higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INFORMATION PROCESSING N5

(6020275)

14 September 2020 (X-paper)
09:00–12:00

This question paper consists of 21 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

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

	TIME	MARKS
SECTION A: TYPING TECHNIQUE	**2 hours**	**200**
SECTION B: AUDIO TRANSCRIPTION	**1 hour**	**100**
TOTAL	**3 hours**	**300**

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS

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

SECTION A: TYPING TECHNIQUE

1. Candidates are allowed to read through QUESTION 1, the TIMED ACCURACY TEST THREE minutes before the commencement of the examination.

2. The timed accuracy test must be keyed in at the beginning of the examination.

3. After the expiration of the TEN minutes allowed for the timed accuracy test, the test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter, in the candidate's presence, it will be put in the EXAMINATION FOLDER.

4. Answer ALL the questions.

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

6. Retrieve the letterhead saved as QUESTION 3 from your data disk/hard drive.

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SECTION B: AUDIO TRANSCRIPTION

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

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

GENERAL

1. You may use the ASCII codes.

2. No notes or any non-permissible material may be hidden in or transcribed into these articles.

3. Use only Courier New 12 pt 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.

7. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. No questions without EXAMINATION NUMBERS will be marked.

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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 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 SIX 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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SECTION A

TYPING TECHNIQUE

	TIME	MARKS
QUESTION 1: TIMED ACCURACY TEST	10 minutes	20
QUESTION 2: TABULAR STATEMENT	25 minutes	40
QUESTION 3: CIRCULAR LETTER	31 minutes	50
QUESTION 4: AGENDA	20 minutes	34
QUESTION 5: DISPLAY WORK	24 minutes	36
QUESTION 6: AFRICAN LANGUAGE	10 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 or 2 SPEED: 45 wpm (minimum requirement)	PAPER: A4 portrait HYPHENATION: No ALIGNMENT: Left FONT: Courier New 12 pt
1. The TIMED ACCURACY TEST 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 left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right 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.	

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.

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QUESTION 1 (CONTINUED)

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 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

45 wpm

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QUESTION 1 (CONTINUED)

strategies that appear to be associated with successful loss. In addition, 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 2: TABULAR STATEMENT

TIME: 25 MINUTES **MARKS: 40**

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" FONT: Courier New 12 pt	PAPER: A4 landscape HYPHENATION: No ALIGNMENT: As indicated LINE SPACING: Single except where indicated otherwise
1. Key in your EXAMINATION NUMBER left and your STATION/COMPUTER NUMBER right as a header. 2. Take ALL proofreading signs into consideration. 3. Insert a table. 4. Save and print the document as Q2. 5. Put the PRINTOUT in your EXAMINATION COVER.	

Weight loss ~~control~~ 16 pt, sp caps, centre, bold del

ǂ

Report on statistics variation depending on your starting point, goals and effort } 14 pt, uc, bold, u/line

ǂ italics, sp caps

Table 1: Number of people trying to maintain a healthy way of living

ǂ

Candidate: 1. Centre all column headings horizontally and vertically.
2. Column headings must be in capital letters, bold and shaded.

runs on

Targeted people NL	People on / weight loss plan can runs on expect to lose from 400 g-25 kg in weeks		
	Week [1-2	Week [3-4	Week [5-6
Women 18-20 years	1,2	0,9	1,5
~~Women~~ stet ~~Men~~ 18 - 20 years	1,2	1,1	1,8
Women 20-25 years	1,3	1,1	1,6
Men 20-25 years	1,5	1,8	2,1
Women 30-35 years	0,8	1,0	1,3
Men 30-35 years	1,1	0,9	1,7
Adults 40-50 years	0,5	0,9	1,1
Penssioners sp	0,4	0,9	0,6 trs

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QUESTION 2 (CONTINUED)

High-protein, low-carbohydrate diets italics

runs on

NL

Week [7-8	Week [9-10	Week [11-12	Week [13-14	Week [15-16	Week [17-18
0,8	1,4	1,5	1,8	2,1	0,5
2,2	2,5	2,8	3,3	2,4	1,5
1,2	1,5	1,9	2,2	2,5	1,3
2,6	3,1	3,6	3,9	2,6	2,3
0,9	1,5	1,7	2,4	2,2	1,2
2,2	2,6	3,3	3,1	2,9	2,5
0,7	1,6	1,3	1,9	2,3	2,1
0,5	0,8	1,1	0,7	1,2	0,7

Move

~~Recent~~

~~Current~~ work has suggested that ∧ self-monitoring of body stet ∧ regular weight is an useful adjunct to behaviour modification programs. sp

Candidate: Align all figures right.

