higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INFORMATION PROCESSING N5

14 September 2020

This marking guideline consists of 33 pages.

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SECTION A: TYPING TECHNIQUE

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 signs

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				

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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 alignment.

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 (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 TIMED ACCURACY 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

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 timed 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 (CONTINUED)

The most important component of an effective weight-management programme must be the prevention of unwanted weight gain from excess body fat. The military is in a unique position to address prevention from the first day of an individual's military career.

Because the military population is selected from a pool of individuals who meet specific criteria for body mass index (BMI) and percent body fat, the primary goal should be to foster an environment that promotes maintenance of a healthy body weight and body composition throughout an individual's military career. There is significant evidence that losing excess body fat is difficult for most individuals and the risk of regaining lost weight is high.

From the first day of initial entry training, an understanding of the fundamental causes of excess weight gain must be communicated to each individual, along with a strategy for maintaining a healthy body weight as a way of life.

The principle of weight gain is simple: energy intake exceeds energy expenditure. However, as discussed in overweight and obesity are clearly the result of a complex set of

QUESTION 1 (CONTINUED)

interactions among genetic, behavioural, and environmental factors. While hundreds, if not thousands, of weight-loss strategies, diets, potions, and devices have been offered to the overweight public, the multi-factorial etiology of overweight challenges practitioners, researchers, and the overweight themselves to identify permanent, effective strategies for weight loss and maintenance.

The percentage of individuals who lose weight and successfully maintain the loss has been estimated to be as small as 1 to 3 percent, evidence shows that genetics plays a role in the etiology of overweight and obesity.

However, genetics cannot account for the increase in overweight observed in the population over the past two decades. Rather, the behavioural and environmental factors that conspire to induce individuals to engage in too little physical activity and eat too much relative to their energy expenditure must take most of the blame. It is these factors that are the target of weight-management strategies. This chapter reviews the efficacy and safety of strategies for weight loss, as well as the combinations of strategies that appear to be associated with successful loss. In addition,

45 wpm

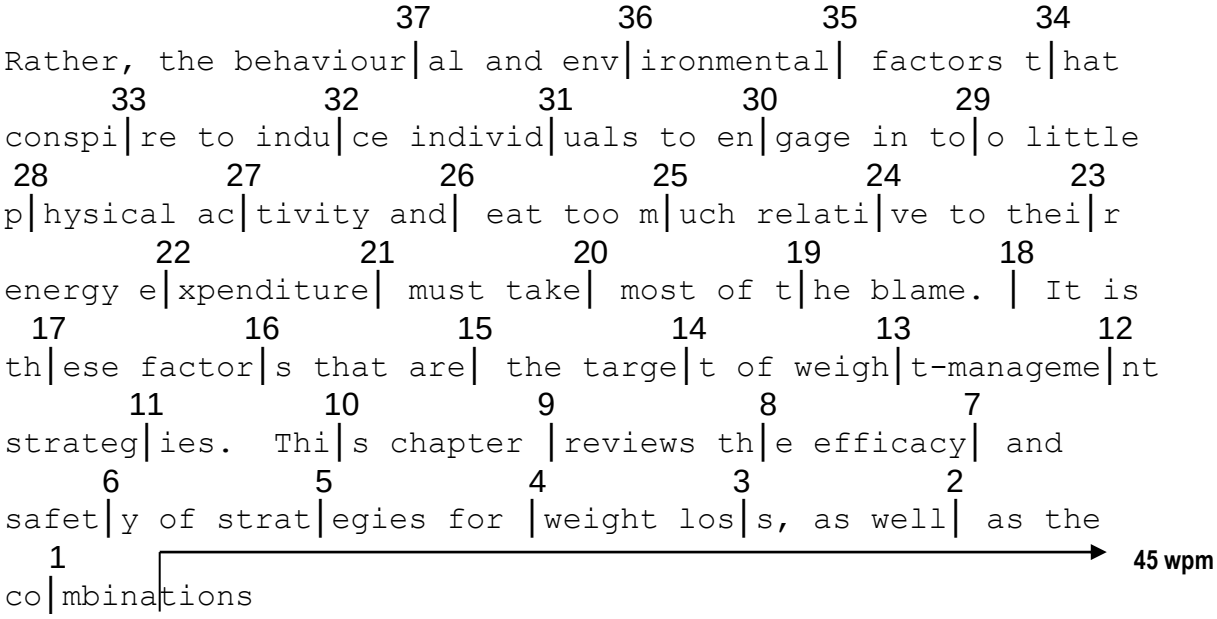
QUESTION 1 (CONTINUED)

the elements of successful weight maintenance also will be reviewed since the difficulty in maintaining weight loss may contribute to the overweight problem. A brief

