higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

INFORMATION PROCESSING N5

10 NOVEMBER 2016

This marking guideline consists of 32 pages.

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TYPING TECHNIQUE

SECTION A

GUIDELINES FOR MARKING

REMEMBER, THE CANDIDATE CANNOT FAIL BECAUSE HE/SHE COULD NOT COMPLETE OR PASS THE TIMED ACCURACY TEST.

1. The total of the question paper is 200 marks. 80% is accuracy and 20% display (QUESTIONS 2–5).

2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
–4 MARKS PER ERROR

3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.
–2 MARKS PER ERROR

ACCURACY ERRORS = All keying-in errors
DISPLAY ERRORS = Display errors and proofreading marks

4. METHOD OF MARKING

40	10	50	POSSIBLE MARK
2e	4e		NUMBER OF ERRORS
32	2		TOTAL MARK FOR QUESTION
(2 x 4 = 8)	(4 x 2 = 8)	34	Always put accuracy first
RED	BLUE	TOTAL	

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5. INCOMPLETE QUESTIONS

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.

EXAMPLE:

TOTAL MARK = 50 ACCURACY = 40 DISPLAY = 10
½ COMPLETE:

40	10	50	POSSIBLE MARK
20	5	25	½ COMPLETED
2e	4e		NUMBER OF ERRORS
12	0		
(2 x 4 = 8)	(4 x 2 = 5 max)	12	Always put accuracy first
RED	BLUE	TOTAL	

6. PROCESSING OF MARKS

Next to QUESTION NUMBERS 1–6: Marks for all questions (Section A)

Next to QUESTION NUMBERS 7–9: Marks for all questions (Section B)

Front page, top:

Raw mark = Mark out of 300 (bottom)

% = Raw mark processed to % in circle (top)

= Raw mark divided by 3

Rounded = .5, .6, .7, .8, .9
Becomes full mark, e.g. 66.5 = 67%

Write initials and surname below circle

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QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST

WPM	45	50		WPM	45	50
ERRORS	MARKS	MARKS		ERRORS	MARKS	MARKS
1	19	19		28	5	7
2	19	19		29	5	6
3	18	19		30	4	6
4	18	18		31	4	5
5	17	18		32	3	5
6	17	17		33	3	4
7	16	17		34	2	4
8	16	16		35	1	3
9	15	16		36	1	3
10	15	15		37	0	2
11	14	15		38		2
12	14	14		39		1
13	14	14		40		1
14	13	13		41		0
15	13	13				
16	12	12				
17	11	12				
18	10	11				
19	10	11				
20	9	10				
21	9	10				
22	8	9				
23	8	9				
24	7	8				
25	7	8				
26	6	8				
27	6	7				

QUESTION 1: TIMED ACCURACY TEST **MARKS: 20**

NOTE: RED / = ACCURACY ERRORS

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 THE ENCLOSED DEPARTMENTAL SCHEDULE.

MARK ACCURACY ERRORS ONLY.

Indicate accuracy errors with a red slash (/).

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

Do not penalise incorrect margins.

Do not penalise incorrect line spacing.

Do not penalise incorrect hyphenation.

Do not penalise incorrect capital letters/small letters.

Do not penalise incorrect letter spaces.

Do not penalise incorrect justification.

Do not penalise any display errors.

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

When exactly the same word is repeatedly keyed in incorrectly, it is penalised ONCE only per question. Thereafter it is encircled as a repetitive error.

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

If 45 wpm is not completed, count back as indicated in the marking guideline.

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

Indicate the speed obtained with Pass 45 wpm/Pass 50 wpm/Fail where applicable in the following way:

INDICATE AT THE END OF THE SPEED TEST:

Pass 45 wpm/Pass 50 wpm/Fail; Errors; Mark

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

Pass 45 wpm/Pass 50 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 front 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 45 wpm/Pass 50 wpm/Fail

Should a candidate fail the examination (less than 40 %) and pass the accuracy test, the word Fail replaces the Pass 45 wpm/Pass 50 wpm as a candidate cannot fail the question paper as a whole and get recognition for the wpm.

THE MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE AUDIO TRANSCRIPTION MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE).

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QUESTION 1: TIMED ACCURACY TEST

Facebook and Twitter are the leading social media applications, but in the past few years they have been joined by additional social networks including Instagram, Snapchat, Vine and Pinterest. What is the next big thing in the social space for 2016? We bring you seven applications that aim to become social successes this year.

