higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

INTRODUCTORY INFORMATION PROCESSING N4

19 NOVEMBER 2014

This memorandum consists of 35 pages.

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QUESTION 1: TIMED ACCURACY TEST [20]

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 error.
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
13. If 25/30 wpm is not completed, count back as indicated in the memorandum.
14. The highest mark obtained will be indicated.
    The highest speed passed will be 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 COVER, 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 cover and writing Fail at the appropriate positions.

    INDICATE ON THE FRONT OF THE COVER, 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. THIS MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE DIR: NEA.

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MARK SCHEDULE FOR 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 46 MARKS	QUESTION 3 38 MARKS	QUESTION 4 45 MARKS	QUESTION 5 20 MARKS
1	42	34	41	16
2	38	30	37	12
3	34	26	33	8
4	30	22	29	4
5	26	18	25	0
6	22	14	21	
7	18	10	17	
8	14	6	13	
9	10	2	9	
10	6	0	5	
11	2		1	
12	0		0	

SCHEDULE – DISPLAY

ERRORS	QUESTION 2 11 MARKS	QUESTION 3 9 MARKS	QUESTION 4 11 MARKS
1	9	7	9
2	7	5	7
3	5	3	5
4	3	1	3
5	1	0	1
6	0		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

CANNABIS SATIVA, commonly known as marijuana, is a plant that grows wild, but of course also often planted. It is this plant's flower points or sprouts that is smoked as a drug worldwide in a pipe or as a rolled cigarette. The active ingredient is tetrahidro-cannabinole.

As one of the oldest known drugs marijuana was used before in surgery to cause drowsiness and euphoria. At the moment it is little used in the mainstream of Western medicine, but in alternative medicine and traditional medicine it can still be used. In some circles it is even recommended to relieve the symptoms of terminal cancer.

Western scientists do not agree on exactly how mentally disturbing and addictive marijuana really is. In South Africa it is nevertheless illegal to grow or smoke marijuana. Just to own it may land a person in jail.

Just one marijuana cigaret may be enough to have different negative effects on the smoker. Except that he/she experiences palpitations and a loss of muscle coordination, his/her eyes can
20 19 18 17
be bloodshot and his//her sense /of time an/d space ca/n be
16 15 14 13 12 11
distu/rbed. In/ his/her c/onfused th/inking he//she might /not
10 9 8 7 6 5
even r/emember re/cent event/s. His//Her abilit/y to drive/ a

QUESTION 1 **(CONTINUED)**

```
          4          3          2          1      25        25 wpm
car or /to operate/ machinery/ is impair/ed/. | In add/ition,
24          23         22         21         20         19
he//she can ha/llucinate /and experi/ence stran/ge and
          18         17         16         15        14
fri/ghtening t/hings in h/is/her tho/ughts, to /which he/s/he
  13         12         11         10         9         8
respond/s in fear /or panic. / Smoking /marijuana /can even
     7          6          5        4
l/ead to ser/ious menta/l disorder/s.
```

```
          3          2          1 ┌──────────────────────── 30 wpm
Every/one does n/ot react t/he same
```

[20]

QUESTION 2

1 letter on letterhead and 1 page, margins 2.5 cm, l/s, just | 2 p/s, indent, hyph: No | 3 font, uc/lc, letter spaces

S A D A

Stop Alcohol Drug Abuse Stop Alkohol Dwelmmisbruik

OTTOSDAL

4+1

19 November 2014

4+3 7 move

TO: ALL PARENTS
ALL EDUCATORS

CHILDREN AND DRUG ABUSE 3 caps, 6 u/line

4 6/1 bold

If you suspect a **child** is using drugs, please pay attention to it immediately.

2 tab 3 let sp 5 sp ¼=11+3=14

1. SIGNS OF DRUG ABUSE 3 UC

9 any bullet # 6/2 4 [totally]

- The **child's** behaviour has changed.
- He/She does things differently than before.
- There are times when he/she looks intoxicated.
- You discover pills or other drugs in his/her room.
- Medicine disappear from the family's medicine cabinet.

