



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

11 November 2022

This marking guideline consists of 44 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. THE 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 for incorrect margins.

Do not penalise for incorrect line spacing.

Do not penalise for incorrect hyphenation.

Do not penalise for incorrect capital/small letters.

Do not penalise for incorrect letter spaces.

Do not penalise for incorrect alignment.

Do not penalise for any display errors.

Do not penalise if a whole line or paragraph has been left out and keyed in in a different 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 fewer 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 in 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)

Every day carbon dioxide is produced that is released into the earth's atmosphere and which will still be there one hundred years later.

This increased content of carbon dioxide increases the warmth of our planet and is the main cause of the so-called global warming effect. One answer to global warming is to replace and retrofit current technologies with alternatives that have comparable or better performance, but do not emit carbon dioxide. We call this alternative energy.

By 2050, a third of the world's energy will need to come from solar, wind and other renewable resources. Climate change, population growth and fossil fuel depletion mean that **renewables** will need to play a bigger role in the future than they do today.

Alternative energy refers to energy sources that have no undesired consequences like fossil fuels or nuclear energy has. Alternative energy sources are renewable and are thought to be free energy sources. They all have lower carbon emissions compared to conventional energy sources. These include **biomass energy**, **wind energy**, **solar energy**, **geothermal energy** and **hydroelectric energy** sources. Combined with

QUESTION 1 (CONTINUED)

recycling, the use of clean alternative energies such as solar power systems in the home will help ensure man's survival into the 21st century and beyond.

Mankind has been crazy not to have bothered to harness the sun's energy until now. Think about this when next time you go outside on a sunny day. The light falling on your face left the sun just 8 minutes earlier. In those 8 minutes it travelled 149 668 992 million kilometres. The photons striking a PV module can be converted to electricity. As technology, a photovoltaic system is not as glitzy as a new sports utility vehicle advertised on television, but in many ways PV is much more elegant and sophisticated.

Whether for your business or your home, why not invest in solar panels? Today's solar panels are bombproof and often come with a 25-year warranty or more. Your solar panels may outlive you. They are also modular – you can start with a small system and expand it over time. Solar panels are light (weighing about 9 kg), so if you move you can take the system with you.

Societies have taken advantage of wind power for thousands of

QUESTION 1 (CONTINUED)

years. Today, people are realising that wind power is one of the most promising new energy sources that can serve as alternative to fossil fuel-generated electricity. The cost of wind has dropped by 15% with each doubling of installed capacity worldwide.

50 wpm

Though wind energy is now more affordable, more available and pollution-free, it does have some drawbacks. Wind power suffers from the same lack of energy density as direct solar radiation. The fact that it is a very

55 wpm
w.p.m.**[20]**

QUESTION 1 (CONTINUED)

Whether for your business or your home, why not invest in solar panels? Today's solar panels are bombproof and often come with a 25-year warranty or more. Your solar panels may outlive you. They are also modular – you can start with a small system and expand it over time. Solar panels are light (weighing about 9 kg), so if you move you can take the system with you.

Societies have taken advantage of wind power for thousands of years. Today, people are realising that wind power is one of the most promising new sources that can serve as an alternative to fossil fuel-generated electricity. The cost of wind has dropped by 15% with each doubling of installed

50 wpm

[20]

QUESTION 1 (CONTINUED)

Societies have taken advantage of wind power for thousands of years. Today, people are realising that wind power is one of the most promising new energy sources that can serve as an alternative to fossil fuel-generated electricity. The cost of wind has dropped by 15% with each doubling of installed capacity worldwide.

Though wind energy is now more affordable, more available and pollution-free, it does have some drawbacks. Wind power suffers from the same lack of energy density as direct solar radiation. The fact that it is a very

→ 55 wpm

[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 (A4 landscape) incorrect and/or
Tabular stops/Indentation incorrect and/or
Hyphenation incorrect
3. Font/Font size (Arial 10 pt, 12 pt 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 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. Sp caps – spaced capital letters incorrect and/or
Move – not moved and/or incorrect and/or
Join – not joined
8. Runs on – incorrect and/or
NP and NL – new paragraph and new line incorrect and/or
In full – not in full and/or incorrect
9. Main heading incorrect and/or
Column headings incorrect and/or
Columns incorrect and/or column 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

 $\frac{1}{4}$

5	5	10	40

 $\frac{1}{2}$

10	10	20	40

 $\frac{3}{4}$

15	15	30	40

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

A	D	T
20	20	40

QUESTION 2 (CONTINUED)

1 margins, alignment, line spacing 2 A4L, tab stops/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 2] right as header
9 headings, column shaded 10 vertical lines 11 horizontal lines 12 figures 13 footnote

EXAMINATION NUMBER

QUESTION 2

7 sp caps 3 18 pt 6 bold, double underline 1 centre

J O B E V A L U A T I O N

8 runs on 8 in full 8 in full

Table 2: Job evaluation by salary band for the period 1 April 2021 to 31 March 2022 6 u/line