50 wpm

[20]

QUESTION 1 (CONTINUED)



[20]

QUESTION 1 (CONTINUED)

```
                    41          40          39          38
It is these factor|s that are| the targe|t of weigh|t-
          37          36          35          34          33
manageme|nt strateg|ies.  Thi|s chapter |reviews th|e
          32          31          30          29          28
efficacy| and safet|y of strat|egies for |weight los|s, as
     27          26          25          24          23          22
well| as the co|mbinations| of strate|gies that |appear to |be
        21          20          19          18          17
associa|ted with s|uccessful |loss.  In| addition, |the
      16          15          14          13          12
eleme|nts of suc|cessful we|ight maint|enance als|o will be
11          10          9           8           7           6
|reviewed s|ince the d|ifficulty |in maintai|ning weigh|t loss
     5          4           3           2           1
may |contribut|e to the o|verweight |problem.  |A brief
```

50 wpm

[20]

TYPING TECHNIQUE

ACCURACY SCHEDULE – QUESTIONS 2–6					
–4 MARKS PER ERROR DEDUCTED – ACCURACY – RED					
MARKS	**20**	**40**	**27**	**29**	**20**
RED ERRORS	**Q2**	**Q3**	**Q4**	**Q5**	**Q6**
0	**20**	**40**	**27**	**29**	**20**
1	**16**	**36**	**23**	**25**	**16**
2	**12**	**32**	**19**	**21**	**12**
3	**8**	**28**	**15**	**17**	**8**
4	**4**	**24**	**11**	**13**	**4**
5	**0**	**20**	**7**	**9**	**0**
6		**16**	**3**	**5**	
7		**12**	**0**	**1**	
8		**8**		**0**	
9		**4**			
10		**0**			

TYPING TECHNIQUE

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

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QUESTION 2: TABULAR STATEMENT **MARKS: 40**

ACCURACY – 20 MARKS –4 marks per error

Every keying-in error

DISPLAY – 20 MARKS –2 marks per error

1. Margins (1,27 cm/0,5") incorrect and/or
   Alignment (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 (Courier New 12, 14 and 16 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
   [Examination number] left and [QUESTION 2] right not inserted as header 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. Sp caps – spaced capital letters incorrect and/or
   Move – not moved and/or incorrect and/or
   Join – not joined and/or incorrect

8. [– new line incorrect and/or
   Runs on – incorrect

9. Main headings incorrect and/or
   Column headings incorrect and/or
   Columns incorrect and/or
   Columns not merged and/or incorrect and/or
   Columns/Rows not shaded and/or 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

13. Footnote incorrect

¼	5	5	10
½	10	10	20
¾	15	15	30
	20	20	40

QUESTION 2 (CONTINUED)

EXAMINATION NUMBER QUESTION 2

1 margins (1,27 cm/0,5"), alignment, line spacing 2 A4 landscape, tab stops/indent, hyphenation No 3 font/font size, uc/lc, letter spaces 4 [Examination number] left and [QUESTION 2] right as header
9 main headings, column headings, columns, merged, shaded 10 vertical lines 11 horizontal lines 12 figures 13 footnote

1 centre 3 16 pt 6 bold 7 sp caps 4 del [control]

