higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N670**(E)**(M25)H

JUNE EXAMINATION

NATIONAL CERTIFICATE

INFORMATION PROCESSING N4

(6020254)

25 May 2016 (X-Paper)
09:00–12:00

HAND TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

This question paper consists of 21 pages.

GENERAL STUDIES

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INFORMATION PROCESSING N4
TIME: 3 HOURS
MARKS: 300

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30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS

INSTRUCTIONS TO CANDIDATES

EXAMINATION PAPER	TIME	MARKS
TYPING TECHINQUE – SECTION A	2 HOURS	200
WORD PROCESSING – SECTION B	1 HOUR	100
GRANDTOTAL	3 HOURS	300

GENERAL STUDIES

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READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ATTEMPTING THE PAPER – INVIGILATORS WILL EXPLAIN IF NECESSARY.

TYPING TECHNIQUE –SECTION A

1. Candidates that are not READY and ON TIME for the TIME ACCURACY TEST will only be allowed to enter the classroom AFTER the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1).

2. CANDIDATES are allowed to read through QUESTION 1, the TIMED ACCURACY TEST, 3 MINUTES before the commencement of the examination.

3. The TIMED ACCURACY TEST (QUESTION 1) must be keyed in at the BEGINNING of the examination.

4. After the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION) the test will be collected and be signed by the invigilators directly after the last typed word. **If the TIMED ACCURACY TEST extends to a second page, BOTH PAGES should be signed by the invigilator. TIMED ACCURACY TESTS (QUESTION 1) that are not signed by the invigilator will NOT be marked**. Speed tests will be retained until the completion of the examination where after, in your presence, it will be put into your EXAMINATION COVER.

WORD PROCESSING – SECTION B

1. ANSWER ALL THE QUESTIONS. PROCEDURE FOR QUESTIONS 2A AND 3A: KEY IN, SAVE AND PRINT.

2. PROCEDURE FOR QUESTIONS 1B, 2B and 3B: RETRIEVE, COPY AND PROCESS ACCORDING TO THE INSTRUCTIONS IN THE B PART OF EACH QUESTION. SAVE AND PRINT.

3. PLACE PART A AS WELL AS PART B IN YOUR EXAMINATION COVER.

PRINTING: EXAMINATION PAPER – SECTIONS A AND B

1. You have to print your answers during THREE hours allowed for keying in and processing, **no extra time is allowed after the THREE hours of the question paper duration has expired.**

2. Each answer must be printed on a SEPARATE A4 PAPER. Use ONLY ONE SIDE of the paper.

GENERAL STUDIES

GENERAL: EXAMINATION PAPER – SECTION A AND SECTION B

1. You may use a CALCULATOR, COMPUTER RULER and a DICTIONARY.
You may also use the ASCII-CODES as well as the TEMPLATE.

   NO NOTES OR ANY NON-PERMISSIBLE MATERIALS MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.

2. Use only COURIER NEW 12 except if otherwise indicated in the question paper.

3. SAVE YOUR WORK AT REGULAR INTERVALS to prevent loss of keyed in data during a POWER FAILURE. **Only the DURATION of the POWER FAILURE will be allowed additionally – NO EXTRA TIME WILL BE ALLOWED FOR LOSS OF WORK.**

4. In the event of a **COMPUTER or PRINTER DEFECT**, the invigilator will make the necessary arrangements for you to continue with the examination and the ACTUAL TIME LOST will be allowed additionally.

5. **Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question.**
NO QUESTIONS WITHOUT PRINTED EXAMINATION NUMBERS WILL BE MARKED.

