



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N670(E)(N9)H
NOVEMBER EXAMINATION
NATIONAL CERTIFICATE
INFORMATION PROCESSING N4**

(6020254)

**9 November 2016 (X-Paper)
09:00–12:00**

**THE QUESTION PAPER MUST BE HANDED TO CANDIDATES
30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.**

This question paper consists of 22 pages.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
TIME: 3 HOURS
MARKS: 300**

30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS

INSTRUCTIONS TO CANDIDATES

EXAMINATION PAPER	TIME	MARKS
SECTION A: TYPING TECHINQUE	2 HOURS	200
SECTION B: WORD PROCESSING	1 HOUR	100
TOTAL	3 HOURS	300

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

SECTION A: TYPING TECHNIQUE

1. Candidates that are not ready and on time for the TIMED ACCURACY TEST will only be allowed to enter the classroom AFTER the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1).
2. Candidates are allowed to read through QUESTION 1, 3 MINUTES before the commencement of the examination.
3. The TIMED ACCURACY TEST must be keyed in at the BEGINNING of the examination.
4. After the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST the test will be collected and signed by the invigilators directly after the last typed word. If the TIMED ACCURACY TEST extends to a second page BOTH pages should be signed by the invigilator. TIMED ACCURACY TESTS that are not signed by the invigilator will NOT be marked. Speed tests will be retained until the completion of the examination where after, in your presence, it will be put into your EXAMINATION FOLDER.

SECTION B: WORD PROCESSING

1. Answer ALL the questions.
2. Procedure for QUESTIONS 7A and 8A: Key in, save and print.
3. Procedure for QUESTIONS 6B, 7B and 8B: Retrieve, copy and process according to the instructions in part B OF each question. Save and print.
4. Place part a as well as part B in your EXAMINATION FOLDER.

PRINTING

1. You have to print your answers during the THREE hours allowed for keying-in and processing. NO extra time is allowed after the THREE hours of the question paper duration has expired.
2. Each answer must be printed on a SEPARATE A4 PAPER. Use only ONE side of the paper.

GENERAL

1. You may use a pocket calculator, computer ruler and a dictionary. You may also use the ASCII-codes as well as the template.

NO NOTES OR ANY NONPERMISSIBLE MATERIAL MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.

2. Use only COURIER NEW 12 except if otherwise indicated in the question paper.
3. Save your work at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally – NO extra time will be allowed for loss of work.
4. In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the ACTUAL TIME LOST will be allowed additionally.
5. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO questions without printed EXAMINATION NUMBERS will be marked
6. **AT THE END OF THE EXAMINATION SESSION, HAND IN THE FOLLOWING:**
 - 6.1 EXAMINATION FOLDER with printouts to be marked, in the same order as the questions in the examination paper.
 - 6.2 DISK (FLOPPY/STIFFY) – properly marked with your EXAMINATION NUMBER.
 - 6.3 All other printouts. NO printouts may be taken out of the examination room or put into a bin.
7. Any attempt to obtain information or to give information to another candidate is a violation of the examination rules and will be treated in a serious light. If you are found guilty of such violation, steps will be taken against you.

**WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU
TURN THE PAGE.**

SECTION A: TYPING TECHNIQUE

		TIME	MARKS
QUESTION 1:	TIMED ACCURACY TEST	10 MINUTES	20
QUESTION 2:	TABULAR STATEMENT	32 MINUTES	54
QUESTION 3:	CIRCULAR LETTER	34 MINUTES	54
QUESTION 4:	MEMORANDUM	32 MINUTES	52
QUESTION 5:	AFRICAN LANGUAGE	12 MINUTES	20
TOTAL		120 MINUTES	200

WORK FAST AND ACCURATELY IN ORDER TO COMPLETE THE EXAMINATION PAPER

QUESTION 1: TIMED ACCURACY TEST		
TIME:	10 MINUTES	MARKS: 20
MARGINS:	PAPER:	A4 portrait
Left: 2.5 cm/1"	HYPHENATION:	No/Off
Right: 2.5 cm/1"	JUSTIFICATION:	Left Off/No
SPEED: 35 wpm (minimum requirement)	LINE SPACING:	1.5 (1½) or double
FONT: Courier New 12		
<ol style="list-style-type: none"> 1. The following TIMED ACCURACY TEST must be keyed in once only. 2. The passage allows for speeds of 35 and 40 words per minute. 3. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER. 4. Save and print the document as Q1. 5. The TIMED ACCURACY TEST will be collected and signed by the invigilators and handed out at the end of the examination session. You should then place the printouts in your FOLDER. 		