1 s/s

½=23+6=29 7/

2. INDICATIONS OF CERTAIN TYPES OF DRUGS 3 UC

2.1 *Marijuana* 6 italics

2.1.1 Bloodshot eyes,

8[

2.1.2 Thirst,

2.1.3 Dreaminess,

1 d/s

5 trs 6/3

2.1.4 A smell similar to burning weed in the **child's** room or on his/her clothes. ¾=34+9=43

2.2 *Stimulants* 6 italics

To be on a high, alternately elated and depressed.

5 stet

Probably all the signs would not be present simultaneously.

Yours faithfully

1

NS Buthelezi lc/UC 4+2
SADA: DIRECTOR

MARKS			
POSSIBLE MARKS	46	11	57
ERRORS			
	RED -4	BLUE -2	TOTAL

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QUESTION 2 (CONTINUED)

DIFFERENT DATES ON INSERT, DATE/TIME		
TODAY'S DATE NO INSTRUCTIONS	**INSTRUCTION DATE IN FULL**	**INSTRUCTION DATE IN DESCENDING ORDER**
November 2, 2014 2 November 2014 2November14 02/11/14 2014-11-02	November 2, 2014 2 November 2014	2014-11-02 2014/11/02 2014.11.02 2014 11 02

ERRORS	46 MARKS
1	42
2	38
3	34
4	30
5	26
6	22
7	18
8	14
9	10
10	6
11	2
12	0

Question 2
1. Letterhead, 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, italics
7. Move, the
8. [& NP
9. Subparagraph numbers not replaced with any bullet and #

MARKS			
POSSIBLE MARKS	46	11	57
ERRORS			
	RED -4	BLUE -2	TOTAL

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QUESTION 2 **BUSINESS LETTER** **57 MARKS**

ACCURACY = 46 MARKS -4 PER ERROR (MARK WITH RED /)

DISPLAY = 11 MARKS -2 PER ERROR (MARK WITH BLUE X)
Number errors and -2 per number

1. Letterhead not retrieved or not used and/or incorrect and/or
   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,
   [suspect], conclusion incorrect and/or incorrect displayed and/or
   Delete – [totally] not deleted and/or incorrect

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

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

7. Move – [TO ALL: ... EDUCATORS] not moved and/or incorrect and/or
   / - word [the] not inserted and/or incorrect

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

9. Subparagraph numbers not replaced with any bullet and one letter space and/or incorrect

[57]

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QUESTION 3

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

STOP ALCOHOL AND DRUG ABUSE 1 c, 6 U, 3 UC

1

1: 1.25 cm

1: 1.25 cm

Indications for marijuana, stimulants, sedatives, inhaling resources and hallucination resources

4 line ---¼=10+2=12

2 centre tab stop 9.25 cm/3.7" 2 right stop 18.5 cm/7.4"

DRUG	EXAMPLE	INDICATION
3 caps		
6 bold		
Marijuana	Plant	Thirst Giggling
	5 [diet] stet	
Stimulants	Slimming tablets	Insomnia Depression
		---½=19+5=24
Sedatives	Calming tablets	Drowsiness Poor inhibitions
	4 del [petrol]	
Inhalants	Glue	Confusion Aggression
	¾=28+7=35	
Hallucination resources	LSD	Restlessness Hallucination

4 line

7 move

The indications are endless and this is only to give you an idea of the symptoms

QUESTION 3	
1.	Margins, line spacing, justification
2.	Paper size, tab stop, hyphenation
3.	Font, uc/lc, letter spaces
4.	Delete, horizontal line
5.	Stet
6.	Bold, u/line
7.	Move

ERRORS	38 MARKS
1	34
2	30
3	26
4	22
5	18
6	14
7	10
8	6
9	2
10	0

MARKS			
POSSIBLE MARKS	38	9	47
TOTAL			
	RED –4	BLUE –2	TOTAL

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QUESTION 3 **COLUMNS** **47 MARKS**

ACCURACY = 38 MARKS -4 PER ERROR (MARK WITH RED /)

DISPLAY = 9 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 stops incorrect and/or
   Hyphenation incorrect

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

4. Delete – [petrol] not deleted and/or incorrect and/or
   Horizontal line not inserted and/or incorrect

5. Stet - not retained and/or incorrect

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

7. Move – [The ... symptoms.] not moved and/or incorrect

[47]

QUESTION 4

1 margin 3.7 cm/2.5 cm, l/s, just | 2 p/s, tab stops indent, hyph Y | 3 font, uc/lc, letter spaces

1 centre, 3 uc

DRUG ABUSE: IS THERE A SOLUTION?