W E I G H T L O S S

3 14 pt, uc 6 bold, u/line

REPORT ON STATISTICS VARIATION DEPENDING ON YOUR STARTING POINT, GOALS AND EFFORT

7 sp caps 6 italics

T A B L E 1 : Number of people trying to maintain a healthy way of living

1 centre horizontally and vertically 3 uc 6 bold 9 shaded 8 NL 4 / 7 runs on

TARGETED PEOPLE	PEOPLE ON THE WEIGHT LOSS PLAN CAN EXPECT TO LOSE FROM 400 G-25 KG IN WEEKS ¼								
	WEEK 1-2	WEEK 3-4	WEEK 5-6	WEEK 7-8	WEEK 9-10	WEEK 11-12	WEEK 13-14	WEEK 15-16	WEEK 17-18
Women 18-20 years	1,2	0,9	1,5	0,8	1,4	1,5	1,8	2,1	0,5
Men 18-20 years 5 stet 7 join	1,2	1,1	1,8	2,2	2,5	2,8	3,3	2,4	1,5
Women 20-25 years	1,3	1,1	1,6	½ 1,2	1,5	1,9	2,2	2,5	1,3
Men 20-25 years	1,5	1,8	2,1	2,6	3,1	3,6	3,9	2,6	2,3
Women 30-35 years	0,8	1,0	1,3	0,9	1,5	1,7	2,4	2,2	1,2
Men 30-35 years	1,1	0,9	1,7	¾ 2,2	2,6	3,3	3,1	2,9	2,5
Adults 40-50 years	0,5	0,9	1,1	0,7	1,6	1,3	1,9	2,3	2,1
Pensioners 5 sp	0,4	0,6	5 trs 0,9	0,5	0,8	1,1	0,7	1,2	0,7

High-protein, low-carbohydrate diets 7 move 6 italics

5 stet 4 insert

Recent work has suggested that regular self-monitoring of body weight is a useful adjunct to behaviour modification programmes. 5 sp

¼	5	5	10
½	10	10	20
¾	15	15	30
	20	20	40

[40]

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QUESTION 3: CIRCULAR LETTER MARKS: 50

ACCURACY – 40 MARKS –4 marks per error

Every keying-in error

DISPLAY – 10 MARKS –2 marks per error

1. Margins incorrect (2,54 cm/1" left and right) and/or
   Alignment (left, centre, right, justify) and/or
   Line spacing incorrect

2. Letterhead not retrieved and/or incorrect and/or
   Tabular stops/indentation incorrect and/or
   Hyphenation incorrect

3. Font/font size (Courier New 12 pt 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 and/or
   Date not inserted in descending order and/or recipient incorrect and/or conclusion incorrect and/or
   Page break not inserted and/or incorrect and/or
   Second page not numbered bottom centred and/or incorrect and/or
   [Examination number] left and [QUESTION 3] right not inserted as a header 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
   Join - not joined and/or incorrect

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

9. Paragraphs not inserted in numerical order and/or incorrect

10. Double border not inserted around text and/or incorrect

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

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QUESTION 3 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 letterhead, tab stops/indent, hyphenation Yes 3 font/font size, uc/lc, letter spaces 4 [Examination number] left and [QUESTION 3] right as header

EXAMINATION NUMBER QUESTION 3

FRANCIS BANTING SCHOOL

PO Box 1234
PORT ELIZABETH
6000

Cell No.: 071 345 5526
E-mail: francisbantingschool@gmail.com



2020-05-18 **4 date in descending order**

10 double order **6 bold**

The first thing you need to remember in **Beginner Banting** is that weight loss is unique to everyone. But there are some standard rules to weight loss that apply to everyone.

TO ALL BANTING MEMBERS **3 uc 5 trs**

9 paragraphs in numerical order

1. **EAT ENOUGH VEGETABLES** **3 uc 6 bold**
8 NP 5 stet **4 /**

Vegetables should make up the bulk of your diet, which means you have to eat them with every meal. Green vegetables are the best because they are generally lower in carbs and higher in nutrients (nutrient dense). Have a look through all of the different vegetables on the Green List, and make sure that you have enough variety in your diet. **4 /** **5 sp** **7 move** **6 u/line** ¼

2. **DO NOT FEAR FAT** **3 uc 6 bold**
8 NP **3 uc**

This is central to Banting or Keto. Saturated and monounsaturated fats are NOT bad for you. When you are cutting out carbs and craving like a mofo, small amounts at a time help make you feel full and can stop you from overeating. So long as you are sticking to the Green List, and avoiding the Red List, a little fat as needed is perfectly fine and healthy. **7 runs on** **4 insert** **7 join** **4 /** **6 u/line**

4 page break

QUESTION 3 (CONTINUED)