7 join 4 / 4 /
Within a nationally determined framework the executive authority may evaluate or re-evaluate any job in an organisation. In terms of the regulations, all vacancies on salary level 9 and higher must be evaluated before they are filled. 6 bold 5 sp

8 NP 4 /
The following table is a summary of the number of jobs that were evaluated during the year under review. *Statistics are also provided for the number of posts that were upgraded or downgraded.* 6 ital 1/4

SALARY BAND	NUMBER OF POSTS	NUMBER OF JOBS EVALUATED	% OF POSTS EVALUATED	POSTS UPGRADED ¹		POSTS DOWNGRADED ¹	
				Number	% of posts evaluated	Number	% of posts evaluated
Contract (Levels 1–2)	28	0	0	0	0	0	0
Contract (Levels 3–5)	14	0	0	0	0	0	0
Contract (Levels 6–8)	6	0	0	0	0	0	0
Contract (Levels 9–12)	12	0	0	0	0	0	0
Contract (Band A)	3	0	0	0	0	0	0
Contract (Band B)	1	0	0	0	0	0	0
Contract (Band C) 4 insert	2	0	0	0	0	0	0
Contract (Band D)	2	0	0	0	0	0	0
Skilled (Levels 3–5) 4 del [person]	104	9	8,7	0	0	0	0
Highly-skilled production (Levels 6–8)	158	3	1,9	0	0	0	0
Highly-skilled supervision (Levels 9–12)	258	1	0,4	0	0	0	0
Senior Management Service Band A	67	2	3	0	0	0	0
Senior Management Service Band B	22	0	0	0	0	0	0
Senior Management Service Band C	7	0	0	0	0	0	0
Senior Management Service Band D	3	0	0	0	0	0	0
TOTAL 3 uc 6 bold	5 stet 687	15	2,2	0	0	0	0

7 move

1 No posts were upgraded or downgraded 5 trs

A	D	T
20	20	40

[40]

QUESTION 3: 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 12 pt, 14 pt and Comic Sans 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
[EXAMINATION NUMBER] left and [QUESTION 3] 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 – not joined
8. NP and NL – new paragraph and new line incorrect and/or
Runs on – incorrect and/or
Word [by] not replaced with symbol [x] and/or incorrect
9. Columns incorrect and/or
Heading not highlighted and/or incorrect and/or
Borders not around columns and/or incorrect
10. Numbered paragraphs not inserted and/or bullets not inserted 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

 $\frac{1}{2}$

16	4	20	40

 $\frac{3}{4}$

24	6	30	40

A	D	T
32	8	40

QUESTION 3 (CONTINUED) 1 margins (1,27 cm), alignment, line spacing 2 A4L, tab/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 3] right as header

9 columns, borders around columns

EXAMINATION NUMBER

1 centre column 1 horizontally and vertically

QUESTION 3

3 Comic Sans 14 pt, uc 6 bold 1 right-align

3 Comic Sans 14 pt, uc 6 bold 1 right-align

TIDAL POWER

6 bold

4 /

The rise and fall of the tides is steady and predictable,

8 NP

6 ital 1 centre

making tidal power a viable alternative source of energy

8 NP

3 uc

5 trs

for REGIONS where high tidal ranges are available.

3 Comic Sans 14 pt, uc 6 bold 1 right-align

GEOTHERMAL

10 numbers

8 symbol

4 /

1. Roughly 1,4 x 10²¹ joules % of heat energy flows to the EARTH'S surface every year.

3 uc 6 bold

4 del [low]

2. Regions with high levels of geothermal activity like

10 bullets

➤ Iceland and

➤ Indonesia 5 stet

6 bold

can tap into this geothermal energy available in magma conduits and hot springs to spin turbines that generate ELEC-TRICITY or provide natural heating to homes. 3 uc 8 runs on

SOLAR POWER

3 uc 6 u/line 1 centre

WHAT BETTER WAY IS THERE TO REACH TYPE I STATUS?

7 join

6 ital

From photovoltaic (PV) cells that capture photons and convert them into electricity ¼

8 NP

to solar thermal energy (STE) that makes use of the sun's heat,

4 /

4 insert

3 uc 5 sp

6 ital 4 / 1 centre

SOLAR is one of the most promising alternative energy sources on the market today.

4 / 3 Comic Sans 14 pt, uc 6 bold 1 right-align

WIND POWER

For thousands of years, humans have harnessed the wind to 4/

10 bullets 8 NL

- push sails,
- mill grains and
- pump water.

½

7 move

6 ital

Today, windmills use turbines to convert rotational energy into electricity that can reliably flow into a grid.