6. **AT THE END OF THE EXAMINATION SESSION, HAND IN:**

   6.1 EXAMINATION COVER with PRINTOUTS to be marked, IN THE SAME ORDER AS THE QUESTIONS IN THE EXAMINATION PAPER.

   6.2 DISK (FLOPPY/STIFFY) – properly marked with your EXAMINATION NUMBER.

   6.3 All other printouts. NO PRINTOUTS MAY BE TAKEN OUT OF THE EXAMINATION ROOM or PUT INTO BINS.

7. ANY ATTEMPT TO OBTAIN INFORMATION OR TO GIVE INFORMATION TO ANOTHER CANDIDATE IS A VIOLATION OF THE EXAMINATION RULES AND WILL BE TREATED IN A VERY SERIOUS LIGHT. IF YOU ARE FOUND GUILTY OF SUCH VIOLATION, SERIOUS STEPS WILL BE TAKEN AGAINST YOU.

GENERAL STUDIES

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE

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TYPING TECHNIQUE

(SECTION A)

	TIME	MARKS
QUESTION 1: TIME ACCURACY TEST	**10 MINUTES**	**20**
QUESTION 2: TABLE	**31 MINUTES**	**52**
QUESTION 3: LETTER	**32 MINUTES**	**52**
QUESTION 4: MEMORANDUM	**35 MINUTES**	**56**
QUESTION 5: AFRICAN LANGUAGE	**12 MINUTES**	**20**
TOTAL	**120 MINUTES**	**200**

TIMED ACCURACY TESTS (QUESTION 1) that are not signed by the invigilator on ALL the printouts will NOT be marked.

NO QUESTIONS WITHOUT PRINTED EXAMINATION NUMBERS WILL BE MARKED

WORK VERY FAST AND ACCURATELY IN ORDER TO COMPLETE THE EXAMINATION PAPER

GENERAL STUDIES

QUESTION 1: TIME ACCURACY TEST
TIME: 10 MINUTES MARKS: 20

MARGINS: Left: 2.5 cm/1” Right: 2.5 cm/1” SPEED: 35 wpm (minimum requirement) FONT: Courier New 12	PAPER: A4 Portrait HYPHENATION: No/Off JUSTIFICATION: Left Off/No LINE SPACING: 1.5 (1 ½) or double(2)

1. The following TIMED ACCURACY TEST must be keyed in once only.
2. The passage allows for speeds of 35 and 40 words per minute.
3. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER.
4. Save and print the document as Q1.
5. The TIMED ACCURACY TEST will be collected and signed by the invigilators and handed out at the end of the examination session. You should then place the printouts in your COVER.

Kidney stones are small, hard crystals that form inside the kidneys. The crystals are composed of various minerals and acidic salts that clump together forming a "stone" shape that can remain in the kidneys or exit the body through the urinary tract.

Kidney stones can vary in size and can cause slight discomfort or severe pain depending on the size of the stone. While treatment is usually unnecessary, certain medication can be prescribed to alleviate any pain associated with the passing of kidney stones. Treatments are also available to help prevent the reoccurrence of kidney stones for individuals who are at a higher risk for developing these small crystals.

There can be numerous factors that cause kidney stone formation within a person's kidneys. Since kidney stones are caused by an imbalance of water, salts, minerals and other substances that pass through urine, a lack of drinking plain water is typically the cause of kidney stone formation in most people. Other factors, like medical conditions or a family history of certain illnesses can also increase a person's risk for developing kidney stones.

Calcium stones: calcium stones are the most common form of kidney stones and are caused when calcium combines with other substances, typically oxalate, forming a hard crystal. This type of kidney

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stone is more often found in men than women. There are other factors and substances responsible for the formation of kidney stones, though the types listed here are the most common.

Symptoms of kidney stones become apparent depending on the size and/or the location of the stone within the urinary tract. Typically, signs and symptoms aren't apparent until the **35 wpm**

kidney stone has passed into the ureter, which is the tube that connects the kidney and bladder. The most common symptom of kidney stones is pain or discomfort that ranges in severity, and may come and go suddenly.