The latest social network to get the world talking is Peach, a new application for iOS that has been created by the co-founder of Vine. It combines lots of our favourite elements from familiar applications into one single application. It is a combination of Facebook, Path, Slack, Snapchat and Tumblr all rolled into one.

The social shopping application Wanelo, which is derived from the phrase Want, Need, Love, features millions of products from the likes of big brands all the way through to independent Etsy sellers.

See what your friends have favourited in the application and add items to your wish list. You might see the Wanelo Save button cropping up on your favourite online shops throughout 2016 as the network continues to grow in popularity among millions of users.

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

Yik Yak allows you to share your thoughts with people nearby, making it a hugely popular application among students and campuses. You can also take a look at what is being posted in other locations, for example New York rather than your location.

If you have heard of Yik Yak, chances are you have also heard of Kik. They tend to be used by the same circle of people and meeting someone via Yik Yak often results in exchanging Kik details.

Kik is a messaging application that lets you chat with friends via the web and does not require a phone number for setting up. You simply choose a username. You can share pictures, videos, games and of course text with friends via Kik and there is a handy feature that uses your camera to add new friends to your contact list.

Shots is a smartphone application that lets you capture photographs or videos through the front-facing camera, which then get shared with other Shots users. The Shots are VHS-style with a time stamp included. You cannot comment on the photos, because the developers are concerned about cyberbullying, so it is simply a scrolling wall of selfies.

→ 45 wpm

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

There is also a private chat feature built in that you can use to talk to friends and if you've got an Apple Watch there is a dedicated Apple Watch application too.

Hyper is a new photo-sharing application that uses hashtags and

[20]

QUESTION 1: TIMED ACCURACY TEST 45 WPM (CONTINUED)

Kik is a messaging application that lets you chat with friends via the web and does not require a phone number for setting up. You simply choose a username. You can share pictures, videos, games and of course text with friends via Kik and there is a handy feature that uses your camera to add new friends to your contact list.

37 36 35 34

33 32 31 30 29 28
Shots is a smartphone application that lets you captu re
27 26 25 24 23
photogr aphs or vi deos throu gh the fro nt-facing camera,
22 21 20 19 18 17
wh ich then g et shared with other Shots us ers. The Shots
16 15 14 13 12 11
ar e VHS-st yle with a time stam p included. You ca nnot
10 9 8 7 6
comme nt on the photos, be cause the developers are
5 4 3 2 1
conce rned about cyberbull ying, so i t is simpl y a scrolling → 45 wpm

[20]

20 - 20

QUESTION 1: TIMED ACCURACY TEST 50 WPM (CONTINUED)

Shots is a smartphone application that lets you capture

photographs or videos through the front-facing camera, which

then get shared with other Shots users. The Shots are VHS-

41 40 39 38 37 36

st|yle with a| time stam|p included|. You ca|nnot comme|nt on

35 34 33 32 31

the |photos, be|cause the |developers| are conce|rned about

30 29 28 27 26 25

|cyberbull|ying, so i|t is simpl|y a scroll|ing wall o|f

selfies.

24 23 22 21 20 19

|There i|s also a p|rivate cha|t feature |built in t|hat you

18 17 16 15 14 13

ca|n use to t|alk to fri|ends and i|f you've g|ot an App|le

12 11 10 9 8

Watch |there is a |dedicated |Apple Wa|tch applic|ation too.

7 6 5 4 3 2

|Hyper is| a new pho|to-sharing| applicati|on that us|es

1

hashtag|s and → 50 wpm

[20]

20 - 20

TYPING TECHNIQUE

ACCURACY SCHEDULE – QUESTIONS 2–6					
–4 MARKS DEDUCTED PER ERROR – ACCURACY – RED					
MARKS	**23**	**40**	**16**	**36**	**20**
RED ERRORS	**Q2**	**Q3**	**Q4**	**Q5**	**Q6**
0	**23**	**40**	**16**	**36**	**20**
1	**19**	**36**	**12**	**32**	**16**
2	**15**	**32**	**8**	**28**	**12**
3	**11**	**28**	**4**	**24**	**8**
4	**7**	**24**	**0**	**20**	**4**
5	**3**	**20**		**16**	**0**
6	**0**	**16**		**12**	
7		**12**		**8**	
8		**8**		**4**	
9		**4**		**0**	
10		**0**			