Xenophobic tension is simmering between local and foreign business people in our country, where locals have ordered foreigners to stop trading and leave the area by the end of the week.

The local business people, who have organised themselves into a small business people forum of about thirty businesses, visited several foreign-owned shops to tell them to close until further notice.

"They are opening tuck shops at every corner and it has become impossible for us to continue trading," said a resident, a member of the business committee. He faces stiff competition as there is a tuck shop about hundred metres from his business. Close to him there are three other tuck shops and a total of ten in his ward.

He said as members of the business committee in the area they had decided the foreigners should leave by the weekend.

"We held a meeting on Tuesday to discuss what we are going to do and on Wednesday we decided to go on a door-to-door visit to all the people that rent out land to foreigners, telling them they should stop and foreigners must go.

They arrive with containers already packed with goods and they can undercut us in any prices we charge, so the community will obviously buy from them."

He said a number of the businesses in the forum used to operate in town but had to retreat from the towns to the township because foreigners had "taken over there". Now they are moving into the township.

"The Municipality said there should be a meeting by Sunday, and we told them that Sunday was too far away. The meeting has **35wpm** been scheduled for Friday because the situation is urgent. If the municipality does not attend they should not bother and we will find ways to deal with the situation."

A woman who lets land to a foreign tuck shop owner said she was now living in fear.

They woke us up early and there was a crowd telling us that the tuck shop should close and must move.

This is very unsettling because if they decide to attack, and anything happens to this person, we could be held

responsible. **40wpm**

GENERAL

QUESTION 2: TABULAR STATEMENT**TIME: 32 MINUTES****MARKS: 54**

MARGINS: Equal margins
 FONT: Courier New 12
 PAPER: A4 landscape

JUSTIFICATION: As indicated
 LINE SPACING: As indicated

1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.
2. Take all proofreading signs into consideration.
3. Proofread, save and print the document as Q2.
4. Put the printout in your EXAMINATION FOLDER.

Political history of SA	1652-1815	1815-1910	1910-1948	Political culture
Law enforcement in SA	Dutch settlement French settlement Khoikhoi-Dutch Wars Xhosa Wars Battle of Muizenberg Battle of Blaauwberg	Mfecane 1820 Settlers Great Trek Mineral Revolution South African Wars Wits Gold Rush	Maritz Rebellion Rand Rebellion Great Depression Bantustans African Mine Union -	African Renaissance Freedom Charter Xenophobia Renaming Rainbow Nation Alternative Media
Books and periodicals				
African Communist Party				
Amandla				
I Write What I Like				
Long Walk to Freedom				
Molotov Cocktail				
Biko				

- #
- 1 Amandla Ngawethu #
 - 2 No Land ! No House! No Vote!

QUESTION 3: CIRCULAR LETTER**TIME: 34 MINUTES****MARKS: 54****MARGINS:**

Left: Use LETTERHEAD

Right: 3.75 cm/1.5"/15°

FONT: Courier New 12 and as indicated

PAPER: A4 portrait

HYPHENATION: Yes

JUSTIFICATION: Left Off/No

LINE SPACING: Single, with double line spacing between paragraphs

1. Retrieve the letterhead Q3 on your network/hard disk/stiffy/memory stick.
2. Key in your EXAMINATION NUMBER and your STATION/COMPUTER NUMBER as a footer.
3. Proofread (you should also use spell check when proofreading) save and print the document as Q3.
4. Put the printout in your EXAMINATION FOLDER.

Today's date in descending order

To # Minister of Safety and Security , Premiers of all Provinces
Members of Executive Cabinet

Display correctly

*_^

In order to curb xenophobia in / country, CoRMSA & ADRA organised a Conflict Resolution Workshop for 25 religions. [Trained religious leaders can play a key role in managing conflict & preventing violence.]

/ training aimed to:

1. Promote greater understanding among religious leaders of various nationalities & faiths in South Africa of / basic concepts of (i) conflict analysis, (ii) conflict mapping & (iii) conflict resolution, as well as (iv) mediation & (v) peace building, thus demonstrating / link between these norms & basic human rights as they are applicable to non-nationals; [3. Constitute an initial pool of religious leaders who would be willing & able to intervene when threats of xenophobic violence erupt in their respective provinces.]
2. Introduce / tools developed from social cohesion research, tools designed to be a practical set of indicators for identifying specific social cohesion challenges communities in ;

/ training will be held in Gauteng Province and Limpopo.