Treatment of kidney stones depends on the size and type of kidney stone the individual is dealing with. In most cases, no treatment is necessary for smaller stones, and all that is required is increased water intake to help the stone pass through the urinary tract. **40 wpm**

GENERAL STUDIES

QUESTION 2: TABULAR STATEMENT	**MARKS: 52**
MARGINS: Equal margins FONT: Courier New 12 PAPER: A4	JUSTIFICATION: As indicated LINE SPACING: As indicated TIME: 31 MINUTES

1. Key in your examination number, the question number and your station/computer number.
2. Take ALL proof readers' signs into consideration.
3. Proofread, save and print the document as Q2.
4. Put the printout in your **COVER**.

Stet

Business studies
Engineering studies

U/c, centre, bold

ǂ **Sp**

Ocupational functions **R.o.**	Engineering: Time spent according to different fields of study available in engineering studies in general **U/c**				
	Engineering branches **Trs**				
	Average percentage time				
	Electrical & Mechanical	Subject to overtime[1]		Industrial **In full**	Agricultural
		Chemical	Mining &		
Production	4	10	4	46	16
Construction	13	10	13	42	49
Planning	42	35	20	62	8
Research	4	12	26	58	6
Sales	9	14	22	23	10
Administrative	22	20	46	45	15

Del

1 ǂ ⁞Overtime will only be granted mostin exceptional cases with / consent of /par⁞ticularsektor. **Sp**

Align right figures

GENERAL STUDIES

QUESTION 3: LETTER	**MARKS: 52**
TIME:32 MINUTES	
MARGINS: Left: Use LETTERHEAD Right: 3.81 cm/1.5” FONT: Courier New 12	PAPER: A4 Portrait HYPHENATION: Yes JUSTIFICATION: Left Off/No LINE SPACING: Single, with double line spacing between paragraphs

1. Retrieve the letterhead Q3 on your network/hard disk/stiffy/memory stick.
2. Key in your examination number and your station/computer number as a footer.
3. Proofread, you should also use spell check when proofreading, save and print the document as Q3.
4. Put the printout in your **COVER**.

Insert todays date

U/c

Ms Andre Phillips [Dreamtime Movies Universal [40 Pretorius Road [Pretoria [0002 **S/s**

ǂ

Dear Mr Phillips

*ʌ

ǂ

In full

Thank you for your letter of 2015-03-10 enquiring about our translation services. **[**Lingwa Services Galatic offers a full range of translation services to help you in / development of sales literature and web sites. **[**I have pleasure in enclosing our latest brochures and price list from which you can see that our prices are highly competitive. **Italics, u/line**

ǂ

I look forward to calling you in a few deys. **Sp**

ǂ

Yours faithfully, James Brown, Sales Manager **Display correctly**

***Translation services and fees**

Subject heading, move to correct position: u/c, bold

GENERAL STUDIES

QUESTION 4: MEMORANDUM MARKS: 56 **TIME: 35 MINUTES**	
MARGINS: Left: 2.5 cm (1"/10°) Right: 2.5 cm (1"/10°)	PAPER: A4 Portrait LINE SPACING: As indicated FONT: Courier New 12 and as indicated
1. Key in your examination number, the question number and your station/computer number. 2. Take ALL proof readers' signs into consideration. 3. Proofread, save and print the document as Q4. 4. Put the printout in your **COVER**.	

CHOCOLATE HEAVEN EMPORIUM ‡ **Bold/centre, 16pt**

Memorandum ‡ **Sp caps, bold**

TO: ALL STAFF
FROM: MANAGEMENT TEAM **D/s**
DATE: USE TODAY'S DATE **Draw a horizontal line**

Subject: staff Xmas party **U/c. bold**

It's that time of year again. As you all know, Xmas is our busiest season of / year. Every year it is a struggle for management and supervisors to find / time and energy to organize a staff Xmas party. This year, we have decided to postpone / Xmas party until after our busy season.