[40]

QUESTION 3: CIRCULAR LETTER

TIME: 31 MINUTES **MARKS: 50**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt PAPER: Letterhead	HYPHENATION: Yes ALIGNMENT: Left LINE SPACING: Single with double line spacing between paragraphs

1. Retrieve the letterhead QUESTION 3 that is saved in the INFORMATION PROCESSING N5 folder.
2. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header.
3. Take ALL proofreading signs into consideration.
4. Save and print the document as Q3.
5. Put the PRINTOUT in your EXAMINATION FOLDER.

Candidate:

1. Change all main paragraph headings that are underlined to capital letters and bold.
2. Paragraphs must be inserted in correct numerical order.
3. Insert a page break after paragraph 2.
4. Insert a page number at the bottom centred on page 2 only.

Candidate: Insert today's date in descending order

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.

bold

double border around text

To all members banting uc trs

2. Do not fear fat [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, ʌ amounts at a time help make you feel full and can stop you from over eating.

NP

uc

ʌ small

runs on

So long as you are sticking to the Green List, and avoiding / Red List, a little fat as needed is perfectly fine and healthy.

u/line

QUESTION 3 (CONTINUED)

~~Vegetables~~

1. Eat enough vegetables [~~Fruits~~ should make up / bulk of your diet, NP stet
which means you have to eat them with every meal. Green vegetables
are / best because they are generaly lower in carbs and higher in nutrients sp
(nutrient dense). ↑ Move

4. Snacking is a lie [When you are in fat burning mode (where we aim NP
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 / best part of all is that while you are in burning mode, fat trs
you won't want or need to snack. (3 / 2 / 1)

5. Re-educate yourself [Watch out for carbs disguised as proteins. Eating NP
foods that are perceived to be ~~starch~~ proteins, like legumes, baked beans, del
peanuts and quinoa, will undermine your attempts to stay in fat
burning mode. [Remember, vegetables with high protein content can NP
often be high in carbs too & eating more protein with more carbs won't in full
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. italics

3. Be alert! [Many ostensibly 'healthy' products and ready-made NP
meals are laced with carbs (thickeners, caking agents, binding agents
and more, are usually carb laden). Before you buy something, check /
label. If / carb content is higher than five g per 100 g or / label lists in figures
anything on the Red list, don't buy it. italics

Have a look through all of / different vegetables on the Green List, and u/line
make sure that you have enough variety in your diet.

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

Secretary 14 pt, uc, bold

[50]

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QUESTION 4: AGENDA

TIME: 20 MINUTES **MARKS: 34**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt PAPER: A4 portrait	HYPHENATION: Yes ALIGNMENT: Left LINE SPACING: Single with double line spacing between paragraphs
1. Key in your EXAMINATION NUMBER left and your STATION/COMPUTER NUMBER right as a header. 2. Take all proofreading signs into consideration. 3. Save and print the document as Q4. 4. Put the PRINTOUT in your EXAMINATION COVER.	

Candidate: 1. Change the paragraph headings that are underlined to capital letters and bold.
2. Paragraphs must be inserted in correct numerical order.

Notice is hereby given that / annual general meeting of / company will be held at 3034 Cassandra Avenue, Pretoria, on Monday 07/07/20 at 19:00. The members are asked to read through / ʌ documentation ʌ enclosed in preparation for items to be discussed. uc in full

1. Opening of meeting [The chairman welcomed everyone and declared / meeting properly ~~constituted~~ established. NP stet

6. General [Mr Raselayo reported that / Weight Stream Association had donated books, clothes and food to / people who needs assistannce. NP u/line sp

3. Minutes of previous meeting [The minutes of the meeting held on 15/10/19, which had been circulated, were taken as read, and then approved and signed. NP in full

7. Closure [The meeting adjourned at 21:00. NP

5. Appointments of auditors

It was decided that Messrs Chase & Vault be appointed as auditors for / year financial next. in full trs

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QUESTION 4 (CONTINUED)

4. Chairman's annual report and financial statements [The NP
abovementioned report was submitted to / meeting and, runs on
as a result of a proposal by Mr P Khubeka, unanimously
approved together with / ~~annual~~ financial statements. del

