higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N680**(E)**(M26)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

INFORMATION PROCESSING N5

(6020275)

26 May 2016 (Y-Paper)
13:00–16:00

THE QUESTION PAPER MUST BE HANDED TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

This question paper consists of 21 pages and 1 letterhead.

GENERAL STUDIES

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INFORMATION PROCESSING N5
TIME: 3 HOURS
MARKS: 300

EXAMINATION PAPER	TIME	MARKS
TYPING TECHNIQUE – SECTION A	**2 HOURS**	**200**
AUDIO TRANSCRIPTION – SECTION B	**1 HOUR**	**100**
TOTAL	**3 HOURS**	**300**

INSTRUCTIONS TO CANDIDATES

30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS

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

TYPING TECHNIQUE: SECTION A

1. Candidates who are not ready and on time for the TIMED ACCURACY TEST will only be allowed to enter the examination venue 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 must be keyed in at the beginning of the examination.

4. After the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST, your test will be collected and signed by the invigilator. It will be retained until the completion of the examination session where after in your presence it will be put in your EXAMINATION FOLDER.

5. Answer ALL the questions.

6. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.

7. Only ONE letterhead per candidate for QUESTION 3 (letterhead attached).

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AUDIO TRANSCRIPTION: SECTION B

You receive the following:

1. Information regarding the questions

2. Notes regarding the questions

3. Audio cassette or audio software

NOTE:

1. If you make use of an audio cassette, rewind the cassette before commencing with the transcription.

2. Complete the information required for NOTES ON THE EXAMINATION QUESTIONS.

PRINTING: EXAMINATION PAPER (SECTION A AND SECTION B)

1. Each answer must be printed on a separate A4 paper. Use only ONE side of the paper.

2. If a LETTERHEAD is provided and the printer(s) cannot accommodate the letterhead, you may use A4 paper. Hand in the printout on an A4 paper together with the LETTERHEAD so that the positioning of the text on the paper can be determined in accordance with the data on the letterhead.

GENERAL: EXAMINATION PAPER (SECTION A AND SECTION B)

1. You may use a computer ruler, dictionary, ASCII codes and the template.

2. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.

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

4. Work fast in order to complete the question paper in time.

5. 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.

6. 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.

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

8. At the end of the examination session, hand in the following:

   8.1 EXAMINATION FOLDER with printouts to be marked in the same order as the questions in the QUESTION PAPER.

   8.2 Disk (floppy/stiffy) – properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Students' answers must be kept for at least 6 MONTHS.

   8.3 The rewound cassette.

   8.4 All other printouts. NO printouts may be taken out of the examination room or put into bins.

9. 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 a violation, serious steps will be taken against you.

WAIT FOR THE INSTRUCTION FROM THE

INVIGILATOR BEFORE YOU TURN THE PAGE

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TYPING TECHNIQUE

SECTION A

DO NOT TURN THE PAGE BEFORE THE INVIGILATOR INSTRUCTS YOU TO DO SO.

	TIME	MARKS
QUESTION 1: TIMED ACCURACY TEST	10 MINUTES	20
QUESTION 2: TABULAR STATEMENT	27 MINUTES	45
QUESTION 3: CIRCULAR LETTER	31 MINUTES	50
QUESTION 4: INVITATION	13 MINUTES	20
QUESTION 5: LECTURE	27 MINUTES	45
QUESTION 6: AFRICAN LANGUAGE	12 MINUTES	20
TOTAL	120 MINUTES	200

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QUESTION 1: TIMED ACCURACY TEST

TIME: 10 MINUTES **MARKS: 20**

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: 1.5 (1½) or 2** **SPEED: 45 wpm (minimum requirement)**	**PAPER: A4 portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Courier New 12 pt**

1. **The TIMED ACCURACY TEST below must be keyed in ONCE only.**
2. **The passage allows for speeds of 45 and 50 words per minute.**
3. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
4. **Save and print the document as Q1.**
5. **Your test must be collected and signed by the invigilator at the beginning of the EXAMINATION. ALL pages need to be signed.**

No safari in South Africa is complete without viewing the magnificent Big Five. These are the must-see animals which all safari holidays should include. The tour operator will be able to advise you on the best safari tours in the country so that you are sure to spot these animals during your vacation. Apart from the Big Five there are also the famous Ugly and Little Five you must see during your holiday.

The famous Big Five consists of the lion, leopard, elephant, rhino and buffalo. You can request a guided tour at the game lodge where you decide to stay and the ranger will use his/her skills to track and sight the Big Five for you. If you are enjoying a self-drive tour all you have to do is be patient. Make sure you stop at water holes and have a good look around. The big cats often prefer to be close to their prey so you may even sight one of them near a herd of antelope.