EXAMINATION NUMBER QUESTION 3

3. **BE ALERT!** **3 uc 6 bold**
8 NP
Many ostensibly 'healthy' products and ready-made meals are laced with carbs (thickeners, caking agents, binding ½ agents and more, are usually carb laden). Before you buy something, check the label. If the carb content is higher than 5 g per 100 g or the label lists anything on the *Red List*, don't buy it. **4 / 8 in figures 6 italics**

4. **SNACKING IS A LIE** **3 uc 6 bold**
8 NP
When you are in fat burning mode (where we aim to get you as fast as possible), there is little need to snack. It is commonly taught that you need to snack in order to maintain your blood sugar. That is a lie. And the best part of all is that while you are in fat burning mode, you won't want or need to snack. ¾ **5 trs 4 /**

5. **RE-EDUCATE YOURSELF** **3 uc 6 bold**
8 NP 4 del [starch]
Watch out for carbs disguised as proteins. Eating foods that are perceived to be proteins, like legumes, baked beans, peanuts and quinoa, will undermine your attempts to stay in fat burning mode.
8 NP 8 in full
Remember, vegetables with high protein content can often be high in carbs too and eating more protein with more carbs won't help you. Pay attention to which lists you are allowed to eat from and in which phase. For more information on this, download the *Banting Lists*. **6 italics**

2 Insert a line tabular stop on 7,62 cm/3"

_____

SECRETARY **3 14 pt, uc 6 bold**

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

4 page no. bottom centred

[50]

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QUESTION 4: AGENDA MARKS: 34

ACCURACY – 27 MARKS –4 marks per error

Every keying-in error

DISPLAY – 7 MARKS –2 marks per error

1. Margins incorrect (2,54 cm/1" left and right) and/or
   Alignment (left, centre, right, justify) 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 (Courier New 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
   Conclusion incorrect inserted and/or incorrect and/or
   [Examination number] left and [QUESTION 4] right not inserted as a header 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. Join - not joined and/or incorrect

8. NP – new paragraphs incorrect and/or
   Runs on – incorrect and/or
   In full – not in full and/or incorrect

9. Paragraph numbers not inserted in correct numerical order and/or incorrect

¼	7	2	9
½	14	3	17
¾	21	5	26
	27	**7**	**34**

QUESTION 4 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation Yes 3 font/font size, uc/lc, letter spaces 4 [Examination number] left and [QUESTION 4] right as header

EXAMINATION NUMBER QUESTION 4

Notice is hereby given that the Annual General Meeting of the company will be held at 3034 Cassandra Avenue, Pretoria, on Monday 7 July 2020 at 19:00. The members are asked to read through the enclosed documentation in preparation for items to be discussed. **4 / 3 uc 8 in full 4 insert**

9 paragraphs in numerical order

1. **OPENING OF MEETING** **3 uc 6 bold**
   8 NP
   The chairman welcomed everyone and declared the meeting properly constituted. **5 stet** **4 /**

2. **PRESENT** **3 uc 6 bold**
   8 NP
   As per attendance register and circulated to everyone.

3. **MINUTES OF PREVIOUS MEETING** **3 uc 6 bold**
   8 NP **8 in full**
   The minutes of the meeting held on 15 October 2019, which had been circulated, were taken as read, and then approved and signed.

7 join

4. **CHAIRMAN'S ANNUAL REPORT AND FINANCIAL STATEMENTS** **3 uc 6 bold**
   8 NP **8 runs on** **4 del [annual]** **4 /**
   The abovementioned report was submitted to the meeting and, as a result of a proposal by Mr P Khubeka, unanimously approved together with the financial statements.

5. **APPOINTMENTS OF AUDITORS** **3 uc 6 bold**
   8 NP **8 in full**
   It was decided that Messrs Chase and Vault be appointed as auditors for the next financial year. **4 / 5 trs**

6. **GENERAL** **3 uc 6 bold**
   8 NP **4 /** **6 u/line**
   Mr Raselayo reported that the Weight Stream Association had donated books, clothes and food to the people who needs assistance. **5 sp** **4 /**

7. **CLOSURE** **3 uc 6 bold**
   8 NP
   The meeting adjourned at 21:00.