3 14 pt 7 sp caps 6 bold, double underline 9 highlight

D E P A R T M E N T O F E N E R G Y

6 ital 8 NL 3 uc

Physical address: Matimba House
192 Visagie Street

PRETORIA
0002

6 ital 8 NL 3 uc

Postal address: Private Bag X96

PRETORIA
0001

6 ital 8 NL

Email address: info@energy.gov.za

Website: www.energy.gov.za

QUESTION 4: ORGANISATION 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 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 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/Double underline – not changed and/or incorrect
7. Moved – not moved and/or incorrect and/or
Sp caps – spaced capital letters incorrect
8. NL – new lines incorrect and/or
Runs on incorrect and/or
In full – not in full and/or incorrect
9. Shapes not inserted and/or incorrect and/or
Bullets not inserted 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
----	---	----	----

 $\frac{3}{4}$

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

A	D	T
32	8	40

QUESTION 4 (CONTINUED)

1 margins, alignment, line spacing 2 A4P, tab stops/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 4] right as header
9 shapes 10 vertical lines 11 horizontal lines

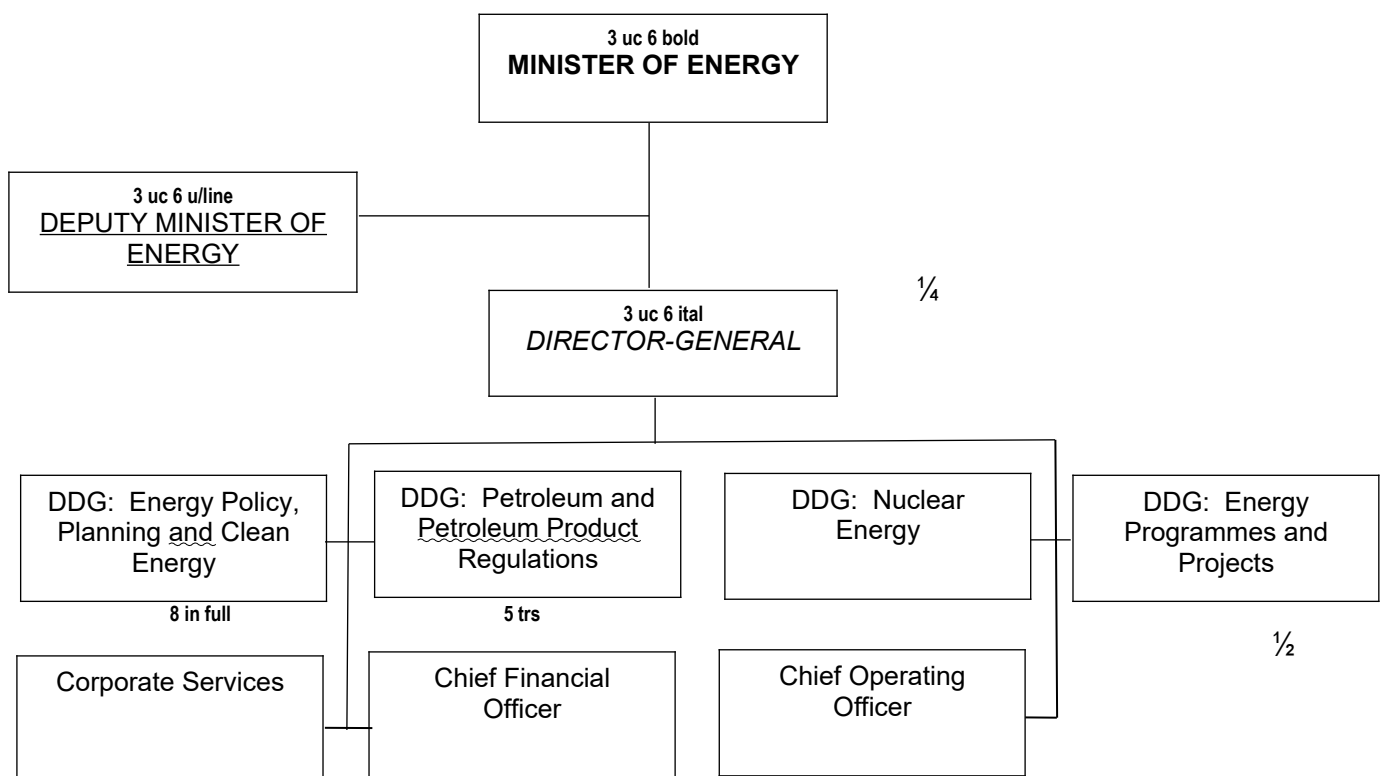
EXAMINATION NUMBER

QUESTION 4

3 18 pt 7 sp caps 6 bold 1 centre
DEPARTMENT OF ENERGY

3 uc 6 double u/line 1 centre
ORGANISATIONAL STRUCTURE

3 Arial 10 pt 8 NL



7 move

5 sp

4 /

5 stet

The following entities report to the minister:

3/4

9 bullets 8 NL

- National Nuclear Regulator (NNR)
- Central Energy Fund (CEF) (SOC) Ltd
- National Energy Commission of South Africa (Necsa) 4 del [Waste]
- National Radioactive Waste Disposal Institute (NRWDI) 4 insert
- National Energy Regulator of South Africa (NERSA) 8 in full
- South African Energy Development Institute (SANEDI) 8 runs on

[40]

QUESTION 5: 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 (Courier New 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 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
Join – not joined
8. NL – new line incorrect and/or
In full – date not in full and/or incorrect and/or
Runs on – incorrect
9. Main headings incorrect and/or
Column headings incorrect and/or
Columns incorrect and/or
Column 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