Party Details ‡ **U/c, U/line**

- Date: Second or third Saturday in ~~March~~ **Stet** January.
- Theme: Beach
- Food: Caribbean
- Special events: **R.o.**

Karaoke and belly dancing **Sp** **U/c**

[We apologise that / celebration will have to wait untill / newyear, but we guarantee that it will be worth / wait.

[Anyone interested in volunteering to help out with / event in encouraged calling Mary, our events coordinator. Mary's cell phone number is 079 6292397. [Please contact her outside of business hours regarding this matter urgently. **Del**

You thank **Trs**

M.M.

Find Xmas and replace with Christmas

Replace bullets with Arabic numeral and in S/s

GENERAL STUDIES

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QUESTION 5: AFRICAN LANGUAGE **MARKS: 20** **TIME: 12 MINUTES**	
MARGINS: Left: 2.5 cm (1”/10°) Right: 2.5 cm (1”/10°) FONT: Courier New 12	PAPER: A4 Portrait HYPHENATION: No/Off JUSTIFICATION: Left Off/No LINE SPACING: 1.5 (1 ½)
1. Key in your examination number, the question number and your station/computer number. 2. Proofread, save and print the document as Q5. 3. Put the printout in your **COVER**.	

Marikana

Hu pfala khuwa ngei Marikana, mikosi ya zwililo zwihulu yo dalaho kha vhana na vhafumakadzi a vha tendi u fhumudzwa, ngauri vhane vhavho vho milwa nga dzumbulukwane.

Zwitumbu zwa vhanna zwi khou vhangiwa sa khulunoni, vhorapolotiki vha hanedzana vha tshi dovha vha tshi lila tshitodzimare, ngeno tshivhangalelwa zwi zwidulo zwavho.

Mufhumudzi wa mimuya I lilelaho mimuya iyi ndi nnyi? Yo lozweaho ngei Marikana nndwani ya u lwela khwinifhadzo ya vhumatshelo. Mukhuthadzi na munei wa fhulufhelo u do bva ngafhi musi vho tutshelwa.

GENERAL STUDIES

WORD PROCESSING

(SECTION B)

YOU HAVE TO WORK VERY FAST

AND ACCURATELY

QUESTION 1:	**PARAGRAPHS**	**A** **B**	**00 MINUTES** **18 MINUTES**	**00** **25**
QUESTION 2:	**LETTER**	**A** **B**	**08 MINUTES** **12 MINUTES**	**14** **21**
QUESTION 3:	**ADVERTISEMENT**	**A** **B**	**10 MINUTES** **12 MINUTES**	**16** **24**
	TOTAL		**60 MINUTES**	**100**

GENERAL STUDIES

QUESTION 1A: PARAGRAPHS	**WORD PROCESSING**
TIME: ALREADY KEYED IN	**MARKS: 00**
MARGINS: Left: 3.81 cm (1.5"/15°) Right: 3.81 cm (1.5"/15°) FONT: Arial 12	PAPER: A4 HYPHENATION: Yes JUSTIFICATION: Full LINE SPACING: Double (2)

1. This document has already been keyed in and saved on your network/hard disk/disk (stiffy/memory stick) as Q1A.
2. Retrieve the document. Proofread it carefully using the example below and correct errors if necessary.
3. Process according to instructions in QUESTION 1B.

OR

If the document has not been keyed in, you must key it in according to the example below. Proofread and save it as Q1A. Process according to instructions in QUESTION 1B.
DO NOT PRINT QUESTION 1A

According to educational psychologist, many of today's students do not actualy understand what they learn. For many students, education has become nothing more than drill & response; there is no relevance for / materials / students are expected to teach. As a result, teachers are accustomed to students inquiring, "Why do I need to know this? When will I ever use this?"

Other psychologists believe that / learner must be active to be engaged in real learning. Learning becomes active when students are able to connect new knowledge with their prior understanding. Constructivists take this notion a bit further stating that a meaningful context that brings / real world into / classroom learning environment is key to promoting learning. Learning is a process of interacting with / outside world, & continually reanalysing& reinterpreting new information & its relation to / real world. Traditional learning situations in which students are passive recipients of knowledge are inconsistent with / learning situations of real-life. In order to make student learning relevant to real life experiences, learning environments must be authentic.

