



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
29 MAY 2019**

This marking guideline consists of 42 pages.

TYPING TECHNIQUE

SECTION A

TYPING TECHNIQUE: SECTION A (200)

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

1. THIS MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE).
2. ACCURACY ERRORS must be indicated with a RED /. REPETITIVE accuracy errors must be indicated with a RED CIRCLE.
3. DISPLAY ERRORS must be indicated with a BLUE X. REPETITIVE display errors must be indicated with a BLUE CIRCLE.

QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST

WPM	50	55		WPM	50	55
ERRORS				ERRORS		
1	19	19		28	7	8
2	19	19		29	6	7
3	19	19		30	6	7
4	18	18		31	5	6
5	18	18		32	5	6
6	17	17		33	4	6
7	17	17		34	4	5
8	16	17		35	3	5
9	16	16		36	3	4
10	15	16		37	2	4
11	15	15		38	2	3
12	14	15		39	1	3
13	14	14		40	1	3
14	13	14		41	0	2
15	13	13		42		2
16	12	13		43		1
17	12	13		44		1
18	11	12		45		0
19	11	12				
20	10	11				
21	10	11				
22	9	10				
23	9	10				
24	8	10				
25	8	9				
26	8	9				
27	7	8				

QUESTION 1: TIMED ACCURACY TEST**MARKS: 20****NOTE: RED / = ACCURACY ERRORS****SPEED SHOULD BE MARKED WITH CARE AS IT MAKES A DIFFERENCE TO THE RESULTS.****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/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 has been 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.

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

The highest mark obtained must be indicated. The highest speed passed must be indicated.

Indicate the speed obtained with Pass 50 wpm/Pass 55 wpm/Fail where applicable in the following way:

INDICATE AT THE END OF THE TIMED ACCURACY TEST:

Pass 50 wpm/Pass 55 wpm/Fail; Errors; Mark

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

Pass 50 wpm/Pass 55 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 50 wpm/Pass 55 wpm/Fail

Should a candidate fail the examination (less than 40 %) and pass the timed accuracy test, the word Fail replaces the Pass 50 wpm/Pass 55 wpm, as a candidate cannot fail the question paper as a whole and get recognition for the wpm.

QUESTION 1 (CONTINUED)

An important way to maintain your personal health is to have a healthy diet. A healthy diet includes a variety of plant-based and animal-based foods which provide nutrients to your body. Such nutrients give you energy and keep your body running. Nutrients help build and strengthen bones, muscles and tendons and also regulate body processes. The food guide pyramid is a pyramid-shaped guide of healthy foods divided into sections. Each section shows the recommended intake for each food group, that is protein, fat, carbohydrates and sugars. Making healthy food choices is important because it can lower your risk of heart disease, developing some types of cancer and it will contribute to maintaining a healthy weight.

The Mediterranean diet is commonly associated with health-promoting effects due to the fact that it contains some bioactive compounds like phenolic compounds, isoprenoids and alkaloids.

Physical exercise enhances or maintains physical fitness and overall health and wellness. It strengthens muscles and improves the cardiovascular system.

QUESTION 1 (CONTINUED)

Sleep is an essential component to maintaining health. The sleep of children is also vital for growth and development. Ongoing sleep deprivation has been linked to an increased risk for some chronic health problems. In addition, sleep deprivation has been shown to correlate with both increased susceptibility to illness and slower recovery times from illness. In one study people with chronic insufficient sleep, set as six hours of sleep a night or less, were found to be four times more likely to catch a cold compared to those who reported sleeping for seven hours or more a night.

Due to the role of sleep in regulating metabolism insufficient sleep may also play a role in weight gain or conversely in impeding weight loss. Individuals who habitually sleep outside the normal range may be exhibiting signs or symptoms of serious health problems or, if volitional, may be compromising their health and well-being.

Health science is the branch of science focused on health. There are two main approaches to health science: the study and research of the body and health-related issues to understand how humans (and animals) function and the

QUESTION 1 (CONTINUED)

application of that knowledge to improve health and to prevent and cure diseases and other physical and mental impairments.

The science is built on many subfields, including biology, biochemistry, physics, epidemiology, pharmacology and medical

sociology. Applied health sciences endeavour to understand → 50 wpm

and improve human health better through applications in areas such as health education, biomedical engineering,

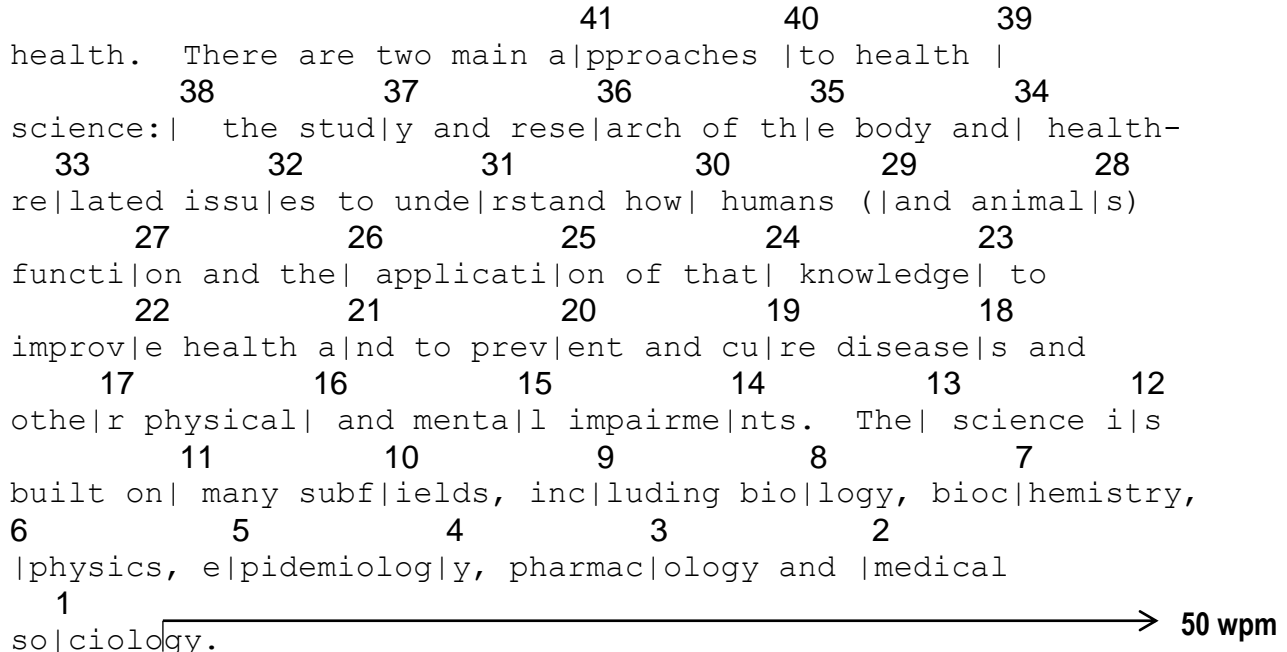
biotechnology and public health.