¼	7	2	9
½	14	3	17
¾	21	5	26
	27	**7**	**34**

By order of the Board

4 conclusion **2 tab stop**

Ms Steyn Ms Tsotetsi

CHAIRMAN *SECRETARY* **3 uc 6 italics**

Date: 18 June 2020 **4 date in full** **[34]**

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QUESTION 5: DISPLAY WORK MARKS: 36

ACCURACY – 29 MARKS –4 marks per error

Every keying-in error

DISPLAY – 7 MARKS –2 marks per error

1. Margins incorrect (2,54 cm/1" left and right) and/or
   Alignment (left, centre, right, justify) and/or
   Line spacing incorrect

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

3. Font/font size (Arial 12 and 18 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
   [Examination number] left and [QUESTION 5] right not inserted as a header 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. Sp caps – spaced capital letters incorrect and/or
   Move – not moved and/or incorrect and/or
   Join - not joined and/or incorrect

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

9. Two columns not created and/or incorrect and/or
   Vertical line not inserted between columns and/or incorrect and/or
   Spacing between columns not 1,25 cm/0,49" and/or incorrect

10. Paragraph numbers not replaced with any bullets and/or incorrect

¼	7	2	9
½	14	4	18
¾	22	5	27
	29	**7**	**36**

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QUESTION 5 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 landscape, tab stops/indent, hyphenation Yes 3 font/font size, uc/lc, letter spaces 4 [Examination number] left and [QUESTION 5] right as header

EXAMINATION NUMBER QUESTION 5

7 move 3 Arial 18 pt 7 sp caps 6 u/line 1 centre

EATING ENVIRONMENTS

9 TWO columns, vertical line, 1,25 cm/0,49" spacing between paragraphs

Eating habits that promote overweight: 6 bold, italics 7 join

10 paragraph numbers replaced with any bullets

- ✓ Eating few or no meals at home.
- ✓ Opting for high-fat, calorie-dense foods.
- ✓ Opting for high-fat snack foods from strategically placed vending machines or snack shops combined with allowing insufficient time to prepare affordable, healthier alternatives. ¼ ½ 5 sp 8 runs on 5 trs
- ✓ Consuming meals at sit-down restaurants that feature excessive portion sizes or "all-you-can-eat" buffets.

Simple changes that modify the eating environment:

6 bold, italics 4 /

- ✓ Prepare meals at home and carry bag lunches. 5 stet 8 in full 6 u/line
- ✓ Learn to estimate or measure portion sizes in restaurants. 4 insert
- ✓ Learn to recognise fat content of menu items and dishes on buffet tables. ¾ 8 NP
- ✓ Eliminate smoking and reduce alcohol consumption, substitute low-calorie for high-calorie foods. 4 del [meals]
- ✓ Modify the route to work to avoid a favourite food shop. 4 /

¼	7	2	9
½	14	4	18
¾	22	5	27
	29	**7**	**36**

[36]

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QUESTION 6: AFRICAN LANGUAGE **MARKS: 20**

ACCURACY – 20 MARKS –4 marks per error

Every keying-in error

DISPLAY – 0 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 alignment.

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 (CONTINUED)

EXAMINATION NUMBER QUESTION 6

Kamehla yohle ha o le motho o tlameha hore oje dijo tse matlafatsang mmele wa hao, le ditholwana ka nako tsohle hore o phele bophelo bo monate ka nako toshle. ¼

Motho e mong le e mong o na le boikarabelo ba ho hlokomela mmele wa hae ka nako tsohle ho netefatsa hore o phela nako e telele. Mmele o matlafetseng o thibela dikokwana hloko di seke tsa thefola mmele. ½

Kamehlha o reka o sheba label hore dijo tseo di nepahetse ¾ hore di ka jewa ke motho na? Ka letsatsi l.e. letsatsi setjhaba se hloka hore se eletswe ka mathata a ho sa je hantle dijo tse nepahetseng.