TYPING TECHNIQUE

DISPLAY SCHEDULE – QUESTIONS 2–5				
–2 MARKS DEDUCTED PER ERROR – DISPLAY – BLUE				
MARKS	**22**	**10**	**4**	**9**
BLUE ERRORS	**Q2**	**Q3**	**Q4**	**Q5**
0	**22**	**10**	**4**	**9**
1	**20**	**8**	**2**	**7**
2	**18**	**6**	**0**	**5**
3	**16**	**4**		**3**
4	**14**	**2**		**1**
5	**12**	**0**		**0**
6	**10**			
7	**8**			
8	**6**			
9	**4**			
10	**2**			
11	**0**			

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QUESTION 2: TABULAR STATEMENT MARKS: 45

23 MARKS – ACCURACY –4 marks per error

Every keying-in error

22 MARKS – DISPLAY –2 marks per error

1. Margins (equal) incorrect and/or
   Justification (left, centre, right, justify) incorrect and/or
   Line spacing (as indicated) incorrect

2. Paper size (A4 landscape) incorrect and/or
   Tabular stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Calibri 12 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Del – not deleted and/or incorrect and/or
   Insert – incorrect and/or
   Columns not shaded and/or incorrect and/or
   Double outside border omitted and/or incorrect

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

6. Bold – not changed and/or incorrect and/or
   Italics – not changed and/or incorrect and/or
   Double underline – not changed and/or incorrect

7. Move – not moved and/or incorrect and/or
   Sp caps – spaced capital letters incorrect and/or
   Join together – not joined together and/or
   Examination and question number not inserted as header and/or incorrect

8. [& NP – new line and new paragraph incorrect and/or
   Runs on – incorrect and/or
   In full – not in full/in words and/or incorrect

9. Main headings incorrect and/or
   Column headings incorrect and/or
   Columns incorrect

10. Vertical lines omitted and/or incorrect

11. Horizontal lines omitted and/or incorrect

12. Figures incorrect and/or
    Units, tens not underneath one another and/or
    Numbers wrapped

13. Footnote incorrect

¼	**6**	**5**	**11**
½	**12**	**11**	**23**
¾	**17**	**17**	**34**
	23	**22**	**45**

QUESTION 2

1 equal margins, just, line spacing 2 paper size (landscape), tab stop, indent, hyphen 3 Calibri 12 pt, uc/lc, letter spaces 4 double outside border 7 exam and question as header
9 main/column headings, columns 10 vertical lines 11 horizontal lines 12 figures, units, figures wrapped
1 centre 7 sp caps 6 bold

L I S T O F S O C I A L N E T W O R K I N G W E B S I T E S

7 move 6 double u/line

This is a list of major active social networking websites.

1 centre columns vertically 6 italics 8 runs on 5 trs 1 centre

This list is not *exhaustive* and is limited to notable, well-known sites. ¼

NAME	DESCRIPTION/FOCUS (3 uc, 1 centre, 6 bold, 4 shade)	DATE LAUNCHED	REGISTERED USERS	REGISTRATION	GLOBAL ALEXA PAGE RANKING
Academia.edu	Social networking site for academics/researchers 8 NL	September 2008	18 000 000[1]	Open	824[2]
Facebook	General: photos, videos, blogs 4 insert	February 2004	1 280 000 000	Open to people 13 years and older	2 ½
Flickr 5 stet	Photo sharing, commenting, photography related networking 8 NL 4 del worldwide	February 2004	32 000 000	Open to people 13 years and older (Yahoo! login)	48
Instagram	Photo and video sharing site	October 2010	300 000 000	Open to people 13 years and older	41
LinkedIn	Business and professional networking 5 sp	May 2003	200 000 000	Open to people 18 years and older	12 ¾
Tumblr	Microblogging platform and 7 join social networking website 8 NL	February 2007	226 950 000	Open	41
Twitter	General, microblogging, RSS, updates	15 July 2006	645 750 000	Open to all ages	8

8 NL 8 NL 8 NL 12 figures right 8 NL 8 NL 12 figures right

1 Share research

2 Retrieved 23 January 2014 8 in full

13 footnote (can use footnote number or 2 enters after table with a normal 1)

¼	6	5	11
½	12	11	23
¾	17	17	34
	23	22	45

[45]

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QUESTION 3: CIRCULAR LETTER MARKS: 50