 $\frac{1}{4}$

8	2	10	40

 $\frac{1}{2}$

16	4	20	40

 $\frac{3}{4}$

24	6	30	40

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

A	D	T
32	8	40

QUESTION 5 (CONTINUED) 1 margins (1,27 cm), alignment, line spacing 2 A4P, tab stop/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 5] right as header 9 headings, columns 10 vertical lines 11 horizontal lines 12 figures EXAMINATION NUMBER

A	D	T
32	8	40

1 centre 3 12 pt, uc 6 bold, doublé u/line 4 /

8 in full

QUESTION 5

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 31 MARCH 2022

1 centre column headings horizontally and vertically

9 shaded

	Note/s	2020/2021 R000	2021/2022 R000	
ASSETS 3 uc 6 bold				
<u>Current assets</u> 6 u/line	6 bold	126 589	1 219 911	
Unauthorized expenditure 2 indent	11	14 860	14 860	
Cash and cash equivalents	12	110 276	1 203 054	1/4
Other <u>financial</u> assets 4 insert	13	-	-	
<u>Prepayments</u> and advances 7 join	14	1 023	1 686	
Receivables	15	430	311	
Loans	17	-	-	
Aid <u>assistance prepayments</u> 5 trs	4	-	-	
Aid assistance receivable	4	-	-	
<u>Noncurrent assets</u> 6 u/line				
Investments 2 indent	16	2 205	2 205	
Receivables	15	2 205	2 205	
<u>Loans</u> 5 stet	17	-	-	
Other financial assets	13	-	-	1/2
TOTAL ASSETS 3 uc 6 bold	6 bold	128 794	1 222 116	
LIABILITIES 3 uc 6 bold				
<u>Current liabilities</u> 6 u/line		126 398	1 219 811	
Voted funds to be surrendered to the Revenue Fund 2 indent	18	125 502	1 217 681	
Departmental revenue and NRF receipts to be surrendered to the Revenue Fund 8 runs on, NL	19	360	1 666	
Bank <u>overdraft</u> 5 sp	20	-	-	3/4
Payables	21	536	464	
Aid assistance repayable	4	-	-	
Aid assistance unutilised	4	-	-	
<u>Noncurrent liabilities</u> 6 u/line				
Payables 2 indent	22	-	-	
TOTAL LIABILITIES 3 uc 6 bold	6 bold	126 398	1 219 811	
7 move				
NET ASSETS 3 uc 6 bold	6 bold	2 396	2 305	
<u>Represented by:</u> 6 ital				
Capitalisation reserve 2 indent del [assets]		2 205	2 205	
Recoverable revenue		191	100	
	6 bold	2 396	2 305	

[40]

QUESTION 6: AFRICAN LANGUAGE**MARKS: 20****20 MARKS – ACCURACY –3 marks per error**

– Every keying-in error

0 MARKS – DISPLAY – no marks**NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS**

1. Do not penalise for incorrect margins.
2. Do not penalise for incorrect line spacing.
3. Do not penalise for incorrect hyphenation.
4. Do not penalise for incorrect capital/small letters.
5. Do not penalise for incorrect letter spaces.
6. Do not penalise for 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 in a different 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 fewer than 5, ignore.

 $\frac{1}{4}$

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

A	-	T
20	-	20

QUESTION 6 (CONTINUED)

AMANDLA SOLAR

Njengomthombo wamahhala wokuvuselela amandla, ubuchwepheshe buye benza uhlelo lokuxhuma amandla elanga ngokusebenzisa amapaneli elanga.

BIOMASS ENERGY $\frac{1}{4}$

Isebenzisa izinto eziphilayo ezifana nezilwane, izitshalo futhi ziguqula zibe enye indlela yamandla engasetshenziswa.

WIND ENERGY

Amandla emimoya asetshenziselwe iminyaka $\frac{1}{2}$ eminingana ukuze kusetshenziswe amandla okuphefumula, ukuqhuma izikhukhula kanye nokwenza amandla emipompo yamanzi.

AMANDLA WE-HYDROELECTRIC $\frac{3}{4}$

Amandla kagesi asebenzisa ukugeleza kwamanzi ukuguqula amaturbines ekwenzeni ugesi.

I-TIDAL ENERGY

Izindleko ze-Tidal zisetshenziselwe kusukela ezinsukwini

 $\frac{1}{4}$

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

A		T
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 errors occurring repeatedly must be penalised as ONE accuracy error only; repetitive errors must be encircled only.

WORD PROCESSING**SCHEDULE – QUESTIONS 7A, 7B, 8A, 8B, 8C, 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:	Q7B Q9B	Q7A Q8B Q9A	Q8A	Q7B Q8B Q8C Q9B	Q7A Q9A	Q8A
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: 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 (Courier New 12 pt) incorrect and/or capital/small letters incorrect and/or letter spaces incorrect
4. [EXAMINATION NUMBER] left and [QUESTION 7A] 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
---	---	----	----

A	D	T
12	3	15

QUESTION 7A (CONTINUED)

1 margins, alignment, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces 4 [EXAMINATION NUMBER] left and [QUESTION 7A] right as header

EXAMINATION NUMBER

QUESTION 7A

Advantages

Renewable energy is secure and plentiful as well as hygienic to employ in contrast to fossil fuels.