1

5 trs 2 hyph

The best solution to the problem, of course, is *prevention*. 6 l

7 move, 2 tab, 3 let sp

1. **INFORM** 3 caps, 6 bold

6/1 U

Children should be thoroughly informed in time about the real dangers of drug abuse.---¼=11+3=14

2. **INFORMATION CAMPAIGNS** 3 caps, 6 bold

Intensified information campaigns of

8 [, 2 tab, 3 let sp

- authorities and
- welfare

9 any bullet and # 5 stet [customers]

must reach potential victims everywhere.

3. **REHABILITATION INSTITUTIONS**---½=22+6=28 3 caps, 6 bold

5 sp 6/2 U

Outings to rehabilitation institutions where children can see with their own eyes how drugs7destroyed lives of young people.

4 ¾=34+8=42

4. Why would a person bring a life of horrible misery on him/herself just to feel as if

9[4.1] not [-] 4 [get the]

4.1 he/she is the KING OF THE WORLD and 3 uc

4.2 all problems have disappeared.

8 [

That is stupidity in the worst degree **when a man thinks about it soberly!**

6 Bold

ERRORS	45 MARKS
1	41
2	37
3	33
4	29
5	25
6	21
7	17
8	13
9	9
10	5
11	1
12	0

MARKS			
POSSIBLE MARKS	45	11	56
TOTAL			
	RED –4	BLUE –2	TOTAL

QUESTION 4	
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.	[2.1] and [2.2] not replaced with any other bullet and 1 letter space [-] not replaced with [4.1] and [4.2] and 2 letter spaces

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QUESTION 4 **PARAGRAPHS** **56 MARKS**

ACCURACY = 45 MARKS -4 PER ERROR (MARK WITH RED /)

DISPLAY = 11 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 [horrible] - incorrect and/or
   Delete – [get the] not deleted and/or incorrect

5. Stet - not retained and/or incorrect and/or
   Trs – not transposed and/or incorrect and/or
   Sp – [institution] 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. [2.1] and [2.2] not replaced with any bullet and one letter space and/or incorrect and/or
   [-] not replaced with subparagraph numbers [4.1] and [4.2] and two letter spaces and/or incorrect

[56]

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QUESTION 5

AMNTU ONESAZELA

Ulahlwe ngabamthandayo,

Ukwamswele nomvelayo;

¼=5
Selenje ngobhadulayo,

Emphefunlwen' oncwinayo.

Le nto umnt' onentw' emdlayo

½=10
Yinto aph' etyhafileyo;

Angade ongamaziyo

Athi ngumntu ogulayo.

¾=15
Omoniley' asimazi,

Nesizathu asisazi,

Sijonge nje ngokungazi

Ebuswen' ebe sibazi.

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

MARKS			
POSSIBLE MARKS	20	0	20
ERRORS			
	RED -4		TOTAL

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QUESTION 5 **AFRICAN LANGUAGE** **MARKS 20**

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 question paper is 100 marks. Part A of each question is 80% accuracy and 20% display. Part B is 80% processing and 20% accuracy.

2. The A questions have to be keyed in CORRECTLY, except for QUESTION 1A which had to be keyed in and saved by the lecturer **PRIOR** to the examination session.

3. The B questions have 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 = 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.

   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 1A

SADA
STOP ALCOHOL AND DRUG ABUSE

Drug abuse

What a parent can do after it has been discovered that a child definitely uses drugs:

Stay calm. Do not overreact.

Ask the child to tell you how long

he/she has been using drugs and how much he/she uses.

If the child accepts that he needs help, help where you can and arrange for the necessary professional help.

Forget other domestic rifts and form a united front in the family and marriage in order to confront this problem.

Be aware that a confrontation may develop. Do not give in, but put that behind you. Many young people are only willing to undergo treatment after a confrontation.