40 MARKS – ACCURACY –4 marks per error

Every keying-in error

10 MARKS – DISPLAY –2 marks per error

1. Margins incorrect (2.54 cm/1" left and right) and/or
   Justification (left, centre, right, justify) incorrect and/or
   Line spacing (as indicated) incorrect

2. Letterhead not used, letterhead does not fit or letterhead not attached and/or
   Tabular stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Arial 12 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. / – not changed to [the] and/or incorrect and/or
   Del – not deleted and/or incorrect and/or
   Insert – incorrect and/or
   Date not inserted in descending order and/or incorrect and/or
   [To: … Publishers] incorrectly displayed and/or
   Page break not inserted and/or incorrect and/or
   Page number not inserted and/or incorrect

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

6. Bold – not changed and or incorrect and/or
   Italics – not changed and/or incorrect and/or
   Double underline - not changed and/or incorrect

7. Moved – not moved and/or incorrect and/or
   Join together – not joined together and/or
   Examination and question number not inserted as header

8. [& NP – new line and new paragraph incorrect and/or
   Runs on – incorrect and/or
   In full – not in full and/or incorrect

9. Bullets not replaced with [1.1, etc.] and/or incorrect and/or
   Paragraphs not in numerical order and/or incorrect and/or
   Heading not shaded and/or incorrect and/or
   Line tabular stop not inserted on 7.62 cm/3" and/or incorrect

¼	**10**	**3**	**13**
½	**20**	**5**	**25**
¾	**30**	**8**	**38**
	40	**10**	**50**

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QUESTION 3 1 margins (2.54 cm/1" left and right), just, line spacing 2 paper size (letterhead), tab stop, indent, hyphen
3 Arial 12 pt, uc/lc, letter spaces 7 examination and question no as header 9 paragraphs in numerical order, bullets replaced with 1.1, etc



IT SOLUTIONS

PO Box 12529
JOHANNESBURG
2000

Tel. (011) 660 7896

2016-11-10 4 insert descending order

TO: ADVERTISERS
MARKETERS
ENTREPRENEURS
PUBLISHERS
4 correctly displayed

7 move 3 uc 6 bold 7 join 9 shade

SOCIAL MEDIA WEBSITES AND HOW YOU CAN BENEFIT FROM THEM

1. **Facebook** 6 bold, double underline

1.1 If you are intending to create a professional online portfolio for networking purposes to attract future employers, it could be a useful channel. ¼
8 NP 5 trs 5 stet

1.2 If you are organising public events or gatherings, it is a great way to send out invitations.

2. **LinkedIn** 6 bold, double underline
8 NP 4 / 4 /

2.1 If you are a graduate who is ready to step into the working society it is the starting place to prepare your résumé and make your strengths and abilities known to attract employers. ½
8 NP 4 del employees

2.2 Also advantageous for recruiters looking for passive yet qualified candidates to match them to the right job or profession. 4 /

3. **MySpace** 6 bold, double underline
8 NP 8 runs on

3.1 Music producers who are searching for new talent you could learn more about uprising independent works and their popularity online. 4 insert

4. **Twitter** 6 bold, double underline
8 NP

4.1 It is a practical and useful way of disseminating information of your organisation online. ¾
8 in full

4 page break

2 **4 insertion of page number**

5. **Digg** **6 bold, double underline**
8 NP **5 sp**

5.1 Entrepreneurs could search for popular and interesting topics that dominate over a period and decide on a niche market to enter.

2 line tabular stop 7.62 cm/3"

_____

DIRECTOR: IT SOLUTIONS
3 14 pt 3 uc 6 italics

[50]

¼	**10**	**3**	**13**
½	**20**	**5**	**25**
¾	**30**	**8**	**38**
	40	**10**	**50**

QUESTION 4: AGENDA MARKS: 20

16 MARKS – ACCURACY –4 marks per error

Every keying-in error

4 MARKS – DISPLAY –2 marks per error

1. Margins (1.25 cm/0.5" left and right) incorrect and/or
   Justification (left, centre, right, justify) incorrect and/or
   Line spacing (as indicated) incorrect

2. Paper size (A5 portrait) incorrect and/or
   Right tab stop not inserted against the right-hand margin and/or incorrect and/or
   Indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Tahoma 12 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Del – not deleted and/or incorrect and/or
   Insert – incorrect and/or
   Double border not inserted around table and/or incorrect

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

6. Bold – not changed and/or incorrect and/or
   Italics – not changed and/or incorrect and/or
   Underline – not changed and/or incorrect