Renewable energy provides^{1/4} the base for energy freedom.
These energy resources are stable.

As a technology, renewable energy is a substitute for fuel.

Disadvantages

Some type of^{1/2} renewable energy sources is location-based and commercially unfeasible.

These types of energies need storage capacities.

These energy sources^{3/4} cause pollution.

Renewable energy frequently needs funding to make it feasible.

Some types of energy sources require a huge space.

A	D	T
12	3	15

(15)

QUESTION 7B: 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 (A5 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 [QUESTION 7A] not changed to [QUESTION 7B] in the header and/or incorrect
4. 2 columns not created and/or incorrect
5. Borders not inserted around columns and/or incorrect
6. [Advantages and disadvantages of renewable energy sources] not inserted as header in Bradley Hand ITC 10 pt, capital letters, bold, double underlined and centred and/or incorrect plus one accuracy error
7. [Renewable energy sources] not inserted in Comic Sans 14 pt, capital letters, bold and centred and/or incorrect plus one accuracy error
8. [Advantages] not changed to Arial 12 pt, spaced capital letters and bold and/or incorrect
9. [Renewable energy is secure, plentiful as well as hygienic to employ in contrast to fossil fuels.] not changed to italics and/or incorrect
10. [Multiple types of renewable energy exist] not inserted and/or not underlined and/or incorrect plus one accuracy error
11. Bullets not inserted and/or incorrect
12. [Disadvantages] not changed to Arial 12 pt, spaced capital letters, bold and right-aligned and/or incorrect
13. [This energy is generated from natural processes like] not inserted and/or new paragraph not inserted and/or [natural processes] not underlined and/or incorrect plus one accuracy error
14. [sunlight,], [wind,], [tides,], [geothermal heat], [water and also] and [various types of biomass] not inserted and/or not centred and/or incorrect plus one accuracy error

QUESTION 7B (CONTINUED)

15. Bullets not inserted and/or new lines not inserted and/or incorrect
16. Footnote 1 [Solar energy] not inserted in 10 pt and/or incorrect plus one accuracy error
17. Footnote 2 [Tidal energy] not inserted in 10 pt and/or incorrect plus one accuracy error
18. Footnote 3 [Geothermal energy] not inserted in 10 pt and/or incorrect plus one accuracy error
19. [The renewable energy facts mainly include that] not inserted and/or [renewable energy facts] not bold and/or incorrect plus one accuracy error
20. [it cannot be depleted and] and [it is constantly changed.] not inserted and/or not right-aligned and/or new paragraph incorrect plus one accuracy error

A	P	T
4	16	20

QUESTION 7B (CONTINUED) 1 margins, alignment, line spacing 2 A5L, tab/indent, hyphen 3 font, uc/lc, letter spaces, [QUESTION 7B] changed in header 4 2 columns 5 borders around text 6 insert header, Bradley Hand ITC 10 pt, uc, bold, double u/line, centre

EXAMINATION NUMBER

QUESTION 7B

ADVANTAGES AND DISADVANTAGES OF RENEWABLE ENERGY SOURCES

7 insert, Comic Sans 14 pt, uc, bold, centre

RENEWABLE ENERGY SOURCES

ADVANTAGES 8 Arial 12 pt, sp caps, bold

Renewable energy is secure and plentiful as well as hygienic to employ in contrast to fossil fuels. 9 ital

Multiple types of renewable energy exist 10 insert, u/line

11 bullets

- Renewable energy provides the base for energy freedom.
- These energy resources are stable.
- As a technology, renewable energy is a substitute for fuel.

DISADVANTAGES

12 Arial 12 pt, sp caps, bold, right-align

11 bullets

- Some type of renewable energy sources is location-based and commercially unfeasible.
- These types of energies need storage capacities.
- These energy sources cause pollution.
- Renewable energy frequently needs funding for making it feasible.
- Some types of energy sources require a huge space.

ADVANTAGES AND DISADVANTAGES OF RENEWABLE ENERGY SOURCES

13 insert, NP, u/line

This energy is generated from

natural processes like

14 insert, centre 15 bullets, NL

➤sunlight,

➤wind¹, 16

➤tides², 17

➤geothermal heat³, 18

➤water and also

➤various types of biomass.

19 insert, bold

The **renewable energy facts** mainly include that

20 insert, right-align, NP

it cannot be depleted and

it is constantly changed.