Drug Abuse: Is there a solution?

BECAUSE the causes of drug abuse are so frequent, a solution for one does not necessarily work for another.

But broadly speaking, the best solution to the problem of course is prevention. 1. Children and young people should be thoroughly informed with the knowledge of the real dangers of drug abuse, so that they won't only view the warnings from the older generation as scare stories.

2. Intensified campaign information of and authorities through welfare must reach potential victims everywhere, not only in the furthest corners of the crime holes, but also the rich man's house where children often get more money than love.

3. Someone has suggested that next to Life Orientation in school, a separate subject should be created in which the drug threat must be brought to the attention of all children at an early stage.

4. Outings to rehabilitation institutions where children can see with their own eyes how drugs destroyed lives of young people should do much to address the problem effectively.

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QUESTION 1A **(CONTINUED)**

Professional help

Drug abuse is always a massive problem, but with team effort be nipped in the bud. The children of South Africa do not need this monster!

NO MARKS ARE ALLOCATED FOR THIS QUESTION.

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QUESTION 1B 6 1

1 = 3.75 + 2.5, 2 just 3 hyph Yes 4 l/sl 5 letter spaces, uc/lc
7 sp caps, centre
S A D A
Stop Alcohol And Drug Abuse
8 initial caps and centre 4

9+1
Tel 018 337 7330

10+1
24 Serobele Street
MADIBOGO
8655

11+1
2014-11-19
12+1
Mr SP Phiri
6 Kgokong Street
MADIKWE
2840
13+1
Sir
14 UC and left
DRUG ABUSE 15 U

16 stet ~~discovered~~
What a parent can do after it has been determined that a child definitely uses drugs:
17+1

1. Stay calm.
[18
Do not overreact.

2. Ask the child to tell you how long19he/she has been using drugs and how much he/she uses.

3. If the child accepts that he/she needs help, help where you can and arrange for the necessary professional help.

4. Forget other domestic rifts and form a united front in the family and marriage in order to confront this problem. 3 hyph

~~5. Be aware ... confrontation~~. 20

21 page break

15 U 22 uc and c 6 2

DRUG ABUSE: IS THERE A SOLUTION?

23

24 copied and align left

The children of South Africa do not need this monster!

23 20 [~~BECAUSE ... another.~~] 20 [~~But ... prevention.~~]

25 any bullet 1 letter space

- Children and young people should be thoroughly informed with the knowledge of the real dangers of drug abuse, so that they won't only view the warnings from the older generation as scare stories. 15 U

26 trs

- Intensified campaign information of authorities and through welfare must reach potential victims everywhere, not only in the furthest corners of the crime holes, but also the rich man's house where children often get more money than love.

- Someone has suggested that next to Life Orientation in school, a separate subject should be created in which the drug threat must be brought to the attention of all children at an early stage.

27 bold

- Outings to **rehabilitation institutions** where children can see with their own eyes how drugs destroyed lives of young people, should do much to address the problem effectively.

28 UC, bold remove and →

PROFESSIONAL HELP

29 l+r 5 cm and justify

15 U Drug abuse is always a massive problem, but with team effort be nipped in the bud.

30 NP, c

The children of South Africa do not need this monster!

4 ǂ

ʌKind regards
ǂ
ǂ

31+2

ʌ M Lehandri — lc or uc

ʌ DIRECTOR — uc

MARKS			
POSSIBLE MARKS	30	8	38
ERRORS			
	BLUE-1	RED-1	TOTAL

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

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QUESTION 1B

ACCURACY = 8
PROCESSING = 30
TOTAL = 38

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. Pages not numbered top, right and/or incorrect
7. [S A D A] not changed to spaced capital letters and centred and/or incorrect
8. [STOP ... ABUSE] not initial capital letters and centred and/or incorrect
9. [Tel ... 7330] not inserted and/or incorrect plus 1 accuracy error
10. [24 ... 8655] not inserted and/or incorrect plus 1 accuracy errors and/or [MADIBOGO] not in capital letters and/or incorrect
11. Date not inserted in descending order and/or incorrect plus 1 accuracy errors
12. [Mr ... 2840] not inserted and/or incorrect plus 1 accuracy errors and/or [MADIKWE] not in capital letters and/or incorrect
13. [Sir] not inserted and/or incorrect plus 1 accuracy error
14. [DRUG ABUSE] not changed to capital letters and aligned left and/or incorrect