‡

‡

CoRMSA & ADRA

Preventing xenophobia among / local communities Subject heading, move to correct position, uc/bold/undArrange paragraph in numerical order and replace roman figures with alphabetical lettering

QUESTION 4: MEMORANDUM		MARKS: 52
TIME: 32 MINUTES		
MARGINS:	PAPER:	A4 portrait
Left: 2.5 cm (1"/10 ⁰)	HYPHENATION:	Yes/On
Right: 2.5 cm (1"/10 ⁰)	LINE SPACING:	As indicated
	FONT:	Courier New 12 and as indicated
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header. 2. Take all proofreading signs into consideration. 3. Proofread, save and print the document as Q4. 4. Put the printout in your EXAMINATION FOLDER.		

Stop xenophobia Uc/bold CN 20

‡

Memorandum ‡ Sp caps/bold/italics

Draw a horizontal line from left- to right-hand margin

†

To: Minister of Safety and Security

From: CoRMSA and ADRA

Date: Use today's date†

Uc/ds

Draw a horizontal line from left- to right-hand margin

1. Contribution to resolving socio-economic problems Uc/bold

‡

1.1 It is a general truth that socio-economic problems must be resolved by / government of / day through education, employment and security for its citizens.

‡

1.2 In / area of employment citizens can also make sure that xenophobia becomes a thing of / past.

‡

~~opposed~~ stet

2. Being proactive as opposed to lofty speeches against xenophobia Uc/bold

‡

und

In full

2.1 Since / incidents of xenophobic attacks began recently in SA, many have kept talking about it, even those who wield enough influence to change things. [2.2 So be sensitive to your environment and let / opportunities spread to. Cf

In full

For more info about how to stop xenophobia, call 0860 99 77 88 or visit

www.stopxenophobia.co.za Bold

Replace paragraph numbers 1.-2. with asterisk (* II-) and indent correctly

QUESTION 5: AFRICAN LANGUAGE**TIME: 12 MINUTES****MARKS: 20****MARGINS:**Left: 2.5 cm (1"/10⁰)Right: 2.5 cm (1"/10⁰)

FONT: Courier New 12

PAPER:

A4 portrait

HYPHENATION:

No/Off

JUSTIFICATION:

Left Off/No

LINE SPACING:

1.5 (1 ½)

1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.
2. Proofread, save and print the document as Q5.
3. Put the printout in your EXAMINATION FOLDER.

Xenophobia

This is not fair ka 'nete'. Oena u ka utloa ho le joang ha motho e mong a ka qala topic ka lebitso la hau ebe u re o sebolu? Ha u buala topic eo u fumane taba tse tseo u lingotseng moo?

Ka 'nete' ea morena hona ke ho hlokela motho e mong toka. Ha eba o qabane le eena, ho mongola mona ho kekebe oa etsa hore oena o fumane inner satisfaction.

SECTION B: WORD PROCESSING

YOU HAVE TO WORK FAST

AND ACCURATELY

QUESTION 6:	PARAGRAPHS	A	00 MINUTES	00
		B	15 MINUTES	25
QUESTION 7:	COLUMN	A	11 MINUTES	19
		B	12 MINUTES	21
QUESTION 8:	LETTER	A	10 MINUTES	15
		B	12 MINUTES	20
TOTAL			60 MINUTES	100

QUESTION 6A: PARAGRAPHS**TIME: ALREADY KEYED IN****MARKS: 00****MARGINS:**Left: 3.81 cm (1.5"/15⁰)Right: 3.81 cm (1.5"/15⁰)

FONT: Arial 12

PAPER:

A4

HYPHENATION:

Yes

JUSTIFICATION:

Full

LINE SPACING:

Double (2)

1. This document has already been keyed in and saved on your network/hard disk/disk (stiffy/memory stick) as Q6A.
2. Retrieve the document. Proofread it carefully using the example below and correct errors if necessary.
3. Process according to instructions in QUESTION 6B.

OR

If the document has not been keyed in, you must key it in according to the example below. Proofread and save it as Q6A. Process according to instructions in QUESTION 6B.
DO NOT PRINT QUESTION 6A.