[20]

TOTAL SECTION A: 200

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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**		
	20	**24**	**36**	**5**	**6**	**9**
QUESTION: ERRORS:	**Q7**	**Q8**	**Q9**	**Q7**	**Q8**	**Q9**
0	**20**	**24**	**36**	**5**	**6**	**9**
1	**19**	**23**	**35**	**4**	**5**	**8**
2	**18**	**22**	**34**	**3**	**4**	**7**
3	**17**	**21**	**33**	**2**	**3**	**6**
4	**16**	**20**	**32**	**1**	**2**	**5**
5	**15**	**19**	**31**	**0**	**1**	**4**
6	**14**	**18**	**30**		**0**	**3**
7	**13**	**17**	**29**			**2**
8	**12**	**16**	**28**			**1**
9	**11**	**15**	**27**			**0**
10	**10**	**14**	**26**			
11	**9**	**13**	**25**			
12	**8**	**12**	**24**			
13	**7**	**11**	**23**			
14	**6**	**10**	**22**			
15	**5**	**9**	**21**			
16	**4**	**8**	**20**			
17	**3**	**7**	**19**			
18	**2**	**6**	**18**			
19	**1**	**5**	**17**			
20	**0**	**4**	**16**			
21		**3**	**15**			
22		**2**	**14**			
23		**1**	**13**			
24		**0**	**12**			
25			**11**			
26			**10**			
27			**9**			
28			**8**			
29			**7**			
30			**6**			
31			**5**			
32			**4**			
33			**3**			
34			**2**			
35			**1**			
36			**0**			

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QUESTION 7: AGENDA MARKS: 25

ACCURACY – 20 MARKS –1 mark per error

Every keying-in error

DISPLAY – 5 MARKS –1 mark per error

1. Margins incorrect (2,54 cm/1" left and right) incorrect and/or
   Alignment (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 (Courier New 12 pt and Elephant 18 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Date not in full and/or incorrect

5. I spell incorrect – nutritionists; Arcadia; Ocean View; dietary; Mamaleka

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

7. Spaced capital letters incorrect and/or
   [Examination number] left and [QUESTION 7] right not inserted as a header and/or incorrect

8. Numbered paragraphs not inserted and/or incorrect

¼	5	1	6
½	10	3	13
¾	15	4	19
	20	**5**	**25**

QUESTION 7 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation No 3 font/font size, uc/lc, letter spaces 7 [Examination number] left and [QUESTION 7] right as header

EXAMINATION NUMBER QUESTION 7

Notice is hereby given of an urgent meeting of Health inspectors and nutritionists that will be held at the Port Elizabeth Hotel, 7710 Arcadia Street, Ocean View on Thursday,¼ 11 June 2020 at 14:00. **5 sp**
4 in full

1 centre 3 Elephant 18 pt 6 bold 7 sp caps

AGENDA

1. Welcome and opening

2. Apologies

3. Adoption of agenda

4. Discussion on: ½

4.1 Eating habits

4.2 Healthy tips

4.3 Nutrition

4.4 Food groups

4.5 Dietary plan **5 sp**

5. Adjournment ¾

6. Conclusion

By order of the Board

C Mamaleka **5 sp**
SECRETARY **3 uc 6 italics**

PORT ELIZABETH **3 uc**

4 June 2020
4 in full

8 paragraph numbering

¼	5	1	6
½	10	3	13
¾	15	4	19
	20	**5**	**25**

[25]

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QUESTION 8: APPLICATION LETTER MARKS: 30

ACCURACY – 24 MARKS –1 mark per error

Every keying-in error

DISPLAY – 6 MARKS –1 mark per error

1. Margin incorrect (2,54 cm/1" left and right) incorrect and/or
   Alignment (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 (Arial 12 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Bullets not inserted and/or incorrect and/or
   Date not in full and/or incorrect and/or
   Not in figures and/or incorrect

5. I spell incorrect – metse.e.yeme@gmail.com; Resources; qualified; exposure; backgrounds

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. [Examination number] left and [QUESTION 8] not inserted as a header and/or incorrect

¼	6	2	8
½	12	3	15
¾	18	5	23
	24	**6**	**30**

QUESTION 8 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation No
3 font/font size, uc/lc, letter spaces 7 [Examination number] left and [QUESTION 8] right as header

EXAMINATION NUMBER QUESTION 8

Cell no.: 071 209 1980
E-mail: metse.e.yeme@gmail.com **5 sp**

18 May 2020 **4 in full**

Human Resources Department **5 sp**
OKM Company
RUSTENBURG **3 uc**
2541

3 uc 6 bold 1 centre

TO WHOM IT MAY CONCERN

ADVERTISEMENT: NUTRITIONIST **3 uc 6 double u/line**
5 sp **6 italics** **4 in figures**

I am a qualified and registered *nutritionist* with 20 years of experience ¼
nationally and internationally which match the requirements of the advertised post by your company.