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

Lions prefer the savannah areas and it may take some time before you spot them lying in a grassy patch or you may be lucky enough to have them wander along the road. Do not forget to keep looking up into the trees whilst enjoying a drive – you might just be fortunate enough to spot a leopard. Elephants and buffalo are also magnificent creatures and you may just see them at a waterhole or grazing calmly next to the road.

Apart from the Big Five there are many other animals you may also have the privilege of spotting during your holiday. These include the zebra, antelope, giraffe and cheetah. The list is virtually endless. One must also not forget about the smaller animals, some of which have fondly been classified into the Little Five.

The smallest of the Little Five is the tiny ant lion. This small creature can easily be spotted by the small, cylindrical holes it creates in dry, soft sand. The antlion lies and waits in the middle of its sandy cone for an unsuspecting insect to fall into the hole after which it quickly grasps its prey.

The buffalo weaver is a noisy character and you can easily spot a nest in the fork of a tree. The nests are known to appear somewhat

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

unkempt and untidy and may be very large. You will probably hear a buffalo weaver before you spot its nest.

If you are extremely lucky you may spot the small elephant shrew. 45 wpm
These shy creatures have long snouts similar to the trunk of an elephant. They feed mostly on insects and are rarely seen. The rhinoceros beetle is a large beetle with two large horns on its 50 wpm
head. These horns are used for fighting with other beetles.

[20]

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QUESTION 2: TABULAR STATEMENT

TIME: 27 MINUTES **MARKS: 45**

MARGINS: Equal margins **LINE SPACING: As indicated** **FONT: Arial 12 pt**	**PAPER: A4 landscape** **HYPHENATION: No** **JUSTIFICATION: As indicated**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Take ALL proofreading signs into consideration.**
3. **Insert a TABLE.**
4. **Proofread, save and print the document as Q2.**
5. **Put the printout in your EXAMINATION FOLDER.**

Mammals In Southern Africa caps, bold

‡

→ Move

‡

Candidaate: centre column headings horizontallu and vertically runs on

del

Mammals runs on	Note: The values given ~~can~~ are variable and only meant to give an approximate indication for purposes of comparison — uc, bold		
	Latin name	Numbers [left	Weight
Herbivores[1] sp caps, bold, underline, centre, Arial 16 pt			
African buffalo	Syncerus caffer	Fairly high	800 kg
African elephant	Loxodonta africana	Fairly high	up to 6570 kg
Black rhinoceros	Diceros bicornis	Very low	up to 1000 kg
White rhinoceros	Ceratotherium simun	Fairly low	1400–2300 kg
Carnivores[2] sp caps, bold, underline, centre, Arial 16 pt			
Cheetah	Acinonyx jubatus	Low	36–60 kg
Leopard	Pantera pardus	Fairly high	30–71 kg
Lion	Panthera leo	Fairly ~~high~~ low	238 kg stet

Candidate: Set a left tab stop on 3.81 cm/1.5" and 8.89 cm/3.5"

Simbols used:

Day	D	italics [Night N NL
Both day ∧ night	DN	∧ and
Predominantly day	D(N)	
Predominantly night	(D)N	

GENERAL STUDIES

QUESTION 2: TABULAR STATEMENT (CONTINUED)

‡

Active period	Life expectancy (years)	Gestation period	Pup quantity
DN	25	330-346 days	1
DN	60	660 days	up to 2, mostly one
DN	45	450 days	1
DN	45	480 days	1
D	15	90 days	up to 6
D(N)	20	100 days	up to 6
N	20	110 days	up to 6
D	10	69-73 days	2-16

in figures

‡

1 Plant feedders – utilise this food source by feeding on any part of / plant sp

‡

2 Flesh-eating mammals – prey on smaller creatures than themselves and are easiest to catch trs

[45]

GENERAL STUDIES

QUESTION 3: CIRCULAR LETTER

TIME: 31 MINUTES **MARKS: 50**

MARGINS: **LEFT: 1.27 cm/0.5"** **RIGHT: 1.27 cm/0.5"** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: Letterhead** **(Only ONE per candidate)** **HYPHENATION: Yes** **JUSTIFICATION: Left** **FONT: Courier New 12 pt** **(Except where indicated otherwise)**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Take ALL proofreading signs into consideration.**
3. **Key in as indicated.**
4. **Proofread, save and print the document as Q3.**
5. **Put the printout in your EXAMINATION FOLDER.**

‡

Insert today's date in full in descending order

‡

To: Learners/Students uc

‡

Candidate:

1. Change all main paragraph headings that are underlined to capital letters and double underlined.
2. Paragraphs must be inserted in correct numerical order.
3. Replace bullets with numbered subsubparagraph numbers (2.2.1, etc.) and TWO letter spaces.
4. Insert content of letter in TWO equal columns – distance between columns must be 1.27 cm/0.5" with a vertical line between columns.
5. Document must fit on ONE page.