Organised interventions to improve health based on → 55 wpm

20	-	20

QUESTION 1 (CONTINUED)

Health science is the branch of science focused on
 health. There are two main approaches to health
 science: the study and research of the body and health-
 related issues to understand how humans (and animals)
 function and the application of that knowledge to
 improve health and to prevent and cure diseases and
 other physical and mental impairments. The science is
 built on many subfields, including biology, biochemistry,
 physics, epidemiology, pharmacology and medical
 sociology.



20	-	20
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QUESTION 1 (CONTINUED)

There are two main approaches to health science: the study and research of the body and health-related issues to understand how humans (and animals) function and the application of that knowledge to improve health and to prevent and cure diseases and other physical and mental impairments. The science is built on many subfields, including biology, biochemistry, physics, epidemiology, pharmacology and medical sociology. Applied health sciences endeavour to understand and improve human health better through applications in areas such as health education, biomedical engineering, biotechnology and public health.

5 4 3 2 1
Organised interventions to improve health based on  55 wpm

20	-	20
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[20]

TYPING TECHNIQUE**ACCURACY SCHEDULE: QUESTIONS 2-6****-3 MARKS DEDUCTED PER ERROR – ACCURACY – RED**

MARKS	20	32	32	32	20
RED ERRORS	Q2	Q3	Q4	Q5	Q6
0	20	32	32	32	20
1	17	29	29	29	17
2	14	26	26	26	14
3	11	23	23	23	11
4	8	20	20	20	8
5	5	17	17	17	5
6	2	14	14	14	2
7	0	11	11	11	0
8		8	8	8	
9		5	5	5	
10		2	2	2	
11		0	0	0	

TYPING TECHNIQUE**DISPLAY SCHEDULE: QUESTIONS 2-5****-2 MARKS PER ERROR DEDUCTED – DISPLAY – BLUE**

MARKS	20	8	8	8
BLUE ERRORS	Q2	Q3	Q4	Q5
0	20	8	8	8
1	18	6	6	6
2	16	4	4	4
3	14	2	2	2
4	12	0	0	0
5	10			
6	8			
7	6			
8	4			
9	2			
10	0			

QUESTION 2: TABULAR STATEMENT

MARKS: 40

20 MARKS – ACCURACY –3 marks per error	
– Every keying-in error	
20 MARKS – DISPLAY –2 marks per error	
1.	Margins (1,27 cm/0,5") incorrect and/or Alignment (left, centred, right, justified) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (as indicated) incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3.	Font/Font size (Arial 8 pt, 12 pt, 18 pt and superscript) 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/Double underline – not changed and/or incorrect
7.	Move – not moved and/or incorrect and/or Join together – not joined
8.	Runs on – incorrect and/or In full – not in full/words and/or incorrect
9.	Main heading incorrect and/or not shadowed and/or Column headings incorrect and/or Columns incorrect and/or columns 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

1/4

5	5	10	40

1/2

10	10	20	40

3/4

15	15	30	40

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40

QUESTION 2 (CONTINUED) 1 margins, alignment, l/s 2 A4L, tab stops/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 2] right as header
9 heading shadowed, columns, columns shaded 10 vertical lines 11 horizontal lines 12 figures 13 footnote
EXAMINATION NUMBER

QUESTION 2

1 centre 3 18 pt, uc 6 bold, ital, double u/line 9 shadow

RECOMMENDED DIETARY ALLOWANCE¹ (RDA)

1 column headings horizontally and vertically centred 5 sp

	Weight		Height		ENERGY	PROTEIN	VITAMIN A	VITAMIN D	VITAMIN E	VITAMIN K	VITAMIN C	THIAMIN	RIBOFLAVIN	NIACIN	VITAMIN B ⁶	FOLATE	VITAMIN B ¹²	CALCIUM	PHOSPHOROUS	MAGNESIUM	IRON	IODINE	SELENIUM
	kg	lb	cm	inch																			
Males																							5 stet
6 u/line																							
11-14	45	99	157	62	2500	45	1000	10	10	45	50	1.3	1.5	17	1.7	150	2.0	1200	1200	270	15	150	40
15-18	66	145	176	69	3000	59	1000	10	10	65	60	1.5	1.8	20	2.0	200	2.0	1200	1200	400	15	150	50
19-24	72	160	177	70	1000	70	1000	10	10	70	60	1.5	1.7	19	2.0	200	2.0	1200	1200	350	15	150	70
25-50	77	174	176	70	1000	70	1000	5	10	80	60	1.5	1.7	19	2.0	200	2.0	800	800	350	15	150	70
51+	77	170	173	68	1000	68	1000	5	10	80	60	1.2	1.4	15	2.0	200	2.0	800	800	350	15	150	70
Females																							5 trs
7 join																							
6 u/line																							
11-14	46	46	101	157	2200	46	800	10	8	45	50	1.1	1.3	15	1.4	150	2.0	1200	1200	280	12	150	45
15-18	55	55	120	163	2200	44	800	10	8	55	60	1.1	1.3	15	1.5	180	2.0	1200	1200	300	12	150	50
19-24	58	58	128	164	2200	46	800	10	8	60	60	1.1	1.3	15	1.5	180	2.0	1200	1200	280	12	150	55
25-50	63	63	138	163	2200	50	800	5	8	65	60	1.1	1.3	15	1.6	180	2.0	800	800	280	12	150	55
51+	65	65	143	169	1900	50	800	5	8	65	60	1.0	1.2	13	1.6	180	2.0	800	800	280	12	150	55
Pregnant																							6 u/line
6 u/line																							
1 st 6 months																							
2 nd 6 months																							

4 del 3rd 4 / 8 in full 4 insert 4 / 8 runs on
1 RDA has been established by the Food and Nutrition Board of the National Academic of Science – National Research Council
13 footnote or footnote sign can be used

1/4

1/2

3/4

5	5	10	40
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10	10	20	40
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15	15	30	40
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Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40
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[40]

QUESTION 3: FLOW CHART

MARKS: 40

32 MARKS – ACCURACY –3 marks per error	
– Every keying-in error	
8 MARKS – DISPLAY –2 marks per error	
1.	Margins (1,27 cm/0,5" left and right) incorrect and/or Alignment (left, centred, right, justified) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (A4 portrait) incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3.	Font/Font size (Arial 10 pt, 12 pt, 16 pt and 24 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 3] right not inserted as header and/or incorrect and/or Column break incorrect
5.	Trs – not transposed 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 Sp caps – spaced capital letters incorrect and/or Join together – not joined
8.	[– new line incorrect and/or Runs on – incorrect and/or In full – not in full/words and/or incorrect
9.	Main heading not highlighted and/or incorrect and/or Three columns not created and/or incorrect and/or Vertical line not inserted between columns and/or incorrect and/or Bullets not inserted and/or incorrect and/or Content in columns not in correct order and/or incorrect
10.	Vertical lines omitted and/or incorrect
11.	Horizontal lines omitted and/or incorrect

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

$\frac{1}{4}$

8	2	10	40
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$\frac{1}{2}$

16	4	20	40
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$\frac{3}{4}$

24	6	30	40
----	---	----	----

32	8	40
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QUESTION 3 (CONTINUED)

1 margins, alignment, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 3] right as header
EXAMINATION NUMBER

QUESTION 3

1 centre 3 24 pt 6 bold, doublé u/line 7 sp caps 9 highlight

FOOD PYRAMID

9 3 columns, vertical line between columns, bullets, content in correct columns 3 uc 4 del weekly 8 runs on

• Many people have difficulty trying to translate a chart of recommended RDAs into a plan for nutritious eating. Home economists, dieticians, nutritionists and others have developed a simple way for us to focus on food rather than nutrients as we plan healthy diets. It is called the Food Guide Pyramid and includes six food groups.