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QUESTION 1B **(CONTINUED)**

15. [Drug abuse] not underlined throughout the document except in the name of the business and/or incorrect

16. Stet – not retained and/of incorrect

17. [1. 2. 3. 4.] not inserted with two letter spaces and/or incorrect plus 1 accuracy error

18. New paragraph not created and indented and/or incorrect

19. [he/she ...] not one letter space after [... long] and/or incorrect

20. [5. Beware ... confrontation.], [BECAUSE ... another.] and [But ... prevention.] not deleted and/or incorrect

21. Page break not inserted and/or incorrect

22. [Drug ... solution?] not changed to capital letters and centred and/or incorrect

23. Horizontal lines not inserted one line space before and two line spaces after horizontal line and/or incorrect

24. [The children ... this monster!] not copied and left aligned between horizontal lines and/or incorrect

25. Subparagraph numbers not replaced with any bullet and one letter space and/or incorrect

26. Words not transposed correctly and/or incorrect

27. [**rehabilitation institutions**] not bold and/or incorrect

28. [PROFESSIONAL HELP] not capital letters, aligned right and bold not removed and/or incorrect

29. [Drug ... monster!] left- and right-hand margin not changed to 5 cm and justified and/or incorrect

30. [The ... monster!] new paragraph not created and centred and/or incorrect

31. [Kind ... DIRECTOR] not inserted and [DIRECTOR] not in capital letters and/or incorrect plus 2 accuracy errors

[38]

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QUESTION 2A

1 margins 1.25 cm, just, l/s 2 p/s, indent, hyph: No 3 font, uc/lc, letter spaces

Drug abuse is a **massive problem.** 5 bold

¼=3+1=4 4 stet

Where it emerges, it can be nipped in the bud with a team effort. The

6 in full

children of South Africa does not need this monster.

6[½=7+2=9 4 trs

Many people do not really know how drugs clouded other souls. Many

¾=10+3=13

times they prefer not to know. An INFORMED COMMUNITY is one of the best

3 uc

weapons against this modern plague. 5 U

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

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QUESTION 2A

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. In full – [South Africa] not in full and/or incorrect and/or [& NP – new paragraph or new line incorrect

(17)

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QUESTION 2B 1l/s 2 margins 2.5 cm 3 letter spaces, uc, lc
4 moved 5+1 sp caps, centre
M E M O R A N D U M
1 ≡
6

7+1, caps
TO: 3ALL EDUCATORS
8+1, caps
FROM: 3SADA
9+1, caps 10 in full, 3 UC
DATE: 19 NOVEMBER 2014
6

11+1 caps, bold
DRUG ABUSE
12 remove bold 3 13+1
Drug abuse is a massive problem.# Always. 3Where it emerges, it can be nipped in the bud with a team effort. The children of South Africa does not need this monster.
14+2
Ignorance always remains an issue. Many people do not really know how drugs clouded other souls. Many times they prefer not to know. An informed community is one of the best weapons against this modern plague. 15 l/c
16+1
SADA:# ☎ 018 462 9876

MARKS			
POSSIBLE MARKS	16	4	20
ERRORS			
	BLUE -1	RED -1	TOTAL

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QUESTION 2B

ACCURACY	= 4
PROCESSING	= 16
TOTAL	= 20

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 and/or incorrect
3. Letter spaces, upper case and lower case incorrect
4. [M E M O R A N D U M ... 2014] not moved above [**DRUG ABUSE**] and/or incorrect
5. [M E M O R A N D U M] not inserted, centred and spaced capital letters and/or incorrect plus 1 accuracy error
6. Horizontal lines not inserted and/or incorrect
7. [TO: ALL EDUCATORS] not inserted in capital letters and/or incorrect plus 1 accuracy errors
8. [FROM: SADA] not inserted in capital letters and/or incorrect plus 1 accuracy errors
9. [DATE:] not inserted in capital letters and/or incorrect plus 1 accuracy errors
10. Date not inserted in full and capital letters and/or incorrect
11. [**DRUG ABUSE**] not inserted in capital letters and bold and/or incorrect plus 1 accuracy error
12. [**massive problem**] bold not removed and/or incorrect