What can learners/students do to save threatened species? } Lucida Sans 14 pt, uc, bold

‡

1.1 Conserve habitats [1.1 You and your ~~friend~~family might be able NP stet to help / rangers in their conservation work.

‡

1.2 If you have friends who live on farms, runs on encourage them to leave old trees standing especially those with ʌ suitable for nesting animals. ʌ hollows

‡

GENERAL STUDIES

QUESTION 3: CIRCULAR LETTER (CONTINUED)

‡

4. Make compost [Make a compost heap where you can throw all your organic waste – fruit and vegetable matter, garden scraps and lawn clipings. NP sp

‡

3. Re use or recycle whatever you can [3.1 Many things can be recycled including NP

‡

- steel and aluminium cans, ‡
- glass bottles and jars, ‡
- milk bottles, ‡
- ~~some~~ plastics, paper and cardboard. del

‡

2. Control introduced plants and animals [2.1 Sometimes seeds are taken into / bush by / wind or by birds. [2.2 Native grasses, flowers, shrubs and trees are more likely to attract NP

‡

- native birds,
- butterflies & in full
- other insects.

‡

Save mother earth Lucida Sans 16 pt, italics, centre, shade, double frame

move

3.2 If you have old toys books, or clothes in good condition that you do not want, you can give them to a charity. trs

‡

‡

Insert a line tabular stop on 6.35 cm/2.5"

_____

Director sp caps

Nature conservation uc, bold

[50]

GENERAL STUDIES

QUESTION 4: INVITATION

TIME: 13 MINUTES **MARKS: 20**

MARGINS: **LEFT: 1.27 cm/0.5"** **RIGHT: 1.27 cm/0.5"** **LINE SPACING: As indicated**	**PAPER: A5 portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Tahoma 12 pt** **(Except where indicated otherwise)**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Take ALL proofreading signs into consideration.**
3. **Key in as indicated.**
4. **Proofread, save and print the document as Q4.**
5. **Put the printout in your EXAMINATION FOLDER.**

Candidate:

1. Insert a double page border.
2. Set a left tab stop on 3.81 cm/2.5" and 6.35 cm/2.5" as indicated.
3. Centre the invitation vertically.

Invitation 18 pt, sp caps, bold

‡

~~workshop~~

to a ~~seminar~~ Ion / conservation of species threatened stet NP trs

‡

presented by / ~~well known~~ Inature conservationist del NP sp } centre

‡

Dr DJ Jackson bold, italics

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QUESTION 4: INVITATION (CONTINUED)

All headings that is underlined must be in bold

3.81 cm/1.5"

DATE: 2016-07-29 in full

‡

TIME: 08:30 for 09:00

‡

VENUE: Saint ʎ Conference Centre ʎ George underline

58 Doorn Kloof

Goede Hoop Avenue

M57 Rietvleidam

s/s

‡

RSVP: On of before 29 July 2016

‡

	3.81 cm/1.5"	6.35 cm/2.5"	
Contact person:	Name:	Ms R Matlou	s/s
	Telephone:	012 660 9876	
	Facsimile:	012 660 9870	
	E-mail:	rmatlou@gmail.com	

‡

move

GPS coordinates: 25"53'19"s 28"15'12"E

[20]

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QUESTION 5: LECTURE

TIME: 27 MINUTES **MARKS: 45**

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A4 portrait** **HYPHENATION: Yes** **JUSTIFICATION: As indicated** **FONT: Comic Sans MS 12 pt** **(Except where indicated otherwise)**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Take ALL proofreading signs into consideration.**
3. **Key in as indicated.**
4. **Proofread, save and print the document as Q5.**
5. **Put the printout in your EXAMINATION FOLDER.**

Candidate:

1. Replace numbers with any bullet.
2. Headings that are underlined must be in capital letters, underlined and italics.
3. Use the footnote function and insert the footnote numbers (1, 2, etc) as indicated. The content of the footnotes must be in Comic Sans MS 10 pt.

‡

The Little Five animals of Africa 18 pt, uc, bold, double underline

‡

The Little Five are sometimes quite ʎ little creatures. ʎ elusive

‡

1. Leopard tortoise[1] [The leopard tortoise is definitely not / fastest animal NP on land. runs on

It has a striking black and yellow spotted exterior shell. sp caps

‡

2. Rhinoceros beetle[2] [The rhinoceros beetle has formidable horns on NP bold its head. Male beetles are generally more agressive than females and sp both have horns.

‡

3. Antlion[3] [The antlion dig funnel-shaped holes in soft, dry sand. NP These funnels help it trap unsuspecting ants stumbling into / holes. italics

‡

move

The horns are used to dig, climb and mate.