¹ Solar energy

16 footnote 1, CN 10 pt

² Tidal energy

17 footnote 2, CN 10 pt

³ Geothermal energy

18 footnote 3, CN 10 pt

(20)

[35]

QUESTION 8A: 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 (Arial 10 pt) and/or capital/small letters and/or letter spaces incorrect
4. Fields/Field names incorrect

QUESTION 8A (CONTINUED)

EXAMINATION NUMBER

QUESTION 8A

1 line spacing 2 A4L, word wrap, columns 3 Arial 10 pt, uc/lc, letter spaces 4 fields/field names

VENUE	PROGRAMME DIRECTOR	PRESENTER 1	PRESENTER 2	PRESENTER 3	PRESENTER 4	PRESENTER 5	PRESENTER 6
MIDRAND HOTEL	Prof J Mason	Dr A Pillay	Prof W Jansen	Prof B Mashiane	Mr D Phogole	Dr Z de Villiers	Mr P Raddison
ATLANTIS HOTEL	Dr K Anderson	Prof H Harvey	Mr M Voight	Mr T Zulu	Dr S Govender	Dr I Buthelezi	Mr K Gumede
TABLE BAY HOTEL	Prof R Skosana	Dr H Moodley	Prof C Maharaj	Mr E Isaacs	Mr G Radebe	Dr L Clarke	Prof N Reid

$\frac{1}{4}$

$\frac{1}{2}$

$\frac{3}{4}$

$\frac{1}{4}$

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

$\frac{1}{2}$

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

$\frac{3}{4}$

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

A	D
8	2 10

(10)

QUESTION 8B: 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 (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] left and [QUESTION 8B] right not inserted as a header and/or incorrect
4. Fields/Field names not inserted in bold and/or incorrect
5. Double page border not inserted and/or incorrect
6. [Programme], [Programme director:], [08:00–09:00] and [Registration] not inserted and/or [Programme] and [Programme director] not in bold and centred and/or incorrect plus one accuracy error
7. [Programme] not in spaced capital letters and/or [Programme director:] not in capital letters and/or [Venue], [Programme] and [Programme director] not in 14 pt and/or incorrect
8. Border not inserted around [Programme director] and/or not shaded and/or incorrect
9. Times not inserted in bold and/or incorrect
10. [09:00–10:00] and [Introduction to renewable energy sources] not inserted and/or incorrect plus one accuracy error
11. [10:00–11:00] and [Solar generation analysis and prediction] not inserted and/or incorrect plus one accuracy error
12. [11:00–12:00] and [Availability, distribution, generation and use of energy] not inserted and/or incorrect plus one accuracy error
13. [12:00–13:00] and [Combustion-related environmental issues] not inserted and/or incorrect plus one accuracy error
14. [13:00–14:00], [Lunch], [14:00–15:00] and [Emission of carbon dioxide] not inserted and/or incorrect plus one accuracy error
15. [15:00–16:00], [Climate mitigation strategies], [16:00] and [Closure] not inserted and/or incorrect plus one accuracy error

QUESTION 8B (CONTINUED)

16. Tabular stops not inserted at 3,49 cm/1,38" and 8,57 cm/3,38" and/or incorrect
17. Double horizontal border not inserted as footer and/or incorrect
18. Footer [Renewable energy sources] not inserted in 8 pt, spaced capital letters, bold, double underlined and centred and/or incorrect plus one accuracy error

QUESTION 8C: MAIL MERGE**MARKS: 4****4 MARKS – PROCESSING – MERGED DOCUMENT****(–1 PER PRINTOUT NOT HANDED IN)**

1. If all the programmes were not handed in, 1 mark per programme will be deducted.
2. If [QUESTION 8B] not changed to [QUESTION 8C] in the header on all programmes and/or footer does not appear on all programmes and/or incorrect, 1 mark will be deducted.

A	P	T
12	4	16

QUESTION 8B (CONTINUED)

1 margins, alignment, line spacing 2 A5P, tab/indent, hyph 3 font, uc/lc, letter spaces, [EXAMINATION NUMBER] left and [QUESTION 8B] right as header 4 fields/field names bold 5 double page border

EXAMINATION NUMBER**QUESTION 8B**

7 14 pt 1 centre

«VENUE»

6 insert, bold, centred 7 14 pt, sp caps

P R O G R A M M E

6 insert, uc, bold, centred 7 14 pt 8 border, shaded

PROGRAMME DIRECTOR: «PROGRAMME DIRECTOR»

6 insert 9 times bold

08:00–09:00

16 tab stops on 3,49 cm/1,38" and 8,57 cm/3,38"

Registration

09:00–10:00

10 insert

Introduction to renewable energy sources

«PRESENTER_1»**10:00–11:00**

11 insert

Solar generation analysis and prediction

«PRESENTER_2»**11:00–12:00**

12 insert

Availability, distribution, generation and use of energy

«PRESENTER_3»**12:00–13:00**

13 insert

Combustion-related environmental issues

«PRESENTER_4»**13:00–14:00**

14 insert

Lunch

14:00–15:00

14 insert

Emission of carbon dioxide

«PRESENTER_5»**15:00–16:00**

15 insert

Climate mitigation strategies

«PRESENTER_6»**16:00** 15 insert

Closure

17 insert, footer, double border

18 insert, footer, 8 pt, sp caps, bold, double u/line, centre

RENEWABLE ENERGY SOURCES

QUESTION 8C (CONTINUED)