Unfortunately, violence is not restricted to the so-called xenophobic hotspots where localised competition for political and economic power is a trigger for violence. The vast majority of South Africans may not be driving out Somalis from their neighbourhoods, but xenophobic attitudes are more pervasive than many are ready to admit. In May 2008, ten thousand migrants were displaced amid mass looting and destruction of foreign-owned homes, property and businesses across the country. Xenophobia became a buzzword, traded over glib repartee in elegant conversations with the same frequency it peppered government statements expressing shock and outrage at the incidence of violence against foreigners. And while the scale of that spate of violence has not yet been repeated in a single campaign of violence since, attacks on foreign nationals have continued anyway.

According to the Consortium for Refugees and Migrants in South Africa attacks on foreigners have continued with national statistics showing that, in 2011, one person a week, on average, was killed while 100 were seriously injured and over 1,000 were displaced.

Crucially, it was found that foreigners were particularly targeted during service delivery protests.

And as xenophobic violence continues to grip the country, we've come to attribute the causes of the violence to various historical, social and economic factors. One of the most frequently cited explanations of the incidence of xenophobia in South Africa is Apartheid - the discriminatory attitudes learned during Apartheid have not yet left us, not by a long shot.

SA xenophobia has also been explained by the rate of socio-economic inequality in the country. Not for nothing has it been pointed out that the greatest scourge of xenophobic violence has been perpetrated in margins of formal society where foreign nationals compete with the poorest in South Africa to eke out a menial living.

And then, finally, the country's immigration policies are also blamed for aggravating the problem.

Academics warn that while the discriminatory attitudes, poor policy and socio-economic pressures are definitely precursors to xenophobic violence, they do not sufficiently explain when and how xenophobic violence is used in communities.

This was said in the first edition:

"Firstly, there is a lack of trusted and effective conflict resolution mechanisms within these locations.

"Secondly, there is a culture of impunity that makes people who attack foreign nationals feel that there will be no negative consequences for them.

"Finally, there is a political vacuum or competition for

community leadership so that unofficial, illegitimate and often violent forms of leadership emerge. Such leaders then mobilise residents of the area against foreign nationals in order to strengthen their own power base."

The authors also say "Mirroring the three key triggers above interventions could include strengthening local conflict resolution mechanisms such as conflicts over scarce resources, maintaining respect for the rule of law and reducing vigilantism by effectively and publically prosecuting perpetrators, and supporting and monitoring accountable local leadership."

In late 2006, the SA Migration Projection undertook a national survey of the attitudes of the SA population towards foreign nationals in the country. Among other findings, the survey found that South Africans do not want it to be easier for foreign nationals to trade informally with South Africa (59% opposed), to start small businesses in South Africa (61% opposed) or to obtain SA citizenship (68% opposed).

QUESTION 6B: PARAGRAPHS**TIME: 15****MARKS: 25**

MARGINS: Left: 2.5 cm (1"/10 ⁰) Right: 2.5 cm (1"/10 ⁰) FONT: Courier New 12 and as indicated	PAPER: A4 portrait HYPHENATION: Yes JUSTIFICATION: Left Off/No LINE SPACING: Single, except where otherwise indicated.
---	---

1. Retrieve the document that was keyed in and saved on your network/hard disk/memory stick as Q6A.
2. Change the QUESTION NUMBER to 6B.
3. Process according to instructions in QUESTION 6B.
4. Proofread, save and print the document as Q6B. You may use spell check when proofreading.
5. Put the printout in your EXAMINATION FOLDER.

Find 'violence' wherever it appears and change to uc/bold

^ Say no to xenophobia ≠

Uc/bold/centre/Arial20

Unfortunately, violence is not restricted to the so-called xenophobic hotspots where localised competition for political and economic power is a trigger for violence. [1. The vast majority of South Africans may not be driving out Somalis from their neighbourhoods, but xenophobic attitudes are more pervasive than many are ready to admit. [2. In May 2008, ten thousand **in figures** migrants were displaced, amid mass looting and destruction of foreign-owned homes, property and businesses across the country. [3. Xenophobia became a buzzword, traded over glib repartee in elegant conversations with the same frequency it peppered government statements expressing shock and outrage at the incidence of violence against foreigners. [4. And while the scale of that spate of violence has not yet been repeated in a single campaign of violence since, attacks on foreign nationals have continued anyway.

sp

5. According to the Consortium for Refugees and Migrants in South Africa attacks on foreigners have continued with national statistics showing that, in 2011, one person a week, on average, was killed, while 100 were seriously injured and over 1,000 were displaced.

