

TYPING SG

QUESTION 1

There was an increase in the number of candidates achieving the minimum speed of 35 w.p.m. Those candidates who failed to achieve the minimum speed made many typing errors. Educators are encouraged to constantly give exercises to improve speed and accuracy.

QUESTION 2

Candidates lost marks unnecessarily because of incorrect interpretation of manuscript signs. The conclusion of the letter was also poorly displayed. Schools' testing programmes should expose candidates to typical examination questions.

QUESTION 3

This question was generally well typed well. However, attention should be given to the typing of footnotes and column headings.

QUESTION 4

This question was well answered. It is evident that candidates were well prepared for this section.

QUESTION 5

Candidates experienced problems with the display of the two columns. Refer to the Typing Directives (1996).

QUESTION 6

Candidates experienced problems with the display of the numbered sub-paragraph headings. It is important that both methods be taught to candidates. Refer to the Typing Directives (1996).

QUESTION 7

There was an improvement in the completion of forms.

QUESTION 8

This question was satisfactorily answered, apart from the interpretation of manuscript signs.

GENERAL

Faulty daisy wheels and poor quality ribbons must be replaced so that candidates are not disadvantaged.

Typewriters must be serviced before the final examination.

Candidates and or invigilators must not staple answer sheets.

TIK SG

VRAAG 1

Daar was 'n verbetering in die bereiking van die minimum spoedgrens van 35 w.p.m. alhoewel nie al die kandidate die akkuraatheidstoets geslaag het nie a.g.v. te veel tikfoute. Opvoeders word aangeraai om te alle tye spoed en akkuraatheid te bevorder.

VRAAG 2

Kandidate het onnodig punte verbeur a.g.v. verkeerde interpretasie van manuskriptekens. Die slot van die brief was ook swak uiteengesit. Die toetsprogram moet die leerders/kandidate blootstel aan die moontlike verskillende eksamentipe vrae.

VRAAG 3

Hierdie vraag is oor die algemeen goed beantwoord. Aandag moet gegee word aan die tik van voetnotas sowel as kolomopskrifte wat getik moet word soos op die vraestel verskyn.

VRAAG 4

Hierdie vraag is goed beantwoord. Dit het voorgekom asof kandidate goed voorberei het vir hierdie afdeling.

VRAAG 5

Kandidate het probleme ondervind met die uiteensetting van die twee kolomme. Verwys na die Tikriglyne (1996).

VRAAG 6

Kandidate het probleme ondervind met die uiteensetting van die genommerde sub-paragraafopskrifte. Albei metodes moet aan die kandidate geleer word. Verwys na Tikriglyne.

VRAAG 7

Daar is 'n verbetering in die tik/voltooiing van vorms.

VRAAG 8

Hierdie vraag is goed beantwoord behalwe vir die interpretasie van manuskriptekens.

ALGEMEEN

Foutiewe "Daisy Wheels" en swak gehalte linte moet vervang word sodat kandidate nie benadeel word nie.

Tikmasjiene moet versien word voor die finale eksamen.

Kandidate of toesighouers moet nie antwoordblaaie vaskram nie.