The exposure that I have gained throughout the years of working with people from different backgrounds, has helped me to become an expert in the field of nutrition.
5 sp **½**

Find attached certified copies of the following:

- Grade 12/Matric **4 in figures**
- Degree in Nutrition
- Curriculum vitae **4 bullets**
- Identity document
- Motivational letter ¾

I would welcome the opportunity to further discuss my knowledge and skills in this position. I am available for an interview at your convenient time.

Yours faithfully

¼	6	2	8
½	12	3	15
¾	18	5	23
	24	**6**	**30**

B Brown
MANAGING DIRECTOR **3 uc**

[30]

QUESTION 9: PARAGRAPHS MARKS: 45

ACCURACY – 36 MARKS –1 mark per error

Every keying-in error

DISPLAY – 9 MARKS –1 mark per error

1. Margins incorrect (2,54 cm/1" left and right) incorrect and/or
   Alignment (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 (Tahoma 12 pt and Rockwell 18 pt) incorrect and/or
   Capital letters/small letters incorrect and/or
   Letter spaces incorrect

4. Bullets not inserted and/or incorrect and/or
   In figures – not in figures and/or incorrect and/or
   Percentage sign not used and/or incorrect and/or
   Page break not inserted and/or incorrect

5. I spell incorrect – calorie; glucomannan; metabolism; hormones

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. [Examination number] left and [QUESTION 9] right not inserted as a header and/or incorrect

8. Spaced capital letters incorrect

9. New paragraphs incorrect

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

QUESTION 9 (CONTINUED)

1 margins (2,54 cm/1"), alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation Yes 3 font/font size, uc/lc, letter spaces 7 [Examination number] left and [QUESTION 9] right as header

EXAMINATION NUMBER QUESTION 9

3 Rockwell 18 pt 8 sp caps 6 bold 1 centre 4 in figures

HERE ARE 10 TIPS

TO LOSE WEIGHT EVEN FASTER

4 bullets 2 indent 9 NP

- *Eating a high-protein breakfast* **6 italics, double u/line**

  Eating a high-protein breakfast has been shown to reduce cravings and calorie intake throughout the day. **5 sp**

- *Avoid soft drinks and fruit juice* **6 italics, double u/line**

  These are the most fattening things you can put into your body, and avoiding them can help you lose weight.

- *Drink water a half hour before meals* **6 italics, double u/line**

  One study showed that drinking water a half hour before meals increased weight loss by 44% over 3 months. **4 in figures, %**

- *Choose weight loss-friendly foods (see list)* **6 italics, double u/line**

  Certain foods are very useful for losing fat.

- *Eat soluble fibre* **6 italics, double u/line**

  Studies show that soluble fibres may reduce fat, especially in the belly area. Fibre supplements like glucomannan can also help. **5 sp**

- *Drink coffee or tea* **6 italics, double u/line**

  If you are a coffee or tea drinker, then drink as much as you want as the caffeine can boost your metabolism by 3-11%. **5 sp 4 in figures**

- *Eat mostly whole, unprocessed foods* **6 italics, double u/line**

  Base most of your diet on whole foods. They are healthier, more filling and much less likely to cause overeating.

4 page break

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QUESTION 9 (CONTINUED)

EXAMINATION NUMBER QUESTION 9

- *Eat your food slowly* **6 italics, double u/line**

  Fast eaters gain more weight quicker over time. Eating slowly makes you feel fuller and boosts weight-reducing hormones. **5 sp**

- *Weigh yourself every day* **6 italics, double u/line**

  Studies show that people who weigh themselves every day are much more likely to lose weight and keep it off for a long time.

- *Get a good night's sleep, every night* **6 italics, double u/line**

  Poor sleep is one of the strongest risk factors for weight gain, so taking care of your sleep is important.

[45]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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