7. Move – not moved and/or incorrect and/or
   Sp caps – spaced capital letters incorrect and/or
   Join together – not joined together and/or
   Examination and question number not inserted as header and/or incorrect

8. [& NP – new line and new paragraph incorrect and/or
   In full – not in full/in words and/or incorrect
   Runs on - incorrect

¼	**4**	**1**	**5**
½	**8**	**2**	**10**
¾	**12**	**3**	**15**
	16	**4**	**20**

QUESTION 4 **1 margins (1.27 cm/0.5" left and right), just, line spacing 2 paper size (A5), tab stop, indent, hyphen 3 Tahoma 12 pt, uc/lc, letter spaces 7 exam and question no as header**

NOTICE TO ALL IT SPECIALISTS **3 uc 6 bold 7 move 5 trs**

Notice is hereby given of a special meeting of IT Solutions that will be held at Protea Hotel, Gordon Hood Avenue, Centurion on ¼ Monday 24 October 2016 at 19:00. **4 insert**
1 centre 7 sp caps 6 italics 4 double border (around text or paragraph)

A G E N D A

1. Opening and welcome **8 runs on** JT Motsepe

2. Attendance **5 sp**

3. Discussion on: **4 del the following**

3.1 Facebook **7 join** C Brown ½
3.2 LinkedIn K Riba
3.3 MySpace P Ntuli
3.4 Twitter D Christians ¾
3.5 Digg **5 stet** A Jackson

4. Adjournment

¼	4	1	5
½	8	2	10
¾	12	3	15
	16	4	20

B Mohlala
SECRETARY **3 uc 6 u/line**

CENTURION **3 uc**

3 October 2016 **8 full**

[20]

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QUESTION 5: MINUTES MARKS: 45

36 MARKS – ACCURACY –4 marks per error

Every keying-in error

9 MARKS – DISPLAY –2 marks per error

1. Margins (1.27 cm/0.5" left and right) incorrect and/or
   Justification (left, centre, right, justify) incorrect and/or
   Line spacing (as indicated) incorrect

2. Paper size (A4 landscape) incorrect and/or
   Tabular stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Comic Sans MS 10, 12 and 14 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. / – not changed to [the] and/or incorrect and/or
   Del – not deleted and/or incorrect and/or
   Insert – incorrect

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

6. Bold – not changed and/or incorrect and/or
   Italics – not changed and/or incorrect and/or
   Underline – not changed and/or incorrect

7. Moved – not moved and/or incorrect and/or
   Sp caps – spaced capital letters incorrect and/or
   Join together – not joined together and/or
   Examination and question number not inserted as header

8. [& NP – new line and new paragraph incorrect and/or
   Runs on – incorrect and/or
   In full/figures – not in words/figures and/or incorrect

9. Column headings not shaded and/or incorrect and/or
   Double line at column headings incorrect and/or
   Leader dot tabular stop not inserted on 5.08 cm/2" and/or incorrect

¼	**9**	**2**	**11**
½	**18**	**5**	**23**
¾	**27**	**7**	**34**
	36	**9**	**45**

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QUESTION 5

1 margins (left and right 1.27 cm/0.5"), just, line spacing 2 paper size (landscape), tab stop, indent, hyphen 3 Comic Sans 10, 12 and 14 pt, uc/lc, letter spaces 7 exam and question no as header
3 14 pt, uc 1 centre 6 bold

IT SOLUTIONS

MINUTES OF A SPECIAL MEETING **3 12 pt 3 uc 6 u/line**
2 tabular stop

Venue: Protea Hotel, Centurion **6 ital**

Date: 11 November 2016 **8 NP 6 ital 8 in full**

Time: 19:00 **6 ital**

¼	9	2	11
½	18	5	23
¾	27	7	34
	36	9	45

3 12 pt 1 centre 6 bold 9 shade, double line 7 move two columns

No	Item	Discussion	Who should use it?
1.	Opening and welcome	Mr Motsepe opened the meeting and welcomed everybody present. **4 /**	
2.	Attendance	The attendance register was circulated and signed.	
3.	Discussion on:		**5 stet 8 runs on**
3.1	Facebook	Users are connected to their friends as soon as they receive notifications.	Freelancers, organisers, advertisers and anyone who wants to connect with people
3.2	LinkedIn	To be more successful and productive by using their own professional and trusted network.	Professionals in all industries, job recruiters and headhunters **7 join**
3.3	MySpace	Integration of features such as blogs, groups, bulletins and widgets. **5 trs**	Independent bands
3.4	Twitter	It started as a means to communicate and developed into a powerful social medium as an extremely fast way to disseminate information. **5 sp**	New organisations, marketers and advert-isers **8 runs on**
3.5	Digg	Users 'digg' for web content and submitted links.	Online publishers, bloggers and marketers
4.	Adjournment	Meeting adjourned at 21.00.	**4 insert**

¼ ½ ¾

1 6 lines 9 leader dot tabular stop 5.08 cm/2"

.....