8 runs on 5 trs 4 / 8 in full 4 column break

• The Food Pyramid is an outline of what to eat each day based on dietary guidelines. It is not a rigid prescription but a general guideline that helps people choose a healthy diet. The pyramid suggests that individuals eat a variety of foods to get the nutrients and the amount of kilojoules they need to maintain health.

¼

4 insert 4 / 5 sp 7 join

1 centre 3 16 pt 6 ital 7 move

• According to the pyramid people should start with plenty of breads, cereals, rice, pasta, vegetables and fruits; add two to three servings from the milk group and two to three servings from the meat group and go easy on fats, oils and sweets.

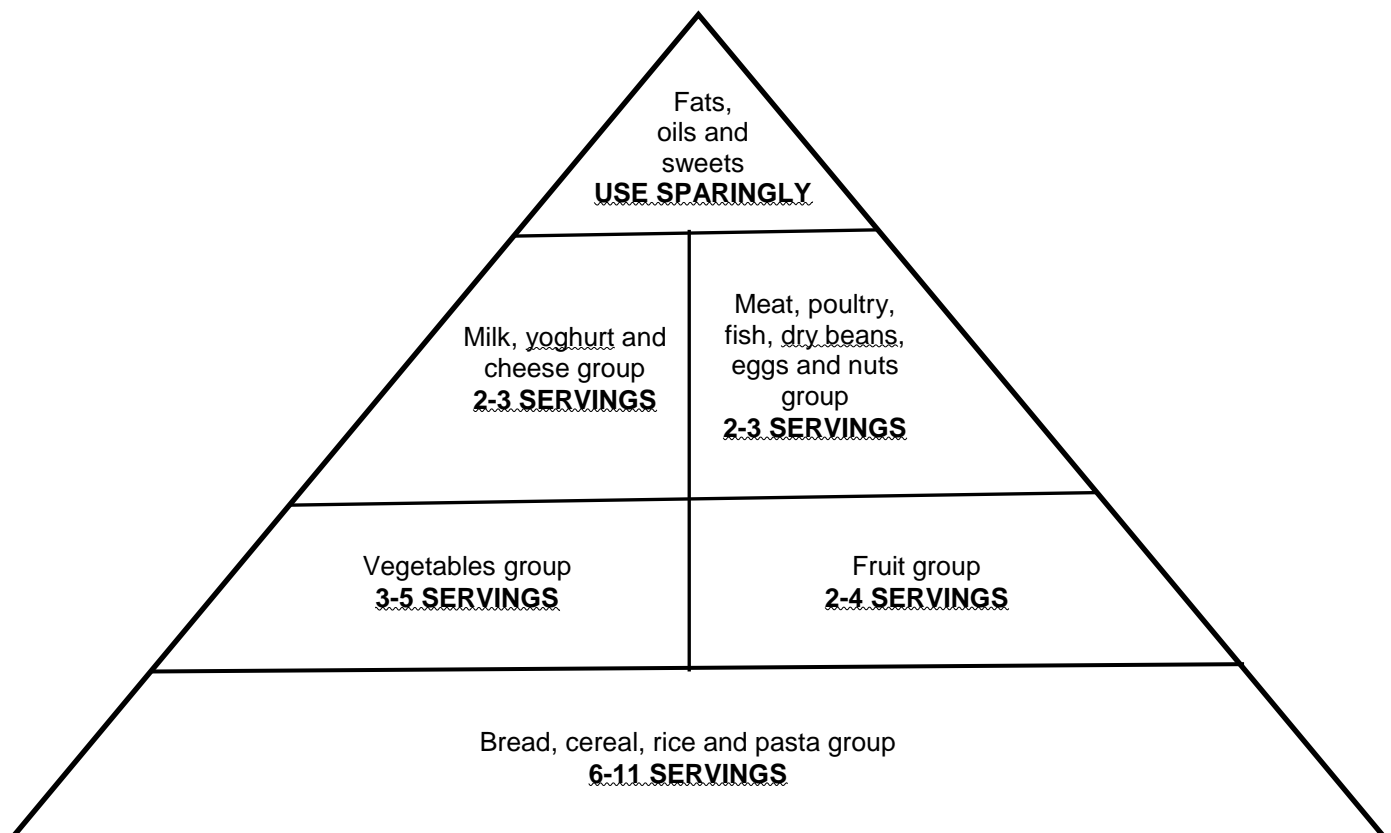
½

4 del meat 8 in full

4 /

¾

A guide to daily food choices



1 centre 3 uc 6 bold 5 sp 5 trs 8 NL 10 vertical lines 11 horizontal lines

[40]

QUESTION 4: FINANCIAL STATEMENT

MARKS: 40

32 MARKS – ACCURACY –3 marks per error	
– Every keying-in error	
8 MARKS – DISPLAY –2 marks per error	
1.	Margins (1,27 cm/0,5" left and right) incorrect and/or Alignment (left, centred, right, justified) incorrect and/or Line spacing (as indicated) incorrect
2.	Paper size (A4 portrait) incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3.	Font/Font size (Arial 10 pt and 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 [EXAMINATION NUMBER] left and [QUESTION 4] 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.	Move – not moved and/or incorrect and/or Sp caps – spaced capital letters incorrect and/or Join – not joined
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/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 and/or incorrect

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

1/4

8	2	10	40
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1/2

16	4	20	40
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3/4

24	6	30	40
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32	8	40
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QUESTION 4 (CONTINUED) 1 margins (1,27 cm), alignment, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces
4 [EXAMINATION NUMBER] left and [QUESTION 4] right as header 9 headings, columns 10 vertical lines 11 horizontal lines 12 figures
EXAMINATION NUMBER