EXAMINATION NUMBER

✓ QUESTION 8C

MIDRAND HOTEL

✓

P R O G R A M M E

**PROGRAMME DIRECTOR:
Prof J Mason**

08:00–09:00	Registration	
09:00–10:00	Introduction to renewable energy sources	Dr A Pillay
10:00–11:00	Solar generation analysis and prediction	Prof W Jansen
11:00–12:00	Availability, distribution, generation and use of energy	Prof B Mashiane
12:00–13:00	Combustion-related environmental issues	Mr D Phogole
13:00–14:00	Lunch	
14:00–15:00	Emission of carbon dioxide	Dr Z de Villiers
15:00–16:00	Climate mitigation strategies	Mr P Raddison
16:00	Closure	

RENEWABLE ENERGY SOURCES

QUESTION 8C (CONTINUED)

EXAMINATION NUMBER

✓ QUESTION 8C

ATLANTIS HOTEL

P R O G R A M M E

✓

**PROGRAMME DIRECTOR:
Dr K Anderson**

08:00–09:00	Registration	
09:00–10:00	Introduction to renewable energy sources	Prof H Harvey
10:00–11:00	Solar generation analysis and prediction	Mr M Voight
11:00–12:00	Availability, distribution, generation and use of energy	Mr T Zulu
12:00–13:00	Combustion-related environmental issues	Dr S Govender
13:00–14:00	Lunch	
14:00–15:00	Emission of carbon dioxide	Dr I Buthelezi
15:00–16:00	Climate mitigation strategies	Mr K Gumede
16:00	Closure	

RENEWABLE ENERGY SOURCE

✓

QUESTION 8C (CONTINUED)

EXAMINATION NUMBER

P	
4	

✓ QUESTION 8C

TABLE BAY HOTEL

✓

P R O G R A M M E

PROGRAMME DIRECTOR:
Prof R Skosana

08:00–09:00	Registration	
09:00–10:00	Introduction to renewable energy sources	Dr H Moodley
10:00–11:00	Solar generation analysis and prediction	Prof C Maharaj
11:00–12:00	Availability, distribution, generation and use of energy	Mr E Isaacs
12:00–13:00	Combustion-related environmental issues	Mr G Radebe
13:00–14:00	Lunch	
14:00–15:00	Emission of carbon dioxide	Dr L Clarke
15:00–16:00	Climate mitigation strategies	Prof N Reid
16:00	Closure	

RENEWABLE ENERGY SOURCE

(4)

QUESTION 9A: AFRICAN LANGUAGE**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 (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

 $\frac{1}{4}$

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

 $\frac{1}{2}$

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

 $\frac{3}{4}$

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

A	D	T
12	3	15

QUESTION 9A (CONTINUED)

1 margins, alignment, line spacing 2 A4P, tab/indent, hyph 3 font, uc/lc, letter spaces
4 [EXAMINATION NUMBER] left and [QUESTION 9A] right as header

EXAMINATION NUMBER

QUESTION 9A

Amaqiniso kumandla omoya

Amandla womoya aqukethe ukuguqula amandla asuka emoyeni aye
kwamanye izinhlobo zamandla. $\frac{1}{4}$

I-Windmills ibilokhu isetshenziswa kusukela futhi zaqala
ukwenziwa ePersia nase China. $\frac{1}{2}$

Amandla omoya awenziwa ngaphansi njengamanje futhi unamandla
amakhulu ngekusasa.

Amandla omoya ahlanganiswe kakhulu ngonjiniyela bomoya.

Amandla omoya nawo ahlukile ngeqiniso lokuthi awasebenzisi
amanzi. $\frac{3}{4}$

Ama-turbines omoya agxekwe ngenxa yezizathu ezithile.

Ama-turbines womoya agxekwe ezinye izizathu.

 $\frac{1}{4}$

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

 $\frac{1}{2}$

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

 $\frac{3}{4}$

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

A	D	T
12	3	15

(15)

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

– Every keying-in error

16 MARKS – PROCESSING

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 (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 [QUESTION 9A] in the header not changed to [QUESTION 9B] and/or incorrect
4. [Amandla omoya ahlanzekile, ukungcola kukhululekile futhi kugcwele] not inserted as a header in Comic Sans MS 8 pt, bold, double underlined and right-aligned and/or incorrect plus one accuracy error
5. [Amaqiniso kumandla omoya] not changed to Comic Sans MS 14 pt, capital letters, bold and centred and/or incorrect
6. Paragraph numbers not inserted and/or incorrect
7. [Iqiniso 1:-Iqiniso 7:] not inserted in capital letters and bold and/or incorrect plus one accuracy error
8. [ngo-2000C] not inserted and/or incorrect plus one accuracy error
9. [ePersia nase China] not double underlined and/or [umsindo futhi kuphazamisa] not italics and/or [ePersia nase China] not changed to capital letters on page 21 and/or incorrect
10. Endnote i [Zindleko zokusebenza zincane kakhulu ngemuva kokudalwa konjiniyela.] not inserted in 8 pt and/or incorrect plus one accuracy error
11. Endnote ii [Kuthiwa kudala umsindo futhi kuphazamisa izakhamuzi eziseduzane.] not inserted in 8 pt and/or incorrect plus one accuracy error
12. [Amandla omoya angumthombo wamandla ovuselelekayo] not inserted as a footer in Comic Sans MS 8 pt, italics, underlined and left-aligned and/or incorrect plus one accuracy error

