

QUESTION 1

It is encouraging to note that the majority of candidates achieved a speed endorsement. Candidates should, however, be made aware that they have two opportunities to achieve the highest mark and the highest speed endorsement, either in Question 1.1 or in Question 1.2.

QUESTION 2

While a large number of candidates managed fairly well in this question, the following aspects need attention:

- The interpretation of manuscript instruction: For example, the date had to be typed in full and in bold, but not in words. Paragraph 3.1 had to be typed first and then followed immediately by 3.2.
- Educators must tell candidates that they will be penalized for the typing of additional information when this is not required. For example, candidates typed in the words "Enclosure" and/or "Yours faithfully", which was not required.

QUESTION 3

The following are some of the common mistakes that were made by candidates in this question:

Both the frames were incorrectly typed or the vertical lines were not drawn/typed in; manuscript signs (bold and line spacing) were incorrectly interpreted; Note 3 was omitted

Candidates fared better in this question than they did in 2003.

QUESTION 4

Unlike in a lease, the signature space for the witnesses, as well as testator and testatrix, had to appear on both pages. It should also be noted that the names of persons, the executor and the town or city in the last paragraph must be in capital letters. Candidates were penalised for typing "Rondebosch" and/or "Cape Town" in capital letters in the first paragraph.

QUESTION 5

Although the manuscript instructions for the paragraphs were clear, many candidates typed 52.5 and 52.6 as a sub-paragraph of 5. The final part of this question was poorly presented.

QUESTION 6

This question was well answered.

QUESTION 7

Attention must be given to the typing of leader dots with one space before and after the first and last leader dot. Where manuscript instructions are given, they should be followed.

QUESTION 8

The question was typed fairly well, except for the height of the letter or words above the leader dots, and the typing of the first letter word immediately after the first leader dot.