QUESTION 4

1 centre 3 uc, Arial 12 pt 6 bold, u/line 5 trs 4/

FOOD BASKET SHOWING PRICES OVER THE YEAR JAN 2018-JAN 2019

1 centre column headings and column 1 horizontally and vertically 6 bold 8 NL

Food grouping	Food	Quantity	Jan 2018 price	Jan 2019 price	Y/y change (Rands)	Y/y change (%)
Starch foods	8 runs on Maize meal	5 stet 25 kg	179.14	244.32	65.18	36%
	Rice	10 kg	76.99	80.82	3.83	5%
	Cake flour	10 kg	80.15	84.15	4.00	5%
	White bread	8 loaves	84.84	91.21	6.37	8%
	Brown bread 8 runs on	4 loaves	38.57	41.94	3.37	9%
	Samp	5 kg	37.66	48.32	10.67	28%
	Pasta	1 kg	22.15	23.99	1.83	8%
	¼					
TOTAL	7 sp caps 6 ital		519.50	614.75	95.25	14.14%
Sugar	White sugar	10 kg	108.82	143.65	34.83	32%
Fat, oil	8 runs on Cooking oil	4 ℓ	87.14	81.16	-5.99	-7%
	Margarine	1 kg	31.65	36.48	4.83	15%
TOTAL	7 sp caps 6 ital		118.79	117.64	-1.16	4.00%
Milk	Fresh milk	2 ℓ	23.65	27.98	4.33	18%
Meat, eggs, fish	8 runs on 8 NL Eggs	30 eggs	38.99	45.32	6.33	16%
	Canned fish	4 cans	59.29	63.60	4.31	7%
	Chicken pieces	6 kg	131.97	176.47	44.50	34%
	Beef	1 kg	58.33	61.16	2.83	5%
½						
TOTAL	7 sp caps 6 ital		288.58	346.55	57.97	15.50%
Vegetables	7 move Carrots	2 kg	16.97	19.30	2.34	14%
	Spinach	4 bunches	40.00	13.32	-26.68	-67%
	Apples 4 del Banana	1.5 kg	20.98	19.82	-1.16	-6%
	Cabbage	2 heads	28.55	20.97	-7.58	-27%
	Onions	10 kg	45.33	38.49	-6.84	-15%
	Tomatoes	3 kg	31.32	35.49	4.17	13%
	Potatoes	10 kg	73.32	55.49	-17.84	-24%
¾						
TOTAL	7 sp caps 6 ital		256.47	202.88	-53.59	-16.00%
Miscellaneous 5 sp	Salt 7 join 8 runs on	1 kg	10.65	12.15	1.51	14%
	Rooibos tea bags	200 g	16.64	20.32	3.68	22%
	Coffee	100 g	15.99	18.32	2.33	15%
TOTAL	7 sp caps 6 ital		43.28	50.79	7.52	17.00%
TOTAL COST OF FOOD BASKET 3 uc 6 bold 4 insert			R2542.43	R2786.06	R243.62	6.06%

9 columns/rows shaded

[40]

QUESTION 5: PAMPHLET

MARKS: 40

32 MARKS – ACCURACY –3 marks per error	
– Every keying-in error	
8 MARKS – DISPLAY –2 marks per error	
1.	Margins (1,27 cm/0,5" left and right) incorrect and/or Alignment (left, centred, right, justified) 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 10 pt and 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 [EXAMINATION NUMBER] left and [QUESTION 5] 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/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
8.	[– new line incorrect and/or Runs on – incorrect and/or In full and/or not in figures and/or incorrect
9.	Columns incorrect and/or Tables incorrect and/or Horizontal lines not inserted and/or incorrect and/or Vertical lines not inserted and/or incorrect and/or Vertical lines not 3 point and/or incorrect and/or Rows not shaded and/or incorrect
10.	Replace obese to capital letters and 14 pt and/or incorrect

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

1/4

8	2	10	40
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1/2

16	4	20	40
----	---	----	----

3/4

24	6	30	40
----	---	----	----

32	8	40
----	---	----

QUESTION 5 (CONTINUED) 1 margins (1,27 cm), alignment, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 5] right as header
9 columns/tables incorrect, horizontal and vertical lines, 3 point line, shade 10 replace obese to uc, 14 pt

EXAMINATION NUMBER

QUESTION 5

3 10 pt 1 centre 3 uc 6 bold 9 table

NUTRITION LABELING	
<u>Below is a sample of nutrition facts on a food label.</u> 5 trs 6 double u/line	
Nutrition facts 6 bold	
Serving size <u>100 grams</u> 6 italics 8 in figures	
Amount per serving 6 bold 9 3 point line 1 right-align	
Calories 225	Calories from fat 62
6 bold 9 3 point line 1 right-align	% Daily value*
Total fat 7 g 6 bold 1 right-align	11%
Saturated fat 2 g 1 right-align	10%
2 indent on 1,27 cm/0,5"	
Cholesterol 36 mg 6 bold 1 right-align	12%
Sodium 391 mg 6 bold 1 right-align	16%
Total carbohydrate 25 g 6 bold 1 right-align	8%
Dietary fibre 1 right-align	0%
Sugars 2 indent on 1,27 cm/0,5"	
Protein 15 g 6 bold 9 3 point line	¼
Vitamin A 1 right-align 7 move	4%
Vitamin C 1 right-align	5%
<u>Calcium</u> 5 sp 1 right-align	5%
Iron 1 right-align	17%
* Percentage daily values based on a 2,000 calorie diet. Your <u>daily</u> values may be higher or lower depending on your calorie needs.	

3 2 letter spaces 4 insert 8 runs on

3 12 pt

7 sp caps 6 bold 1 centre 9 table

WEIGHT CONTROL				
6 ital 3 uc 6 u/line 1 centre 8 in full				
<u>TABLE 1:</u> Classification of overweight and obesity 1 right-align				
IBW = Ideal body weight			BMI = Body mass index ½	
3 uc 6 bold 1 centre horizontally and vertically 9 shade 1 centre figures 9 vertical lines				
CLASSIFICATION	MEN % IBW	BMI (kg/m ²)	WOMEN % IBW	BMI (kg/m ²)
Super <u>OBESE</u> 10 replace	225	>50	245	>50
Morbidly <u>OBESE</u> 10 replace	200	45	220	45
Medically 8 NL			5 stet	
significantly <u>OBESE</u>	160	35	<u>170</u>	35
<u>OBESE</u> 10 replace	135	30	145	30
Overweight 7 join	110	25	120	25
IBW 6 bold	100	20-25	100	20-25
6 ital 3 uc 1 centre 9 3 point line ¾				
<u>TABLE 2:</u> 5000 kJ diet - 22% kJ from fat				
FOOD	FOOD EXCHANGES	CARBOHYDRATE	PROTEIN	FAT
Milk, skim	2	24	16	
Vegetables 4 del fruit	3	15	6	
Fruit	4	60		
Bread	5	75	10	
Meat, lean	5		35	15
Fat	4			15
TOTAL 3 uc 6 bold		174	67	30

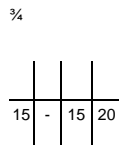
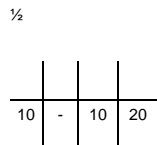
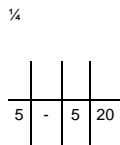
3 uc 6 bold 1 centre horizontally and vertically 9 shade 1 centre figures

[40]

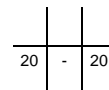
QUESTION 6: AFRICAN LANGUAGE

MARKS: 20

20 MARKS – ACCURACY –3 marks per error
– Every keying-in error
0 MARKS – DISPLAY – no marks
<p>NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS</p> <ol style="list-style-type: none"> 1. Do not penalise incorrect margins. 2. Do not penalise incorrect line spacing. 3. Do not penalise incorrect hyphenation. 4. Do not penalise incorrect capital/small letters. 5. Do not penalise incorrect letter spaces. 6. Do not penalise incorrect alignment. 7. Do not penalise any incorrect display. 8. Do not penalise if a whole line or paragraph has been left out and keyed in at another position. 9. 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. 10. 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.



Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0



QUESTION 6 (CONTINUED)

UKULALA

Ukulala kuyisici esibalulekile sokugcina impilo. Ezinganeni, ukulala kubalulekile ekukhuleni nasekuthuthukisweni. $\frac{1}{4}$

Ubudala nesimo	Izidingo zokulala
Izinsana (izinyanga ezingu-0-3)	Amahora angu-14 kuya ku-17
Izinsana (izinyanga ezingu-4-11)	Amahora angu-12 kuya ku-15
Izinsana (iminyaka engu-1-2) $\frac{1}{2}$	Amahora angu-11 kuya ku-14
Abasenkulisa (iminyaka engu-3-5)	Amahora angu-10 kuya kwangu-13
Izingane ezifunda esikoleni (iminyaka engu-6-13)	Amahora angu-9 kuya kwangu-11 $\frac{3}{4}$
Intsha (iminyaka engu-14-17)	Amahora angu-8 kuya kwangu-10
Abantu abadala (iminyaka engu-18-64)	Amahora angu-7 kuya ku-9
Abantu abadala (iminyaka engama-65 nangaphezulu)	Amahora angu-7 kuya kwangu-8

$\frac{1}{4}$

5	-	5	20
---	---	---	----

$\frac{1}{2}$

10	-	10	20
----	---	----	----

$\frac{3}{4}$

15	-	15	20
----	---	----	----

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	-	20
----	---	----

[20]

TOTAL SECTION A: 200

SECTION B: WORD PROCESSING (100)

1. The total of this section is 100 MARKS. 80% of part A of each question is allocated for accuracy and 20% for display. 80% of the marks of part B of each question is allocated for processing and 20% for accuracy.
2. Part A of each question has to be keyed in correctly.
3. Part B of each question must be processed according to the instructions.
4. ONE mark is deducted per error – accuracy as well as display and processing.

ACCURACY ERRORS = All keying-in errors
 DISPLAY ERRORS = All display errors
 PROCESSING ERRORS = All processing instructions

5. Questions in part A not completed will be marked accordingly.

If only $\frac{1}{4}$ of a question is completed, only $\frac{1}{4}$ of the original mark will be used for the marking of the question. If only $\frac{1}{2}$ of a question is completed, only $\frac{1}{2}$ of the original mark will be used. If only $\frac{3}{4}$ of a question is completed, only $\frac{3}{4}$ of the original mark will be used.

EXAMPLE

TOTAL MARKS = 20
 ACCURACY = 16
 DISPLAY = 4

$\frac{1}{2}$ OF THE QUESTION IS COMPLETED, MARK AS FOLLOWS:

$\frac{1}{2}$ OUT OF 16 = 8 MARKS
 $\frac{1}{2}$ OUT OF 4 = 2 MARKS

THE QUESTION IS MARKED OUT OF 10, BUT THE MARK IS ALLOCATED OUT OF 20:

7	1	=	8	=	8
8	2	=	10	=	20
1e	1e	=	2e		

6. A keying-in error occurring repeatedly must be penalised as one accuracy error only; repetitive errors must be encircled only.

WORD PROCESSING**SCHEDULE – QUESTIONS 7A, 7B, 7C, 8A, 8B, 9A AND 9B**

-1 MARK PER ERROR DEDUCTED – ACCURACY – RED
-1 MARK PER ERROR DEDUCTED – DISPLAY – BLUE
-1 MARK PER ERROR DEDUCTED – PROCESSING – BLUE

MARKS:	16	12	8	4	3	2
QUESTION: ERRORS:	Q8B Q9B	Q7B Q8A Q9A	Q7A	Q7B Q7C Q8B Q9B	Q8A Q9A	Q7A
0	16	12	8	4	3	2
1	15	11	7	3	2	1
2	14	10	6	2	1	0
3	13	9	5	1	0	
4	12	8	4	0		
5	11	7	3			
6	10	6	2			
7	9	5	1			
8	8	4	0			
9	7	3				
10	6	2				
11	5	1				
12	4	0				
13	3					
14	2					
15	1					
16	0					

QUESTION 7A: MAIL MERGE**MARKS: 10****8 MARKS – ACCURACY**

– Every keying-in error

2 MARKS – DISPLAY/MANIPULATION

1. Line spacing incorrect
2. Paper size (A4 landscape) and/or word wrap and/or columns incorrect
3. Font/Font size (Comic Sans MS 10 pt) and/or capital/small letters and/or letter spaces incorrect
4. Fields/Field names incorrect

QUESTION 7A (CONTINUED)

1 l/s 2 A4L, word wrap, columns 3 Comic Sans MS 10 pt, uc/lc, letter spaces 4 fields/field names

NAME	SURNAME	ADDRESS	TOWN	CODE	DATE 1	DATE 2	O1	O2	O3
Michael	Stoman	PO Box 1234	DELVILLE	1404	1 July 2019	31 July 2019			X
Rose	Pillay	PO Box 5678	EDENVALE	1610	1 August 2019	31 August 2019		X	
Violet	Mkhize	PO Box 9012	LINKSFIELD	2192	1 September 2019	30 September 2019	X		

¼

½

¾

¼

2	1	3	10
---	---	---	----

½

4	1	5	10
---	---	---	----

¾

6	2	8	10
---	---	---	----

8	2	10
---	---	----

(10)

QUESTION 7B: MAIL MERGE**MARKS: 16****4 MARKS – ACCURACY**

– Every keying-in error

12 MARKS – PROCESSING

1. Margins incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect and/or [EXAMINATION NUMBER] and [QUESTION 7B] not inserted as a header and/or incorrect
4. Fields/Field names not inserted in bold and 14 pt and/or incorrect
5. Triple border not inserted around the letterhead and/or row not shaded and/or incorrect
6. [MK Health Shop] not inserted in CS 18 pt, spaced capital letters, bold and centred and/or [✉ PO Box 12529 2000], [☎ 011 754 1234] and [E-mail: mkhealthshop@gmail.com] not inserted and/or incorrect plus one accuracy error
7. [123 Plain Street], [Johannesburg] and [2001] not inserted and/or incorrect plus one accuracy error
8. [Dear], [Find below the breakfast menus for the period ... to ...] and [Indicate with a cross (X) the preferred menu:] not inserted and/or incorrect plus two accuracy errors
9. [breakfast menu] not transposed and/or incorrect plus one accuracy error
10. [Indicate with a cross (X) the preferred menu:] not in italics and double underlined, [Breakfast] not underlined and/or [Option 1], [Option 2], [Option 3] and [Manager] not in bold and/or incorrect
11. Blocks not inserted and/or incorrect
12. Footnote 1 [Meal plan for a person with diabetes] not inserted in CS 10 pt and/or incorrect plus one accuracy error
13. Footnote 2 [Meal plan to control weight] not inserted in CS 10 pt and/or incorrect plus one accuracy error
14. Footnote 3 [Meal plan for a person suffering from congestive heart failure] not inserted in CS 10 pt and/or incorrect plus one accuracy error

QUESTION 7B (CONTINUED)