D I R E C T O R **4 del L Motsepe 3 12 pt 7 sp caps 6 bold**

[45]

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QUESTION 6: AFRICAN LANGUAGE MARKS: 20

20 MARKS – ACCURACY –4 marks per error

Every keying-in error

0 MARKS – DISPLAY – no marks

NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS

Do not penalise incorrect margins.

Do not penalise incorrect line spacing.

Do not penalise incorrect hyphenation.

Do not penalise incorrect capital letters/small letters.

Do not penalise incorrect letter spaces.

Do not penalise incorrect justification.

Do not penalise any display errors.

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

When exactly the same word is repeatedly keyed in incorrectly, it is penalised ONCE only per question. Thereafter it is encircled as a repetitive error.

Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

¼	**5**	**0**	**5**
½	**10**	**0**	**10**
¾	**15**	**0**	**15**
	20	**0**	**20**

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QUESTION 6: AFRICAN LANGUAGE

KHULUMA NEZINGANE ZAKHO MAYELANA NEZINGOZI

Chaza ukuthi imininingwane inthanethi kanye nemifanekiso bangaphila phakade. Kungaba nzima kakhulu futhi ngezinye izikhathi akunakwenzeka ukuba sehlise ulwazi posted, nezithombe kanye nokwaziswa kungenzeka kakade ziye co Pied futhi posted nakwezinye izindawo.

Tshela izingane zakho ukuthi ingathumeli yiluphi ulwazi olugagulayo online. Lokhu kuhlanganisa cell phone yakhe yocingo, ikheli, edolobheni, igama lesikole,

¼	5	0	5
½	10	0	10
¾	15	0	15
	20	0	20

[20]

TOTAL SECTION A: 200

SECTION B – AUDIO TRANSCRIPTION

GUIDELINES FOR MARKING

1. The total of this section is 100 marks. 80% is accuracy and 20% display (QUESTIONS 7–9).

2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
–1 MARK PER ERROR

3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.
–1 MARK PER ERROR

ACCURACY ERRORS = All keying-in errors
DISPLAY ERRORS = Dictation instruction errors

4. METHOD OF MARKING

16	4	20	POSSIBLE MARK
2e	4e		NUMBER OF ERRORS
2	4		TOTAL MARK FOR QUESTION
(2 x 1 = 2)	(4 x 1 = 4)	14	Always put accuracy first
RED	BLUE	TOTAL	

5. INCOMPLETE QUESTIONS

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.

EXAMPLE:

TOTAL MARK = 20 ACCURACY = 16 DISPLAY = 4

½ COMPLETE:

16	4	20	POSSIBLE MARK
8	2	10	½ COMPLETED
2e	4e		NUMBER OF ERRORS
6	0		
(2 x 1 = 2)	(4 x 1 = 2 max)	6	Always put accuracy first
RED	BLUE	TOTAL	

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6. PROCESSING OF MARKS

Penalise and mark as for Typing Technique – only marks per error differ (ONE MARK PER ERROR).

7. THE MARK FOR TYPING TECHNIQUE (200) TOGETHER WITH THE AUDIO TRANSCRIPTION MARK (100) IS ADDED TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE).