GENERAL STUDIES

Authentic learning is a pedagogical approach that allows students to explore, discuss, & meaningfully construct concepts and relationships in contexts that involve real-world problems & projects that are relevant to / learner. /term authentic is defined as genuine, true, & real. If learning is authentic, then students should be engaged in genuine learning problems that foster / opportunity for them to make direct connections between / new material that are being learned & their prior knowledge. These kinds of experiences will increase student motivation. In fact, an "absence of meaning breeds low engagement in schoolwork and inhibits (learning) transfer". Students must be able to realize that their achievements stretch beyond / walls of / classroom. They bring to / classroom experiences, knowledge, beliefs, & curiosities & authentic learning provide a means of bridging those elements with classroom learning. Students no longer simply learn rote facts in abstract or artificial situations, but they experience & use information in ways that are grounded in reality. / true power of authentic learning is the ability to actively involve students & touch their intrinsic motivation.

Authentic instruction will take on a much different form than traditional methods of teaching. The literature suggests that authentic learning has several key characteristics.

- Learning is centred on authentic tasks that are of interest to / learners.
- Students are engaged in exploration & inquiry.
- Learning, most often, is interdisciplinary.
- Learning is closely connected to / world beyond / walls of the classroom.

GENERAL STUDIES

- Students become engaged in complex tasks & higher-order thinking skills, such as analysing, synthesizing, designing, manipulating & evaluating information.
- Students produce a product that can be shared with an audience outside / classroom.
- Learning is student driven with teachers, parents, & outside experts all assisting/coaching in / learning process.
- Learners employ scaffolding techniques.
- Students have opportunities for social discourse.

GENERAL STUDIES

QUESTION 1B: PARAGRAPHS	**WORD PROCESSING**
TIME: 18	**MARKS: 25**
MARGINS: Left: 2.5 cm (1"/10°) Right: 2.5 cm (1"/10°) FONT: CN 12	PAPER: A4 HYPHENATION: Yes JUSTIFICATION: Left Off/No LINE SPACING: Single, except where otherwise indicated.

1. Retrieve the document that was keyed in and saved on your network/hard disk/disk (stiffy/memory stick) as **Q1A**.
2. Change the QUESTION NUMBER to **1B**.
3. Process according to instructions in QUESTION 1B.
4. Proofread, save and print the document as **Q1B**. You may use spell check when proofing.
5. Put the printout in your **COVER**.

Insert page number bottom right, all pages

***Λ** **Sp**

According to educational psychologist, many of today's students do not actualy understand what they learn. [1. For many students, education has become nothing more than drill & response; [1.1 there is no relevance for / materials / students are expected to teach. [1.2 As a result, teachers are accustomed to students inquiring, "Why do I need to know this? [When will I ever use this?" **U/c, bold, ital**
[2. Other psychologists believe that / learner must be active to be engaged in real learning. [2.1 Learning becomes active when students are able to connect new knowledge with their prior understanding. [2.2 Constructivists take this notion a bit further stating that a meaningful context that brings / real world into / classroom learning environment is key to promoting learning. [3. Learning is a process of interacting with / outside world, & continually reanalysing& reinterpreting new information & its relation to / real world. [3.1 Traditional learning situations in which students are passive recipients of knowledge are inconsistent with the learning situations of real-life. In order to make student learning relevant to real life experiences, learning environments must be authentic. **U/line**