15. [Breakfast 1], [Breakfast 2], [Breakfast 3], [Option 1], [Option 2] and [Option 3] not inserted and/or incorrect plus one accuracy error
16. [$\frac{1}{2}$ cup of raisin bran cereal], [$\frac{1}{2}$ bagel], [$\frac{1}{3}$ 13 cm melon], [$\frac{1}{2}$ cup skim milk] and [15 mℓ cream cheese] not inserted and/or incorrect plus two accuracy errors
17. [$\frac{1}{2}$ grapefruit], [1 slice whole wheat toast], [$\frac{3}{4}$ cup of dry cereal], [1 glass (250 mℓ) skim milk] and [Coffee or tea as desired] not inserted and/or incorrect plus two accuracy errors
18. [$\frac{1}{8}$ melon], [1 biscuit shredded wheat], [1 low sodium corn muffin], [5 mℓ unsalted margarine], [1 cup skim milk] and [Coffee or tea, no sugar] not inserted and/or incorrect plus two accuracy errors
19. Runs on incorrect
20. [Thank you for your enquiries and hope we see you soon.], [Regards] and [Manager] not inserted and/or incorrect plus one accuracy error
21. [Manager] not inserted in Brush Script MT 16 pt and/or incorrect

QUESTION 7C: MAIL MERGE**MARKS: 4****4 MARKS – PROCESSING – MERGED DOCUMENT****(–1 PER PRINTOUT NOT HANDED IN)**

1. If all the letters were not handed in, 1 mark per letter will be deducted.
2. If footnote numbers are not 1, 2 and 3 on all letters, 1 mark will be deducted.

QUESTION 7B (CONTINUED)

1 margins, alignment, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces, [EXAMINATION NUMBER] left and [QUESTION 7B] right as header 4 fields/field names, bold, 14 pt

EXAMINATION NUMBER

QUESTION 7B

5 triple border, row shaded 6 insert, 18 pt, sp caps, bold, centre

M K H E A L T H S H O P	
6 insert ✉ PO Box 12529 2000 ☎ 011 754 1234 E-mail: mkhealthshop@gmail.com	7 insert 1 right-align 123 Plain Street 3 uc JOHANNESBURG 2001

4 Field names bold, 14 pt

«NAME» «SURNAME»

«ADDRESS»

«TOWN»

«CODE»

Dear «NAME» 4 Field names bold, 14 pt 8 insert

8 insert

9 trs

4 Field names bold, 14 pt

Find below the breakfast menus for the period «DATE_1» to «DATE_2».

Indicate with a cross (X) the preferred menu:

8 insert 10 italics, double u/line

11 blocks 4 Field names bold, 14 pt 15 insert 3 uc 10 u/line 12 footnote 1

13 footnote 2

14 footnote 3

«O1» BREAKFAST 1¹

«O2» BREAKFAST 2²

«O3» BREAKFAST 3³

3 uc, 10 pt 10 bold 1 centre 15 insert

3 uc, 10 pt 10 bold 1 centre 15 insert

3 uc, 10 pt 10 bold 1 centre 15 insert

OPTION 1

OPTION 2

OPTION 3

16 insert 19 runs on

½ cup of raisin bran cereal

½ bagel

⅓ 13 cm melon

½ cup skim milk

15 ml cream cheese

17 insert 19 runs on

½ grapefruit

1 slice whole wheat toast

¾ cup of dry cereal

1 glass (250 ml) skim milk

Coffee or tea as desired

18 insert

⅛ melon

1 biscuit shredded wheat

1 low sodium corn muffin

5 ml unsalted margarine

1 cup skim milk

Coffee or tea, no sugar

20 insert

Thank you for your enquiries and hope we see you soon.

20 insert

Regards

12	4	16

1 line tab stop on 5.08 cm/2"

MANAGER

20 insert 21 Brush Script MT 16 pt 3 uc 10 bold

¹ Meal plan for a person with diabetes 12 footnote 1, 10 pt

² Meal plan to control weight 13 footnote 2, 10 pt

³ Meal plan for a person suffering from congestive heart failure 14 footnote 3, 10 pt

QUESTION 7C
EXAMINATION NUMBER

QUESTION 7C

M K H E A L T H S H O P	
☒ PO Box 12529 2000 ☎ 011 754 1234 E-mail: mkhealthshop@gmail.com	123 Plain Street JOHANNESBURG 2001

Michael Stoman
PO Box 1234
DELVILLE
1404

Dear **Michael**

Find below the breakfast menus for the period **1 July 2019** to **31 July 2019**.

Indicate with a cross (X) the preferred menu:

BREAKFAST 1¹
 BREAKFAST 2²
 BREAKFAST 3³

OPTION 1

$\frac{1}{2}$ cup of raisin bran cereal
 $\frac{1}{2}$ bagel
 $\frac{1}{3}$ 13 cm melon
 $\frac{1}{2}$ cup skim milk
 15 ml cream cheese

OPTION 2

$\frac{1}{2}$ grapefruit
 1 slice whole wheat toast
 $\frac{3}{4}$ cup of dry cereal
 1 glass (250 ml) skim milk
 Coffee or tea as desired

OPTION 3

$\frac{1}{8}$ melon
 1 biscuit shredded wheat
 1 low sodium corn muffin
 5 ml unsalted margarine
 1 cup skim milk
 Coffee or tea, no sugar

Thank you for your enquiries and hope we see you soon.

Regards

MANAGER

¹ Meal plan for a person with diabetes

² Meal plan to control weight

³ Meal plan for a person suffering from congestive heart failure



QUESTION 7C (CONTINUED)
EXAMINATION NUMBER

QUESTION 7C

M K H E A L T H S H O P

✉ PO Box 12529 2000
 ☎ 011 754 1234
 E-mail: mkhealthshop@gmail.com

123 Plain Street
 JOHANNESBURG
 2001

Rose Pillay
PO Box 5678
EDENVALE
1610

Dear **Rose**

Find below the breakfast menus for the period **1 August 2019** to **31 August 2019**.

Indicate with a cross (X) the preferred menu:

BREAKFAST 1¹ BREAKFAST 2² BREAKFAST 3³

OPTION 1

$\frac{1}{2}$ cup of raisin bran cereal
 $\frac{1}{2}$ bagel
 $\frac{1}{3}$ 13 cm melon
 $\frac{1}{2}$ cup skim milk
 15 ml cream cheese

OPTION 2

$\frac{1}{2}$ grapefruit
 1 slice whole wheat toast
 $\frac{3}{4}$ cup of dry cereal
 1 glass (250 ml) skim milk
 Coffee or tea as desired

OPTION 3

$\frac{1}{8}$ melon
 1 biscuit shredded wheat
 1 low sodium corn muffin
 5 ml unsalted margarine
 1 cup skim milk
 Coffee or tea, no sugar

Thank you for your enquiries and hope we see you soon.

Regards

MANAGER

¹ Meal plan for a person with diabetes

² Meal plan to control weight

³ Meal plan for a person suffering from congestive heart failure

QUESTION 7C (CONTINUED)
EXAMINATION NUMBER

QUESTION 7C

M K H E A L T H S H O P	
☒ PO Box 12529 2000 ☎ 011 754 1234 E-mail: mkhealthshop@gmail.com	123 Plain Street JOHANNESBURG 2001

Violet Mkhize
PO Box 9012
LINKSFIELD
2192

Dear **Violet**

Find below the breakfast menus for the period **1 September 2019** to **30 September 2019**.