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AUDIO TRANSCRIPTION

SCHEDULE – QUESTIONS 7–9						
–1 MARK DEDUCTED PER ERROR ACCURACY – RED DISPLAY – BLUE						
MARKS:	**ACCURACY**			**DICTATION INSTRUCTIONS**		
	28	**8**	**44**	**7**	**2**	**11**
QUESTION: ERRORS:	**Q7**	**Q8**	**Q9**	**Q7**	**Q8**	**Q9**
0	**28**	**8**	**44**	**7**	**2**	**11**
1	**27**	**7**	**43**	**6**	**1**	**10**
2	**26**	**6**	**42**	**5**	**0**	**9**
3	**25**	**5**	**41**	**4**		**8**
4	**24**	**4**	**40**	**3**		**7**
5	**23**	**3**	**39**	**2**		**6**
6	**22**	**2**	**38**	**1**		**5**
7	**21**	**1**	**37**	**0**		**4**
8	**20**	**0**	**36**			**3**
9	**19**		**35**			**2**
10	**18**		**34**			**1**
11	**17**		**33**			**0**
12	**16**		**32**			
13	**15**		**31**			
14	**14**		**30**			
15	**13**		**29**			
16	**12**		**28**			
17	**11**		**27**			
18	**10**		**26**			
19	**9**		**25**			
20	**8**		**24**			
21	**7**		**23**			
22	**6**		**22**			
23	**5**		**21**			
24	**4**		**20**			
25	**3**		**19**			
26	**2**		**18**			
27	**1**		**17**			
28	**0**		**16**			
29			**15**			
30			**14**			
31			**13**			
32			**12**			
33			**11**			
34			**10**			
35			**9**			
36			**8**			
37			**7**			
38			**6**			
39			**5**			
40			**4**			
41			**3**			
42			**2**			
43			**1**			
44			**0**			

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QUESTION 7: MEMORANDUM MARKS: 35

28 MARKS – ACCURACY –1 mark per error

Every keying-in error

7 MARKS – DISPLAY –1 mark per error

1. Margins (2.54 cm/1" left and right) incorrect and/or
   Justification (left, centre, right, justify) incorrect and/or
   Line spacing incorrect

2. Paper size (A4 portrait) incorrect and/or
   Tabular stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Batang 12 pt and 18 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Horizontal lines not inserted and/or incorrect and/or
   Bullets not inserted and/or incorrect

5. I spell incorrect – guardians; networking; profiles; usually; photos

6. Bold – not changed and or incorrect and/or
   Underline – not changed and/or incorrect

7. Spaced capital letters incorrect and/or
   Examination and question number not inserted as footer and/or incorrect

¼	**7**	**2**	**9**
½	**14**	**4**	**18**
¾	**21**	**5**	**26**
	28	**7**	**35**

QUESTION 7

1 margins (left and right 2.54 cm/1"), just, line spacing 2 paper size (A4 portrait), tab stop, indent, hyphen
3 Batang 12 pt and 18 pt, uc/lc, letter spaces 4 horizontal lines, bullets

1 centre 3 Batang 18 pt 6 bold, underline 7 spaced caps

M E M O R A N D U M

4 horizontal lines **2 tab stop**

6 bold 3 uc **3 uc**

TO: PARENTS/GUARDIANS **5 sp**

FROM: PRINCIPAL

DATE: 11 November 2016

5 sp

SUBJECT: PARENTS' GUIDE TO SOCIAL NETWORKING WEBSITE

4 horizontal lines

4 bullets 2 indent

- Most social networking websites require that young people be at least 13 years old and sometimes even 18 to create an account. Do not let younger children pretend to be older to use these websites. ¼

- MySpace and some other social networking websites let users set their profiles to private so that only their friends – usually defined as people who know their full name or e-mail address – can contact them. **5 sp** ½

- Go online with your children and have them show you all of their personal profiles. If they have a blog or share photos online, ask to see them too. **5 sp** ¾

- Ask questions about what they do, who their friends are and if they have made any new friends.

- Set clear rules to which you all agree regarding what your children are allowed to do online.

¼	7	2	9
½	14	4	18
¾	21	5	26
	28	7	35

EXAMINATION NUMBER **7 exam and question no as footer 1 margin (left and right 2.54 cm/1")** QUESTION 7

[35]

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QUESTION 8: COLUMNS MARKS: 10

8 MARKS – ACCURACY –1 mark per error

Every keying-in error

2 MARKS – DISPLAY –1 mark per error

1. Margins incorrect (2.54 cm/1" left and right) and/or
   Justification (left, centre, right, justify) incorrect and/or
   Line spacing incorrect

2. Paper size (A4 portrait) incorrect and/or
   Hyphenation incorrect

3. Font/font size (Courier New 12 and WordArt 36 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Centre and right tabular stops incorrect

5. I spell incorrect – platforms; growth; Pinterest; YouTube

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

7. Examination and question number not inserted as footer and/or incorrect

8. Double page border not inserted and/or incorrect and/or
   Document not centred vertically and/or incorrect

¼	**2**	**1**	**3**
½	**4**	**1**	**5**
¾	**6**	**2**	**8**
	8	**2**	**10**

QUESTION 8

1 margins (left and right 2.54 cm/1"), justify, line spacing 2 paper size (A4 portrait), hyphen
3 Courier New 12 pt, WordArt 36 pt, uc/lc, letter spaces