Crucially, it was found that foreigners were particularly targeted during service delivery protests.

6. And as xenophobic violence continues to grip the country, we've come to attribute the causes of the violence to various historical, social and economic factors. One of the most

frequently cited explanations of the incidence of xenophobia in South Africa is Apartheid - the discriminatory attitudes learned during Apartheid have not yet left us, not by a long shot.

----- Page break -----

Insert page number 2 top left

^ How to Defeat Xenophobia? Uc/bold/centre/Arial 16

1. South African xenophobia has also been explained by the rate of socio-economic inequality in the country. ~~Not for nothing has it been pointed out that the greatest scourge of xenophobic violence has been perpetrated in margins of formal society, where foreign nationals compete with the poorest in SA to take out a menial living.~~ Delete
2. And then, finally, the country's immigration policies are also blamed for aggravating the problem.
3. Academics warn that while the discriminatory attitudes, poor policy and socio-economic pressures are definitely precursors to xenophobic violence, they do not sufficiently explain when and how xenophobic violence is used in communities.
4. This was said in the first edition: uc/italics

Delete all apostrophe signs before the subparagraph and indent correctly

- 4.1 "Firstly, there is a lack of trusted and effective conflict resolution mechanisms within these locations.
 - 4.2 "Secondly, there is a culture of impunity that makes people who attack foreign nationals feel that there will be no negative consequences for them.
 - 4.3 "Finally, there is a political vacuum or competition for community leadership so that unofficial, illegitimate and often violent forms of leadership emerge. Such leaders then mobilise residents of the area against foreign nationals in order to strengthen their own power base."
5. The authors also say, "Mirroring the three key replace with figures triggers above interventions could include strengthening local conflict resolution mechanisms such as conflicts over scarce resources, maintaining respect for the rule of law and reducing vigilantism by effectively and publically prosecuting perpetrators, and supporting and monitoring accountable local

leadership.”

6. In late 2006, the SA Migration Projection undertook a national survey of the attitudes of the SA population towards foreign nationals in the country. Among other findings, the survey found that South Africans do not want it to be easier for foreign nationals to trade informally with South Africans (59% opposed), to start small businesses in South Africa (61% opposed) or to obtain SA citizenship (68% opposed). **Uc/bold**

Insert any page border of your choice on both pages

Change % to percentage and replace every SA with South African in bold

GENERAL STUDIES

QUESTION 7A: COLUMNS**TIME: 11 MINUTES****MARKS: 19**

MARGINS: Left: 3.75 cm (1.5"/15 ⁰) Right: 2.5 cm (1"/10 ⁰) FONT: Courier New 12	PAPER: A4 portrait HYPHENATION: No/Off JUSTIFICATION: Left Off/No LINE SPACING: Double
<ol style="list-style-type: none"> 1. Key in your examination number, the question number and your station /computer number. 2. Take all proof-readers signs into consideration. 3. Proofread, save and print the document as Q7A. 4. You may use spell check when you proofread. 5. Put the printout in your EXAMINATION FOLDER. 	

But my spirit lives forever cool

You can never stop love whatever you do.

The only reason I am here is to survive.

I had my own soil, my own house, my own tribe.

Why do you hate the different, when we are all homo sapiens?

Hate black, white, yellow, red, pink or brown, when we are all African???

Stone me!

Throw your hearts at me as you deny the birth right to Mama Africa

Watch me run the last race of my life with pain and blood in my eyes

With no one on side my.

My government sleeps or maybe hides behind the bills they owe.

Scared to stretch out a hand and save my children, not me.

I am dead, just finish me up!!!

I mean my body is dead but my spirit is forever alive.

Kill me for helping you become free!

Kill me for being your maid, your teacher, Your vendor and your garden boy!!