Indicate with a cross (X) the preferred menu:

BREAKFAST 1¹ BREAKFAST 2² BREAKFAST 3³

OPTION 1	OPTION 2	OPTION 3
½ cup of raisin bran cereal ½ bagel ⅓ 13 cm melon ½ cup skim milk 15 ml cream cheese	½ grapefruit 1 slice whole wheat toast ¾ cup of dry cereal 1 glass (250 ml) skim milk Coffee or tea as desired	⅛ melon 1 biscuit shredded wheat 1 low sodium corn muffin 5 ml unsalted margarine 1 cup skim milk Coffee or tea, no sugar

Thank you for your enquiries and hope we see you soon.

Regards

MANAGER

 4 |
 √
 √

¹ Meal plan for a person with diabetes
² Meal plan to control weight
³ Meal plan for a person suffering from congestive heart failure

(4)
[30]

QUESTION 8A: DISPLAY**MARKS: 15****12 MARKS – ACCURACY**

– Every keying-in error

3 MARKS – DISPLAY

1. Margins incorrect and/or alignment (left, centred, right, justified) 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 (CN12) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. [EXAMINATION NUMBER] left and [QUESTION 8A] right not inserted as a header and/or incorrect

 $\frac{1}{4}$

3	1	4	15
---	---	---	----

 $\frac{1}{2}$

6	2	8	15
---	---	---	----

 $\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

QUESTION 8A (CONTINUED)

1 margins, alignment, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces
 4 [EXAMINATION NUMBER] left and [QUESTION 8A] right as header

EXAMINATION NUMBER

QUESTION 8A

Population health is defined as the health outcomes of a group of individuals including the distribution of such outcomes within the group. ¼

These groups are often geographic populations such as nations but can also be other groups such as employees ethnic groups disabled persons prisoners ½ or any other defined group.

There are many health determinants or factors such as medical care systems individual behaviour genetics and the physical environment. ¾

Mortality	Race
	SES
	Geography
	Gender

Health related	Race
quality of life	SES

Health care
 Individual behaviour

12	3	15

(15)

QUESTION 8B: DISPLAY**MARKS: 20****4 MARKS – ACCURACY**

– Every keying-in error

16 MARKS – PROCESSING

1. Margins incorrect and/or alignment (left, centred, right, justified) 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 (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect and/or [EXAMINATION NUMBER] and [QUESTION 8B] not inserted as a header and/or incorrect
4. 2 columns not created and/or incorrect
5. Header [Population health] not inserted in capital letters, Verdana 8 pt and right-aligned and/or incorrect
6. [Population health] not inserted in Bradley Hand ITC 36 pt, spaced capital letters, bold, shadowed and centred and/or incorrect plus one accuracy error
7. [What is population health?] not inserted in Verdana 12 pt, capital letters, bold, double underlined and right-aligned and/or incorrect plus one accuracy error
8. Endnote [Evans and Soddart] not inserted in Verdana 10 pt and/or incorrect plus one accuracy error
9. [the health outcomes of a group of individuals including the distribution of such outcomes within the group.] not changed to italics and/or incorrect
10. [or communities] and [social environment] not inserted and/or incorrect plus one accuracy error
11. Bullets not inserted and/or [,] not inserted and/or incorrect plus one accuracy error
12. [determinants or factors], [Policies and programmes], [health determinants or factors] and [health outcomes] not underlined and/or incorrect
13. [Policies and programmes] not inserted in Verdana 12 pt, capital letters, bold, highlighted and centred and/or incorrect plus one accuracy error

QUESTION 8B (CONTINUED)

14. [Policies and programmes produce changes in health determinants or factors and then produce the health outcomes.] not inserted and/or incorrect plus two accuracy errors
15. [Outcomes], [Determinants/Factors], [Mean] and [Disparity] not inserted and/or incorrect plus one accuracy error
16. [Outcomes] and [Determinants/Factors] not in Century Gothic 12 pt, capital letters and bold and/or [Means] and [Disparity] not in Verdana 12 pt and italics and/or incorrect
17. Column 1 not shaded and/or incorrect
18. [Geography], [Gender], [Social environment], [Physical environment] and [Genetics] not inserted and/or incorrect plus one accuracy error
19. New lines incorrect
20. Table not inserted and/or content in table not centred horizontally and vertically and/or column 2 not centred vertically and/or incorrect
21. [The health outcomes of such groups are of relevance to policy makers in both the public and private sectors.] not inserted and/or incorrect plus two accuracy errors
22. [The health outcomes of such groups are of relevance to policy makers in both the public and private sectors.] not moved and/or [public and private sectors] not in italics and double underlined and/or incorrect

4	16	20

QUESTION 8B (CONTINUED) 1 margins, alignment, l/s 2 A4L, tab/indent, hyphen 3 font, uc/lc, letter spaces, [QUESTION 8B] changed in header 4 2 columns

EXAMINATION NUMBER

QUESTION 8B

6 insert, Bradley Hand ITC 36 pt, sp caps, bold, shadowed, centred

5 header, Verdana 8 pt, uc, right-aligned POPULATION HEALTH

POPULATION HEALTH

7 insert, Verdana 12 pt, uc, bold, double underlined, right-aligned 8 endnote

WHAT IS POPULATION HEALTH?

Population health is defined as the health outcomes of a group of individuals including the distribution of such outcomes within the group. 9 italics

10 insert

These groups are often geographic populations such as nations or communities but can also be other groups such as

11 bullets, insert [,]

- employees,
- ethnic groups,
- disabled persons,
- prisoners
- or any other defined group.

12 u/line

There are many health determinants or factors such as

11 bullets, insert [,]

- medical care systems,
- individual behaviour,
- genetics,
- social environment 10 insert
- and the physical environment.

20 centre column 2 vertically

13 insert, Verdana 12, uc, bold, highlighted, centred

POLICIES AND PROGRAMMES

14 insert

Policies and programmes produce changes in health determinants or factors and then produce the health outcomes. 12 u/line

15 insert 16 Century Gothic 12 pt, bold, uc, Verdana 12 pt, bold, italics

OUTCOMES		DETERMINANTS/ FACTORS
<i>Mean</i>	<i>Disparity</i>	
Mortality	Race	Health care
	SES	
	Geography	Individual behaviour
	Gender	
Health related quality of life	Race	<u>Social environment</u>
	SES	
	<u>Geography</u>	<u>Physical environment</u>
	<u>Gender</u>	

17 column 1 shaded 20 table, centre horizontally and vertically

18 insert

18 insert 19 NL

The health outcomes of such groups are of relevance to policy makers in both the public and private sectors.