----------page break----------

U/c, bold, ital

Authentic learning is a pedagogical approach that allows students to explore, discuss, & meaningfully construct concepts [4. Relationships in contexts that involve real-world problems & projects that are relevant to / learner. [5. The term authentic is defined as genuine, true, & real. [5.1 If learning is authentic, then students should be engaged in genuine learning problems that foster / opportunity for them to make direct connections between the new material that are being learned & their prior knowledge. [5.2 These kinds of experiences will increase student motivation. In fact, an "absence of meaning breeds low engagement in schoolwork and inhibits (learning) transfer". [6. Students must be able to realize that their achievements stretch beyond / walls of / classroom. [6.1 They bring to the classroom experiences, knowledge, beliefs,&curiosities& authentic learning provide a means of bridging those elements **bold**
with classroom learning. [8. The true power of authentic learning is the ability to actively involve students & touch their intrinsic motivation.
[9. Authentic instruction will take on a much different form than traditional methods of teaching.

---------- page break ----------

GENERAL STUDIES

Replace bullets with symbol and change to double line spacing

ΛThe literature suggests that authentic learning has several key characteristics. **U/c, bold,centre**

- Learning is centred on authentic tasks that are of interest to / learners.
- Students are engaged in exploration & inquiry.
- Learning, most often, is interdisciplinary.
- Learning is closely connected to / world beyond the walls of / classroom.
- Students become engaged in complex tasks & higher-order thinking skills, such as analysing, synthesizing, designing, manipulating & evaluating information.
- Students produce a product that can be shared with an audience outside / classroom.
- Learning is student driven with teachers, parents, & outside experts all assisting /coaching in / learning process. **Del**
- Learners employ scaffolding techniques.~~completely~~
- Students have opportunities for social ~~discourse~~. **stet**

*Λ Authentic Learning **Insert, U/c, bold, CN 16, centre**

Replace & with "and", / with "the"

[= New line and indent paragraph number correctly

Insert as footer, centre and bold → Ample resources are available.

= symbol webdings

GENERAL STUDIES

QUESTION 2A: LETTER OF APPLICATION WORD PROCESSING
TIME: 08 MINUTES **MARKS: 14**

MARGINS: Left: 2.5 cm (1”/10°) Right: 2.5 cm (1”/10°) FONT: Courier New 12	PAPER: A4 Portrait HYPHENATION: No/Off JUSTIFICATION: Left Off/No LINE SPACING: Single

1. Key in your examination number, the question number and your station /computer number.
2. Take ALL proof-readers signs into consideration.
3. Proofread, save and print the document as Q2A.
4. You may use SPELL CHECK when you proofread.
5. Put the printout in your **COVER**.

I wish to apply for the personal assistant for the managing director as advertised in Sunday Times of 07 June 2015. In support of my application, I Submit a Curriculum Vitae & certified copies of the documents following:senior certificate& diploma in management assistant; a statement of good character from the principal of the High School; & testimonial from the Pastor of the Apostolic Faith Mission. I trust that my application will receive your favourable consideration.

GENERAL STUDIES

QUESTION 2B: LETTER OF APPLICATIONWORD PROCESSING
TIME: 12MINUTES **MARKS: 21**

MARGINS: Left: 3.75 cm (1.5”/15°) Right: 2.5 cm (1”/10°) FONT: Courier new 12	PAPER: A4 Portrait HYPHENATION: Yes JUSTIFICATION: Left Off/No LINE SPACING: Single, with double line spacing between lines

1. Retrieve Question 2A.
2. Change the question number to 2B.
3. Process according to the instruction in Question 2B
4. Proofread, save and print the document as Q2B. You may use SPELL CHECK when you proofread.
5. Put the printout in your **COVER**.