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QUESTION 5: LECTURE (CONTINUED)

4. Elephant shrew[4] [The elephant shrew is an insectivore that lives in arid lowlands, rocky outcrops and savannah grasslands. ~~Elephant shrews are named for their elongated snouts.~~ NP trs del

~~350~~

They grow to a length of ~~250~~ mm with an average weight of sixty grams. stet n figures

‡

5. Buffalo weaver[5] [The buffalo weaver is found in parks and game reserves all over SA. They build their nests in / forked branches of trees. NP in full

Candidate:

The content for the footnotes is as follows:

[1] Geochelone pardalis
[2] Scrabaeinae dynastinae
[3] Myrmeleontidea
[4] Elephantulus myurus
[5] Bubarlornis niger

[45]

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QUESTION 6: AFRICAN LANGUAGE

TIME: 12 MINUTES **MARKS: 20**

MARGINS: **LEFT: 2.54 cm (1")** **RIGHT: 2.54 cm (1")** **LINE SPACING: Double (2)**	**PAPER: A4 portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Courier New 12 pt**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.**
2. **Key in the following text exactly as it is.**
3. **Do not divide the words at the end of a line, but key in the whole word on the next line.**
4. **Proofread, save and print the document as Q6.**
5. **Put the printout in your EXAMINATION FOLDER.**

Leligama **Little amahlanu** lalethwa ekuphileni, ngemuva yimpumelelo zasendle isipiliyoni safari izivakashi 'we Big Five in Southern Africa. Kwaba ngemuva ucingo ngokwemvelo abalondolozi bemvelo izivakashi futhi ukuvuma ezincane - izilwane kodwa namanje Ayindida, endawo eyihlanze (esibizwa *Enkangala* e South Africa) - kancane waphawula.

Ngo-Afrika, the **little umdlalo** izilwane **ezinhlanu:**

- Elephant shrew
- Buffalo Weaver
- Leopard ufudu
- Lionant noma lion Ant
- Rhino bhungane

[20]

TOTAL SECTION A: 200

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AUDIO TRANSCRIPTION

SECTION B

YOU HAVE TO WORK FAST AND ACCURATELY

	TIME	MARKS
QUESTION 7: TABULAR WORK	21 MINUTES	35
QUESTION 8: DISPLAY WORK	24 MINUTES	40
QUESTION 9: CURRICULUM VITAE	15 MINUTES	25
TOTAL	60 MINUTES	100

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AUDIO TRANSCRIPTION PAPER

INFORMATION REGARDING THE EXAMINATION QUESTIONS

You are a personal assistant. Your manager handed you a cassette with recorded tasks which you have to complete in an hour while he/she is away.

1. Your first task **(QUESTION 7)** is to key in and print the **TABULAR WORK**.

   WORDS:

   shrew; antlion; sandpit; tortoise; rhinoceros; weaver; grassland; gobbling

2. Your second task **(QUESTION 8)** is to key in and print the **DISPLAY WORK**.
   WORDS:

   lodges; hosting; anti-poaching; preventative; assessed; beneficial; Mpumalanga; Stephen; Baloyi

3. Your third task **(QUESTION 9)** is to key in and print the **CURRICULUM VITAE**.

   WORDS:

   Pontsho, Lionel, Columbia, Clubview, proficiency; extramural; Sutherland; Tshwane

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NOTES REGARDING THE EXAMINATION QUESTIONS

QUESTION 7: TABULAR WORK MARKS: 35

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A4 landscape** **HYPHENATION: Yes** **JUSTIFICATION: Left** **(Except where indicated otherwise)** **FONT: Arial 12 pt** **(Except where indicated otherwise)**
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a footer. **2. The starting point on the counter/index is …** **3. The reading time is ±18 minutes.** **4. Proofread, save and print the document as Q7.** **5. Put the printout in your EXAMINATION FOLDER.**	

[35]

QUESTION 8: DISPLAY WORK MARKS: 40

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A4 portrait** **HYPHENATION: No** **JUSTIFICATION: As indicated** **FONT: Batang 12 pt** **(Except where indicated otherwise)**
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a footer. **2. The starting point on the counter/index is …** **3. The reading time is ±20 minutes.** **4. Proofread, save and print the document as Q8.** **5. Put the printout in your EXAMINATION FOLDER.**	

[40]

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QUESTION 9: CURRICULUM VITAE **MARKS: 25**

MARGINS: **LEFT: 2.54 cm/1"** **RIGHT: 2.54 cm/1"** **LINE SPACING: Single (1)** **(Except where indicated otherwise)**	**PAPER: A4 portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Tahoma 12 pt** **(Except where indicated otherwise)**

1. **Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a footer.**
2. **The starting point on the counter/index is …**
3. **The reading time is ±12 minutes.**
4. **Proofread, save and print the document as Q9.**
5. **Put the printout in your EXAMINATION FOLDER.**

[25]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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QUESTION 3



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