21 insert 22 moved, italics, double u/line

4	16	20
---	----	----

(20)
[35]

¹ Evans and Soddart 8 endnote, Verdana 10 pt

QUESTION 9A: AFRICAN LANGUAGE

MARKS: 15

12 MARKS – ACCURACY
– Every keying-in error
3 MARKS – DISPLAY
<ol style="list-style-type: none"> 1. Margins incorrect and/or alignment (left, centred, right, justified) 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) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect 4. [EXAMINATION NUMBER] left and [QUESTION 9A] right not inserted as a header and/or incorrect 5. Text not keyed in exactly as it is

1/4

3	1	4	15
---	---	---	----

1/2

6	2	8	15
---	---	---	----

3/4

9	2	11	15
---	---	----	----

12	3	15
----	---	----

QUESTION 9A (CONTINUED)

1 marg, alignment, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 7B] right as header
5 text not keyed in exactly as it is

EXAMINATION NUMBER

QUESTION 9A

Lintlha tsa bohlokoa tse susumetsang hore na batho ba phetse hantle kapa ha li kotsi li kenyeletsa tse latelang:

Chelete le boemo ba sechaba $\frac{1}{4}$

Mekhoa ea tsehetso ea sechaba

Thuto le ho bala le ho ngola

Maemo a mosebetsi/mosebetsi

Libaka tsa sechaba

Maemo a tlhaho

Litloaelo tsa bophelo bo botle $\frac{1}{2}$ le tsebo ea ho sebetsana le boemo

Bophelo bo botle ba bana

Biology le liphatsa tsa lefutso $\frac{3}{4}$

Tekano

Tsela ea Bophelo Ho kopanya liqeto tsa botho tse ka tlatsetsang kapa tsa baka bokuli kapa lefu.

Tikoloho

Likokoana-hloko

$\frac{1}{4}$

3	1	4	15
---	---	---	----

$\frac{1}{2}$

6	2	8	15
---	---	---	----

$\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

(15)

QUESTION 9B: AFRICAN LANGUAGE**MARKS: 20****4 MARKS – ACCURACY**

– Every keying-in error

16 MARKS – PROCESSING

1. Margins incorrect and/or alignment (left, centred, right, justified) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A5 portrait) incorrect and/or tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect and/or [EXAMINATION NUMBER] and [QUESTION 9B] not inserted as a header and/or incorrect
4. Page border not inserted and/or incorrect
5. Page number not inserted as 4, Courier New 10 pt, top and right-aligned and/or incorrect
6. [Mokhatlo oa lefatse oa bophelo] not inserted as a header in Arial Narrow 8 pt, capital letters, bold, double underlined and left-aligned and/or incorrect plus one accuracy error
7. [Liqeto] not inserted in Comic Sans 18 pt, spaced capital letters, bold, italics and centred and/or incorrect plus one accuracy error
8. Border not inserted around [Liqeto] and/or not shaded and/or incorrect
9. [Lintlha tsa bohlokoa tse susumetsang hore na batho ba phetse hantle kapa ha li kotsi li kenyeletsa tse latelang:] not changed to bold, italics and right-aligned and/or incorrect
10. Two columns not created and/or incorrect
11. Content of two columns not changed to 8 pt and/or incorrect
12. Bullets not inserted and indented and/or incorrect
13. [Litsebeletso tsa tlhokomelo ea bophelo] and [Setso] not inserted in 8 pt and/or incorrect plus one accuracy error
14. Column break not inserted and/or incorrect
15. [Masimo a mararo a ikemetseng e le lisosa tsa bohlokoa tsa bophelo ba motho:] not inserted in 12 pt, bold, italics and right-aligned and/or incorrect plus one accuracy error

QUESTION 9B (CONTINUED)

16. Numbers not inserted and indented and/or incorrect
17. [Tsela ea bophelo], [Tikoloho] and [Li-biomedical] not in capital letters, 8 pt and underlined and/or content of numbered paragraphs not 8 pt and/or incorrect
18. New paragraphs not created and/or incorrect
19. [Litaba tsohle li amana le bophelo bo bottle bo ka ntle ho 'mele oa motho le seo motho eo a se nang taolo kappa ho se laola.] not inserted and/or incorrect plus two accuracy errors
20. [Li-biomedical] and [Likarolo tsohle tsa bophelo bo botle, 'meleng le kelello li hlahile ka hare ho' mele oa motho joalokaha li susumelitsoe ke liphatsa tsa lefutso.] not inserted and/or incorrect plus two accuracy errors
21. [Likokoana-hloko] not deleted and/or incorrect
22. [Motho ea phelang o bohlokoa ho boemo bohle ba bophelo ba hae le boleng ba bophelo ba hae.] not inserted as a footer in Arial Narrow 8 pt, double underlined and centred and/or incorrect plus two accuracy errors

4	16	20

QUESTION 9B (CONTINUED)

1 marg, alignment, l/s 2 A5P, tab/indent, hyph 3 font, uc/lc, letter spaces, [QUESTION 9B] changed in header
6 header, Arial Narrow 8 pt, uc, bold, double u/line, left 5 page number 4, 10 pt, top, right-aligned 4 page border
MOKHATLO OA LEFATSE OA BOPHELO 4

7 insert, Comic Sans 18 pt, sp caps, bold, italics, centred 8 border around text, shaded

LIQETO

9 12 pt, bold, italics, right-aligned

Lintlha tsa bohlokoa tse susumetsang hore na batho ba phetse hantle kapa ha li kotsi li kenyeletsa tse latelang:

10 TWO columns 11 8 pt 12 bullets and indent

- Chelete le boemo ba sechaba
- Mekhoa ea tsehetso ea sechaba
- Thuto le ho bala le ho ngola
- Maemo a mosebetsi/mosebetsi
- Libaka tsa sechaba
- Maemo a tlhaho
- Litsebeletso tsa tlhokomelo ea bophelo 13 insert

11 8 pt 12 bullets and indent

- Litloaelo tsa bophelo bo botle le tsebo ea ho sebetsana le boemo
- Bophelo bo botle ba bana
- Biology le liphatsa tsa lefutso
- Tekano
- Setso 13 insert

14 column break

15 insert, 12 pt, bold, italics, right-aligned

Masimo a mararo a ikemetseng e le lisosa tsa bohlokoa tsa bophelo ba motho:

16 insert numbers, indent 17 headings uc, u/line, 8 pt

1. TSELA EA BOPHELO

18 NP 17 8 pt

Ho kopanya liqeto tsa botho tse ka tlatsetsang kapa tsa baka bokuli kapa lefu.

2. TIKOLOHO 17 headings uc, u/line, 8 pt

19 insert 17 8 pt 18 NP

Litaba tsohle li amana le bophelo bo bottle bo ka ntle ho 'mele oa motho le seo motho eo a se nang taolo kappa ho se laola.

20 insert 17 8 pt

3. LI-BIOMEDICAL 17 headings uc, u/line, 8 pt

20 insert 17 8 pt 18 NP

Likarolo tsohle tsa bophelo bo botle, 'meleng le kelello li hlahile ka hare ho' mele oa motho joalokaha li susumelitsoe ke liphatsa tsa lefutso.

21 del Likokoana-hloko 22 footer, Arial Narrow 8 pt, double underline, centred

Motho ea phelang o bohlokoa ho boemo bohle ba bophelo ba hae le boleng ba bophelo ba hae.

4 | 1620

(20)
[30]

**TOTAL SECTION B: 100
GRAND TOTAL: 300**