beef fillet
Served with cauliflower and onions

MARKS			
POSSIBLE MARKS	14	3	17
ERRORS			
	RED -1	BLUE -1	TOTAL

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QUESTION 8A

ACCURACY = 14 MARKS –1 MARK PER ERROR (MARK WITH RED /)
ACCURACY = 14 DISPLAY = 3 TOTAL = 17
DISPLAY ERRORS = 3 MARKS –1 MARK PER ERROR (MARK WITH BLUE X) Number errors and –1 mark per number 1. Margins incorrect and/or Justification incorrect and/or Line spacing incorrect 2. Paper size incorrect and/or Tab stop/Indentation incorrect and/or Hyphenation incorrect 3. Font/Font size incorrect and/or Capital letters/Small letters incorrect and/or Letter spaces incorrect 4. Stet - not retained and/or incorrect and/or Trs – not transposed and/or incorrect 5. Bold - not bold and/or incorrect and/or Underline - not underlined and/or incorrect 6. Spaced capital letters – [M E N U] not in spaced capital letters and/or incorrect and/or Symbol [É] not used to insert [É] and/or incorrect

(17)

QUESTION 8B 1 l/s 2 margins 2.5 cm 3 let/sp, u/lc

4

5 initial caps
Mpfarie Caterers

6

7←

DINNER

8+1
27 May 2016

M E N U

STARTERS

9+2
Stewed crab..... R78,00
Served with cheese sauce
10 centre

SOUP

Potato soup..... R56,00

FISH

Grilled kingklip..... R105,00
Fried yellow tail and butter sauce..... R99,00
11 delete [Fresh ... almonds]

ENTRÉE

Beef fillet..... R120,00
Served with cauliflower and onions
10 centre

12 move

DESSERT

Black forest cake..... R56,00
Fruit salad and strawberry ice cream..... R45,00

MARKS			
POSSIBLE MARKS	12	3	15
ERRORS			
	BLUE–1	RED –1	TOTAL

QUESTION 8B

ACCURACY = 3
PROCESSING = 12
TOTAL = 15

NOTE: –1 MARK PER ERROR

ACCURACY = / RED ━ ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS
PROCESSING = X BLUE
REPETITIVE ERRORS = RED OR BLUE CIRCLE

PROCESSING ERRORS

1. Line spacing incorrect
2. Left- and right-hand margin not changed to 2.5 cm/1" and/or incorrect
3. Letter spaces, upper case and lower case incorrect
4. Page not centred vertically and/or incorrect
5. [Mpfarie Caterers] not initial capital letters and/or incorrect
6. Horizontal line not inserted and/or incorrect
7. [**DINNER**] not left-aligned and/or incorrect
8. Today's date not inserted in full and/or incorrect plus 1 accuracy error
9. Leader dots with [..... R78,00], [..... R56,00], [..... R105,00], [..... R99,00], [..... R120,00], [..... R56,00], [..... R45,00] not inserted on 16 cm/6.4" and/or incorrect plus 2 accuracy errors
10. [Serve ... sauce] and [Serve ... onions] not centred and/or incorrect
11. [Fresh ... almonds] not deleted and/or incorrect
12. [DESSERT ... R45,00] not moved after [... onions] and/or incorrect

(15)
[32]

QUESTION 9A

1 margins, L 3.75 cm + R 2.5 cm, just, l/s 2 p/s, tabs, hyph 3 font, uc/lc, let sp 3 cps

TAU LEGAE le le kgakala le legae.

¼=2+1=3

Tau ke legae le le iphitlhileng la baithuti le le amogelang baithuti ba le 500. 4 U

4 bold ½=6+1=7

Re fana ka **thuso** ya dinamelwana go ya le go tswa kwa legaeng go fitlha kwa sekolong.---¾=7+3=10

4 italics

Go na le *dijo* tse di potla tse di abiwang gabedi ka letsatsi.

MARKS			
POSSIBLE MARKS	10	3	13
ERRORS			
	RED –1	BLUE –1	TOTAL

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QUESTION 9A

ACCURACY = 10 MARKS –1 MARK PER ERROR (MARK WITH RED /)
ACCURACY = 10 DISPLAY = 3 TOTAL = 13
DISPLAY ERRORS = 3 MARKS –1 MARK PER ERROR (MARK WITH BLUE X) Number errors and –1 mark per number 1. Margins incorrect and/or Justification incorrect and/or Line spacing incorrect 2. Paper size incorrect and/or Tab stops/Indentation incorrect and/or Hyphenation incorrect 3. Font/Font size incorrect and/or Capital letters/Small letters incorrect and/or Letter spaces incorrect 4. Bold - not changed and/or incorrect and/or Italics - not changed and/or incorrect and/or Underline - not underlined and/or incorrect

(13)

QUESTION 9B 3 1

1 let sp, uc/ lc 2 l/s 4 left-hand margin 2.5 cm
5 lc

Tau legae le le kgakala le legae.

Tau ke legae le le iphitlhileng la baithuti le le amogelang baithuti ba le 500.

6 remove underline 7 remove bold

Re fana ka thuso ya dinamelwana go ya le go tswa kwa legaeng go fitlha kwa sekolong.

8 remove italics

Go na le dijo tse di potla tse di abiwang gabedi ka letsatsi.

9 insert page break

Page 1	Number	Page 2	Number
Accuracy	**0**	Accuracy	**0**
Processing errors	**9**	Processing errors	**9**
Total	**9**	Total	**9**
	1		1
	2		2
	3		3
	4		10
	5		11
	6		12
	7		13
	8		14
	9		15

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QUESTION 9B (CONTINUED)

3 2

10 copy
11 centre vertically

12 l+r margins 6.5 cm, aligned right

Tau legae le le kgakala le
legae.

13 l+r margins 4 cm, centre

Tau ke legae le le iphitlhileng la baithuti le le amogelang baithuti ba le 500.

14 l+r 8 cm margins, justify

Re fana ka thuso ya dinamelwana go ya le go tswa kwa legaeng go fitlha kwa sekolong.

Go na le dijo tse di potla tse di abiwang gabedi ka letsatsi.

15 ┼

MARKS			
POSSIBLE MARKS	15	0	15
ERRORS			
	BLUE -1	RED -1	TOTAL

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QUESTION 9B

ACCURACY = 0 PROCESSING = 15 TOTAL = 15 NOTE: –1 MARK PER ERROR ACCURACY = / RED – ONLY MARK ERRORS ON TEXT PROCESSED OR ADDITIONAL ERRORS PROCESSING = X BLUE REPETITIVE ERRORS = RED OR BLUE CIRCLE
PROCESSING ERRORS 1. Letter spaces, upper case and lower case incorrect 2. Line spacing incorrect 3. Pages not numbered top, centred and/or incorrect 4. Left-hand margin not changed to 2.5 cm and/or incorrect 5. [Tau legae] not change to small letters and/or incorrect 6. [baithuti] underline not removed and/or incorrect 7. [thuso] bold not removed and/or incorrect 8. [dijo] italics not removed and/or incorrect 9. Page break not inserted and/or incorrect 10. [Tau ... letsatsi.] not copied to page 2 and/or incorrect 11. Page 2 not centred vertically and/or incorrect 12. [Tae ... legae.] not aligned against the right-hand margin and left- and right-hand margin not changed to 6.5 cm and/or incorrect 13. [Tau ... 500.] not centred and left- and right-hand margin not changed to 4 cm and/or incorrect 14. [Re ... letsatsi.] not justified and left- and right-hand margin not changed to 8 cm and/or incorrect 15. Horizontal line not inserted and/or incorrect

(15)
[28]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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