2. Present [As per attendance register and circulated to everyone. NP

By order of the Board Candidate: Display correctly

Ms Steyn Chairman italics Ms Tsotetsi Secretary italics

Date: 2020-06-18 in full

[34]

QUESTION 5: DISPLAY WORK

TIME: 24 MINUTES **MARKS: 36**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Arial 12 pt except where indicated otherwise	PAPER: A4 landscape HYPHENATION: Yes ALIGNMENT: Left LINE SPACING: Single with double line spacing between paragraphs
1. Key in your EXAMINATION NUMBER left and your STATION/COMPUTER NUMBER right as a header. 2. Take all proofreading signs into consideration. 3. Save and print the document as Q5. 4. Put the PRINTOUT in your EXAMINATION COVER.	

Candidate: 1. Insert TWO columns with a vertical line between columns and 1,25 cm/0,49" spacing between columns.
2. Replace paragraph numbers with any bullets and indent.

Move

Eating habits that promote overweight: bold, italics

1. Eating few or no meals at home.

2. Opting for high-fat, calorie-dense foods.

3. Opting for high-fat snack foods from strategically runs on placed vending machines or snack shops combined with allowing insufficient time to prepare affordable, healthier alternetives. sp

4. Consuming meals at restaurants sit-down that feature excessive portion sizes or "all-you-can-eat" buffets. trs

Column 1

Eating environments Arial 18 pt, sp caps, u/line, centre

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QUESTION 5 (CONTINUED)

Simple changes that modify / eating environment: bold, italics

≠ ~~meals~~ stet

1. Prepare ~~food~~ at home & carry bag lunches. in full u/line

2. Learn to estimate or measure ^ sizes in restaurants. ^ portion

3. Learn to recognise fat content of menu items and dishes on buffet tables. [4. Eliminate smoking and reduce alcohol consumption, substitute low-calorie for high-calorie ~~meals~~ foods. NP del

5. Modify / route to work to avoid a favourite food shop.

Column 2

[36]

QUESTION 6: AFRICAN LANGUAGE

TIME: 10 MINUTES **MARKS: 20**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait HYPHENATION: No ALIGNMENT: Left LINE SPACING: Double (2)

1. Key in your EXAMINATION NUMBER left and your STATION/COMPUTER NUMBER right as a header.
2. Key in as indicated.
3. Do not break off words at the end of a line, but key in the whole word on the next line.
4. Save and print the document as Q6.
5. Put the PRINTOUT in your EXAMINATION COVER.

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.

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.

Kamehlha o reka o sheba label hore dijo tseo di nepahetse 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

SECTION B

AUDIO TRANSCRIPTION

	TIME	MARKS
QUESTION 7: AGENDA	**15 minutes**	**25**
QUESTION 8: APPLICATION LETTER	**18 minutes**	**30**
QUESTION 9: PARAGRAPHS	**27 minutes**	**45**
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 **AGENDA**.

   WORDS:

   nutritionists; Arcadia; Ocean View; dietary; Mamaleka

2. Your second task **(QUESTION 8)** is to key in and print the **APPLICATION LETTER**.

   WORDS:

   metse.e.yeme@gmail.com; Resources; qualified; exposure; backgrounds

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

   WORDS:

   calorie; glucomannan; metabolism; hormones

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QUESTION 7: AGENDA

TIME: 15 MINUTES **MARKS: 25**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: As indicated	PAPER: A4 portrait HYPHENATION: No ALIGNMENT: Left FONT: Courier New 12 pt except where indicated otherwise
1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. The starting point on the counter/index is ... 3. The reading time is ±12½ minutes. 4. Save and print the document as Q7. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

[25]

QUESTION 8: APPLICATION LETTER

TIME: 18 MINUTES **MARKS: 30**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: As indicated	PAPER: A4 portrait HYPHENATION: No ALIGNMENT: As indicated FONT: Arial 12 pt
1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. The starting point on the counter/index is ... 3. The reading time is ±15 minutes. 4. Save and print the document as Q8. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

[30]

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QUESTION 9: PARAGRAPHS

TIME: 27 MINUTES **MARKS: 45**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: As indicated	PAPER: A4 portrait HYPHENATION: Yes ALIGNMENT: Left FONT: Tahoma 12 pt except where indicated otherwise
1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. The starting point on the counter/index is ... 3. The reading time is ±22½ minutes. 4. Save and print the document as Q9. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

[45]

TOTAL SECTION B: 100

GRAND TOTAL: 300

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