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QUESTION 2B **(CONTINUED)**

13. [Always.] not inserted and/or incorrect plus 1 accuracy error
14. [Ignorance ... issue.] not inserted and/or incorrect plus 2 accuracy error
15. [INFORMED COMMUNITY] not changed to lower case and/or incorrect
16. [SADA:] not in capital letters with two letter spaces after [:], [☎] symbol with one letter space and [018 462 9876] incorrectly inserted and/or incorrect plus 1 accuracy error

(20)
[57]

QUESTION 3A

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

1 centre, 3 caps, 4 bold

KOFI YA MODIMO

1

Botshelo bo jaaka kofi!

¼=3=2+1

Kopi ke sejana feela.

Kopi ga e laole boleng jwa kofi!

½=6=5+1 4 U

Modimo o re baakanyetsa kofi, e seng kopi.

¾=9=7+2

Itumelele kofi ya gago.

4 italics

Dirisa tshono eo *botshelo* bo go naayang yona.

MARKS			
POSSIBLE MARKS	10	2	12
ERRORS			
	RED –1	BLUE –1	TOTAL

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QUESTION 3A

ACCURACY = 10 MARKS -1 MARK PER ERROR (MARK WITH RED /)
ACCURACY = 10 DISPLAY = 2 TOTAL = 12
DISPLAY ERRORS = 2 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

(12)

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QUESTION 3B 1 letter spaces, uc/ lc 2 l/s 4 left-hand margin 2.5 cm
5 remove bold

KOFI YA MODIMO

1 ≡

Botshelo bo jaaka kofi!

Kopi ke sejana feela.

Kopi ga e laole boleng jwa kofi!

Modimo o re baakanyetsa kofi, e seng kopi.

Itumelele kofi ya gago.

Dirisa tshono eo *botshelo* bo go naayang yona.

6 page break

Page 1	Number	Page 2	Number
Accuracy	**0**	Accuracy	**0**
Processing Errors	**6**	Processing Errors	**9**
Total	**6**	Total	**9**
	1		1
	2		2
	3		3
	4		7
	5		8
	6		9
			10
			11
			12

MARKS			
POSSIBLE MARKS	13	0	13
ERRORS			
	BLUE -1	RED -1	TOTAL

1 3

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7 copy
8 centre

KOFI YA MODIMO

9

10 l+r margins 6.5 cm and align right

Botshelo bo jaaka kofi!

Kopi ke sejana feela.

Kopi ga e laole boleng jwa kofi!

11 l+r margins 4 cm and centre

Modimo o re baakanyetsa kofi, e seng kopi.

Itumelele kofi ya gago.

Dirisa tshono eo *botshelo* bo go naayang yona.

2

12

13 copied, l+r margins 2.5 cm, just left

KOFI YA MODIMO

MARKS			
POSSIBLE MARKS	13	0	13
ERRORS			
	BLUE -1	RED -1	TOTAL

2 3

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QUESTION 3B

ACCURACY	= 0
PROCESSING	= 13
TOTAL	= 13
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 bottom, left and/or incorrect
4. Left-hand margin not changed to 2.5 cm and/or incorrect
5. [KOFI YA MODIMO] bold not removed and/or incorrect
6. Page break not inserted and/or incorrect
7. [KOFI ... yona.] not copied to page 2 and/or incorrect
8. Page 2 not centred vertically and/or incorrect
9. Horizontal line not inserted and/or incorrect
10. [Botshelo ... jwa kofi!] not aligned against the right-hand margin and left- and right-hand margin not changed to 6.5 cm and/or incorrect
11. [Modimo ... yona.] not centred and left- and right-hand margin not changed to 4 cm and/or incorrect
12. Horizontal line not inserted and/or incorrect
13. [KOFI YA MODIMO] not copied two line spaces after horizontal line, left- and right-hand margin not changed to 2.5 cm and alignment not left and/or incorrect

(13)
[25]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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