

QUESTION 1

Candidates performed poorly in this question. Many of them failed to reach the speed of 35 w.p.m. Some of the candidates who reached that speed did not achieve the 40% mark.

QUESTION 2

This question posed little challenge to the candidates. They performed exceptionally well.

QUESTION 3

Candidates did well in this question.

QUESTION 4

Most of the candidates experienced difficulty in typing the notes column. Furthermore, the leader dots were either incorrectly typed or left out completely.

QUESTION 5

While the candidates knew how to display the financial statement, poor accuracy resulted in fewer marks for this question.

QUESTION 6

Except for the omission of witnesses on the first page, the candidates performed well.

QUESTION 7

This question posed the biggest challenge to the candidates. Candidates failed to apply proper display rules at the beginning and the end of the letter.