Insert here

Application for a position **U/c**

~~Admin clerk~~ **stet**

I wish to apply for the ~~personal assistant~~ for the managing director as advertised in Sunday Times of 07 June 2015. **[**In support of my application, I Submit a Curriculum Vitae & certified copies of the documents following: **[**1. ǁ senior certificate & diploma in management assistant; **[**2. ǁ a statement of good character from the principal of the ʌHigh School; &**[** 3. ǁ testimonial from the Pastor ʌ Thohoyandou of the Apostolic Faith Mission. **[**I trust that my application will receive your favourable consideration. **ital** **In full** **U/c**

ǂ

ʌYours faithfully, ChaukeTinyiko **Display correctly**

ǂ

Enclosure

[= NP

Set tabular stops at 4”/9cm and insert senders address

PO Box 248
POLOKWANE **S/s**
0005
ǂ
Today’s date in full
ǂ
Recipient address:
The Personnel Manager
Mvudi Marketing
PO Box 455 **S/s**
MAKHADO
0950
ǂ
Dear Sir
ǂ

GENERAL STUDIES

QUESTION 3A: ADVERTISEMENT WORD PROCESSING
TIME: 10 MINUTES **MARKS: 16**

MARGINS: Left: 3.75 cm/1.5” Right: 2.5 cm/1” FONT: Courier new 12	PAPER: A4 Portrait HYPHENATION: No/Off JUSTIFICATION: Left Off/No LINE SPACING: Double

1. Key in your examination number, the question number and your station/computer number.
2. Take ALL proof readers' signs into consideration.
3. Proofread, save and print the document as Q3A.
4. You may use SPELL CHECK when you proofread.
5. Put the printout in your **COVER**.

It is held every year in different campuses.

This graduation ceremony runs in partnership with the University of South Africa.

The purpose of the award is to assist students to stay focused until they completed their N6.

This year the college decided to invite the parents of all the N4 & NCV level 2 students,

The best student's award was handled by the CEO of Vhembe FET College & all the campus managers. Mrs Dama called the name of the students as the students come in order.

Parents were encouraging to advice their students to go to all Vhembe campuses to write cap tests & to be registered in the waiting lists in preparation of the 2016 best awards.

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QUESTION 3B: ADVERTISEMENT WORD PROCESSING
TIME: 12 MINUTES **MARKS: 24**

MARGINS: Left: 2.5 cm/1” Right: 2.5 cm/1” FONT: Courier new 12	PAPER: A4 Portrait HYPHENATION: No/Off JUSTIFICATION: Left Off/No LINE SPACING: Single

1. Retrieve the document saved as Q3A.
2. Change the question number to Q3B.
3. Take ALL proof readers' signs into consideration.
4. Proofread, save and print the document as Q3B.
5. You may use SPELL CHECK when you proofread.
6. Put the printout in your **COVER**.

Insert page border of your choice

ʎ the 2015 graduation ceremony **U/c, bold, font size 18pt**
ǂ
ʎN4 Certificate ǂ **U/c, bold, centre, del U/line**
It is held every year in different campuses. **Runs on**

Technical stet **here**

This graduation ceremony runs in partnership with the ~~University~~ of South Africa. The purpose of the award is to assist students to stay focused until they completed their N6.ǂ
ʎ the audience for 2015 graduation **U/c, bold, centre**
[This year the college decided to invite the parents of all the N4 and NCV level 2 students, ʎ
members of SRC, Lecturers, Vhembe FET Choir to perform traditional dance and sing as part of entertaining the audience, and one of the well-known celebrity Mr Joe Mafela to come and speak as the motivational speaker.

ʎ the 2015 best students' award ǂ **U/c, bold, centre**
[The best student's award was handled by the CEO of Vhembe FET College and all the campus managers. Mrs Dama called the name of the students as the students come in order.
ʎ the 2016 graduation plan was outlined **U/c, bold, centre**
[Parents were encouraging to advice their students to go to all Vhembe campuses to write cap tests & to be registered in the waiting lists in preparation of the 2016 best awards. **Bold**

Graduation motivates students who passed grade 12 to study hard towards their chosen field of study or programme.

Replace “FET” with “TVET”, “&” with “and”

Insert as footer in u/c, centre, CN 10

Halala Vhembe FET College halala!!

TOTAL SECTION B: 100
GRAND TOTAL: 300

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