8 double page border, centre vertically

¼	2	1	3
½	4	1	5
¾	6	2	8
	8	2	10

1 centre 3 WordArt 36 pt, uc 6 bold 5 sp

SOCIAL PLATFORMS: GROWTH IN MEMBERS AND ACTIVE USERS ¼

3 uc 6 italics, u/line **4 centre tab** **4 right tab**

SOCIAL PLATFORMS	*GROWTH IN MEMBERS*	*GROWTH IN ACTIVE USERS*	
Pinterest **5 sp**	54	97	½
Tumblr	35	95	
Instagram	32	47	
LinkedIn	20	38	
YouTube **5 sp**	7	13	¾
Twitter	10	7	
Google+	5	6	
Facebook	1	-9	

EXAMINATION NUMBER **7 exam and question no as footer** **1 margins (left and right 2.54 cm/1")** QUESTION 8

[10]

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QUESTION 9: TABULAR WORK MARKS: 55

44 MARKS – ACCURACY –1 mark per error

Every keying-in error

11 MARKS – DISPLAY –1 mark per error

1. Margins incorrect (1.27 cm/0.5" left and right) and/or
   Justification (left, centre, right, justify) incorrect and/or
   Line spacing incorrect

2. Paper size (A4 landscape) incorrect and/or
   Right tabular stops/Indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Arial12 and 16 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Column 1 not 14 pt and/or incorrect

5. I spell incorrect – analysis; ratings; exposure; traffic; notifications; moderate; enquiries; favorable; messages; potential; sought; spontaneous; retweet; garner; sufficient; interested

6. Bold – not changed and or incorrect and/or
   Italics – not changed and/or incorrect

7. Double underline – not changed and/or incorrect

8. Examination and question number not inserted as footer and/or incorrect

9. Document not centred vertically and/or incorrect

10. Column one not centred vertically and/or incorrect

11. Table not inserted and/or incorrect

¼	**11**	**3**	**14**
½	**22**	**6**	**28**
¾	**33**	**8**	**41**
	44	**11**	**55**

QUESTION 9 1 margins (left and right 1.27 cm/0.5"), just, line spacing 2 paper size (A4 landscape), tab stop, indent, hyphen 3 font (Arial 12 pt and 16 pt), uc/lc, letter spaces 9 centred vertically 5 sp 1 centre 3 uc, 16 pt 6 bold

ANALYSIS OF 5 SOCIAL MEDIA WEBSITES

7 double u/line 7 double u/line 6 bold, italics

Find out which social media website will best suit your purposes and could bring your message to the right people better through ***star ratings***. 5 sp

11 table 10 column one centred vertically 4 column one 14 pt 1 centre 3 uc 6 bold 5 sp 5 sp

WEBSITES	COMMUNICATION	BRAND EXPOSURE	TRAFFIC
Facebook	With the help of notifications it allows the ease and swiftness of communication. 5 sp **4/5 stars**	Definitely great exposure. **4/5 stars** ¼	Moderate traffic with the aid of share and like buttons. 5 sp **3/5 stars**
LinkedIn	You could build an identity for yourself by answering enquiries related to your industry. 5 sp **3/5 stars** ½	Favorable for identity branding for both individuals and companies. 5 sp **5/5 stars**	Only potential clients are likely to visit your website. 5 sp **1/5 stars**
MySpace	Users are able to send messages, add friends and comment on the profile page. **2.5/5 stars**	Adding videos to show your personality and interests. **3/5 stars**	It could be difficult to get traffic unless your name is much sought after. 5 sp **1/5 stars**
Twitter	Allow spontaneous interaction in real time. 5 sp **5/5 stars**	Loyal and satisfied customers retweet messages that they would love to recommend. 5 sp **4/5 stars** ¾	There is a fair amount of potential to garner traffic to your website. 5 sp **3/5 stars**
Digg	Seldom use it as a form of communication. **3/5 stars**	Provide sufficient information to get readers interested. 5 sp **4/5 stars**	Interested readers would click on the title that links to your website. **5/5 stars**

EXAMINATION NUMBER 8 exam and question no as footer 1 margins (left and right 1.27 cm/0.5") QUESTION 9

[55]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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