GENERAL

A lack of basic language and proofreading skills disadvantaged some candidates. An inability to apply basic typing rules and/or to use basic functions of the computer affected some candidates' achievements. The settings of computers and printers are not always correct. Teachers should ensure that their printer and computer settings are **both on A4**, and not on **Letter.**

Candidates neglect to read the instructions given at the top of each question and therefore lost marks because they did not carry out the instructions.

QUESTION 1 (Speed accuracy test)

More emphasis should be placed on the development of speed. Candidates who obtained the minimum speed did well in this question and they were also able to complete the rest of the paper within the allocated time.

The most important component of Computyping is accuracy. However, a candidate who does not reach the minimum speed, but who types accurately, can still achieve a good mark in this question paper.

QUESTION 2 (Table)

Generally speaking, this question was answered well.

QUESTION 3 (Letter)

This was the most poorly answered question of the paper. Candidates did not have the basic knowledge of how to display a letter. Marks were deducted when the date, the list of recipients, the contents heading and conclusion were omitted.

The typing of the second page on a blank sheet of paper was also a problem for many candidates. Candidates did not know how to insert a section break to avoid information contained in a footer being printed on subsequent pages.

QUESTION 4 (Report)

The typing of this question needed a sound knowledge of certain functions of the computer. Candidates battled to answer this question because they did not know what function to use to complete the typing of figures within columns.

The conclusion to the report also posed a problem to many candidates.

QUESTION 5 (Agenda)

This question was adequately answered. Most candidates knew how to type leader tabs and insert symbols.
As in the letter, the conclusion was poorly displayed.

QUESTION 6 (Editing)

Candidates should be encouraged to answer this question directly after the speed test. The following functions need attention:

- Changing case (*Format/Change case*)
- Automatic numbering in Arabic and Roman numerals, as well as alphabetical
- Format painter
- Shading of text

- Endnotes and footnotes
- The difference between "cut" and "copy"
- Sorting text

QUESTION 7 (Theory)

Candidates who answered this question performed well. Candidates should be encouraged to prepare for and answer this question. Candidates who do not manage the minimum speed requirement can score marks in this question more easily than in questions that require extensive typing.