QUESTION 7B: COLUMNS

TIME: 12 MINUTES

MARKS: 21

MARGINS:

Left: 2.5 cm (1"/10⁰)

Right: 2.5 cm (1"/10⁰)

FONT: Arial 12

PAPER: A4 landscape

HYPHENATION: Yes

JUSTIFICATION: Left Off/No

LINE SPACING: Single, with double line spacing between lines

1. Retrieve Question 7A.
2. Change the question number to 7B.
3. Process according to the instruction in Question 7B
4. Proofread, save and print the document as Q7B. You may use spell check when you proofread.
5. Put the printout in your EXAMINATION FOLDER.

Say Stop to Xenophobia!!! Use WordArt of your choice/uc/centre

But my spirit lives forever cool † Uc/Italics

- ☞ You can never stop love whatever you do.
- ☞ The only reason I am here is to survive.
- ☞ I had my own soil, my own house, my own tribe.
- ☞ Why do you hate the different, when we are all homo sapiens?
- ☞ Hate black, white, yellow, red, pink, or brown, when we are all African???

Column1

Copy main heading here

Stone me!† Uc/Italics

- ☞ Throw your hearts at me as you deny the birth right to Mama Africa
- ☞ Watch me run the last race of my life with pain and blood in my eyes
- ☞ With no one on side my. Trs
- ☞ My government sleeps or maybe hides behind the bills they owe.
- ☞ Scared to stretch out a hand and save my children, not me.
- ☞ I am dead, just finish me up!!!
- ☞ I mean my body is dead but my spirit is forever alive.

Column2

Kill me for helping you become free!
 Kill me for being your maid, your teacher, ☞
 Your vendor and your garden boy!!

Insert appropriate bullets: Make use of the symbol function Webdings

Create a page border around page using 3 pt border

Insert as footer in Arial 10 pt: Kill me for nodding my head to your music!!!



QUESTION 8A: LETTER		MARKS: 15
TIME: 10 MINUTES		
MARGINS:	PAPER:	A4 portrait
Left: 2.5 cm/1"	HYPHENATION:	No/Off
Right: 2.5 cm/1"	JUSTIFICATION:	Left Off/No
FONT: Courier new 12	LINE SPACING:	Double
<ol style="list-style-type: none"> 1. Key in your examination number, the question number and your station/computer number. 2. Take all proof readers' signs into consideration. 3. Proofread, save and print the document as Q8A. 4. You may use spell check when you proofread. 5. Put the printout in your EXAMINATION FOLDER. 		

/ above subject matter is pertinent.

Your notification letter to hold a demonstration against xenophobia on / 21st of November 2016 @ Africa Unity Square has been noted. Please be reminded that there will be no march and you are to confine your event to Africa Unity Square.

You are expected to co-operate with the Police and other government agents.

/ provisions of section twenty nine of / Public Order and Security Act Chapter

11:h17 will be effected if any of / conditions stated above is violated.

QUESTION 8B: LETTER**TIME: 12 MINUTES****MARKS: 20****MARGINS:**

Left: 2.5 cm/1"

Right: 2.5 cm/1"

FONT: Arial 12

PAPER:

A4 portrait

HYPHENATION:

No/Off

JUSTIFICATION:

Left Off/No

LINE SPACING:

Single

1. Retrieve the document saved as Q8A.
2. Change the question number to Q8B.
3. Take all proof readers' signs into consideration.
4. Proofread, save and print the document as Q8B.
5. You may use spell check when you proofread.
6. Put the printout in your EXAMINATION FOLDER.

Set tabular stops at 3.5"/7cm and insert sender's address

^ South African National Union } S/s

PO Box 390

Pretoria Uc

1010

‡

Today's date in full

‡

Receiver's address:

^Minister of Safety and Security } S/s

PO Box 237

Johannesburg Uc

2000‡

^ Re: Request to hold a demonstration against xenophobia Uc/bold

‡

matter stet

1. / above subject matter is pertinent. ‡ [2. Your notification letter to hold a demonstration against xenophobia on / 21st of November 2016 @ Africa Unity Square has been noted. [3. Please be reminded that there will be no march and you are to confine your event to the Africa Unity Square. [4. You are expected to co-operate with the Police and other government agents. [5. / provisions of section twenty nine of / Public Order and Use figures Security Act Chapter 11:17 will be effected if any of / conditions stated Del/sp above is violated.

‡

‡

^Rasilabe D. Chief Superintendent } Uc

Officer Commanding Police

Pretoria Central District

Insert numbers indicated and leave 2 letter spaces after numbering

Replace / with 'the', @ with 'at'

TOTAL SECTION B: 100
GRAND TOTAL: 300