QUESTION 9B (CONTINUED)

13. Page numbers not inserted in Comic Sans 8 pt, bottom and right-aligned and/or incorrect
14. Content of page 20 not copied to page 21 and/or incorrect
15. [Amaqiniso kumandla omoya] not changed to Arial 14 pt, spaced capital letters, bold, text highlighted and centred and/or incorrect
16. Numbered paragraphs not changed to any bullets and/or incorrect
17. [Iqiniso 1:-Iqiniso 7:] not changed to Rockwell 14 pt and/or incorrect
18. Content of paragraphs not changed to Bradley Hand ITC 12 pt and/or incorrect
19. [Iqiniso 1: ... ePersia nase China.] not right-aligned and/or incorrect
20. [Iqiniso 3: ... bomoya.] not centred and/or incorrect
21. [Iqiniso 5: ...izizathuⁱⁱ.] not justified and/or incorrect
22. Endnotes on both pages not [i] and [ii] and/or incorrect

A	P	T
4	16	20

A	P	T
4	16	20

QUESTION 9B (CONTINUED)

1 margins, alignment, line spacing 2 A5P, tab/indent, hyph 3 font, uc/lc, letter spaces, [QUESTION 9B] changed in header

EXAMINATION NUMBER

QUESTION 9B

4 header, Comic Sans MS 8 pt, bold, double u/line, right-align

Amandla omoya ahlanzekile, ukungcola kukhululekile futhi kugcwele

5 Comic Sans 14 pt, uc, bold, centre

AMAZINISO KUMANDLA OMOYA

6 numbers 7 insert, uc, bold

1. IQINISO 1: Amandla womoya aqukethe ukuguqula amandla asuka emoyeni aye kwamanye izinhlobo zamandla.

7 insert, uc, bold

8 insert

2. IQINISO 2: I-Windmills ibilokhu isetshenziswa kusukela ngo-2000C futhi zagala ukwenziwa ePersia nase China. 9 double u/line

7 insert, uc, bold

3. IQINISO 3: Amandla omoya awenziwa ngaphansi njengamanje futhi unamandla amakhulu ngekusasa.

7 insert, uc, bold

4. IQINISO 4: Amandla omoya ahlanganiswe kakhulu ngonjiniyela bomoya.

7 insert, uc, bold

5. IQINISO 5: Amandla omoya nawo ahlukile ngeqiniso lokuthi awasebenzisi amanziⁱ.

7 insert, uc, bold

10 endnote

6. IQINISO 6: Ama-turbines omoya agxekwe ngenxa yezizathu ezithile.

7 insert, uc, bold

7. IQINISO 7: Ama-turbines womoya agxekwe ezinye izizathuⁱⁱ. 11 endnote

10 endnote, 8 pt

ⁱ Zindleko zokusebenza zincane kakhulu ngemuva kokudalwa konjiniyela.

ⁱⁱ Kuthiwa kudala umsindo futhi kuphazamisa izakhamuzi eziseduzane.

11 endnote, 8 pt

9 italics

QUESTION 9B (CONTINUED)

14 copy document

EXAMINATION NUMBER

QUESTION 9B

Amandla omoya ahlanzekile, ukungcola kukhululekile futhi kugcwele

15 Arial 14 pt, sp caps, bold, highlight, centre

AMAQINISO KUMANDLA OMOYA

16 bullets 17 Rockwell 14 pt

18 Bradley Hand ITC 12 pt 19 right-align

➤ **IQINISO 1:** Amandla womoya aqukethe ukuguqula amandla asuka emoyeni aye kwamanye izinhlobo zamandla.

➤ **IQINISO 2:** I-Windmills ibilokhu isetshenziswa kusukela ngo-2000C futhi zaqala ukwenziwa EPERSIA NASE CHINA.

20 centre

9 uc

➤ **IQINISO 3:** Amandla omoya awenziwa ngaphansi njengamanje futhi unamandla amakhulu ngekusasa.

➤ **IQINISO 4:** Amandla omoya ahlanganiswe kakhulu ngonjineliyela bomoya.

21 justify

➤ **IQINISO 5:** Amandla omoya nawo ahlukile ngeqiniso lokuthi awasebenzisi amanziⁱ.

➤ **IQINISO 6:** Ama-turbines omoya agxekwe ngenxa yezizathu ezithile.

➤ **IQINISO 7:** Ama-turbines womoya agxekwe ezinye izizathuⁱⁱ.

ⁱ Zindleko zokusebenza zincane kakhulu ngemuva kokudalwa konjiniyela.

ⁱⁱ Kuthiwa kudala umsindo futhi kuphazamisa izakhamuzi eziseduzane.

22 endnote i and ii

Amandla omoya angumthombo wamandla ovuselelekayo21
(20)**[35]****TOTAL SECTION B: 100**

