



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

CATNS.1

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY PAPER

NOVEMBER 2009

MARKS: Not applicable

TIME: 5 minutes reading time PLUS 10 minutes keying-in time PLUS printing time

This question paper consists of 4 pages.

MORNING SESSION



INSTRUCTIONS AND INFORMATION

1. Time: FIVE MINUTES will be allowed for READING the speed/accuracy text.
TEN MINUTES will be allowed for the KEYING IN of the text.

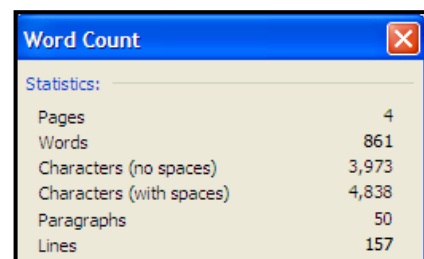
2. Default settings:

LANGUAGE	SA English or UK English
UNITS OF MEASUREMENT	Centimetres (cm) or inches (")
JUSTIFICATION	Left
FONT	Courier New 12 or Courier 12
MARGINS	2.54 cm or 1"
HEADER/FOOTER	1.27 cm or 0.5"

3. Insert a header containing the following:

Speed Nov2009	(Left aligned)
Examination number	(Right aligned)

4. Provision has been made for speeds up to 65 words per minute.
5. Key in the following speed/accuracy text in 1½ (1.5 lines) or double line spacing.
6. Insert an extra line space before the start of a new paragraph.
7. Save your speed/accuracy test with **your examination number** as the file name. The invigilator will inform you where to save your file.
8. You may not edit your answer after the 10-minute keying-in time has elapsed.
9. Perform a word count from the first word of the optional speed question, for example 'Taking ...' to the last letter that you have typed, and enter the number of **Characters (with spaces)** in brackets, that is [3,331] at the end of the document and before you print.
10. Save and make a printout of your answer immediately upon completion and submit it to the invigilator. You may submit **only ONE printout of this question.**



Statistics:	
Pages	4
Words	861
Characters (no spaces)	3,973
Characters (with spaces)	4,838
Paragraphs	50
Lines	157



OPTIONAL QUESTION: SPEED/ACCURACY

- Assume that you advise your community to set up their own businesses.
- Key in the following paragraphs as fast and as accurately as you can.

Taking that first step to starting your own business can be scary, but it need not be risky. Careful planning together with courage and determination can help to lay the foundation for entrepreneurial success. Here are some creative ideas for work from home businesses.

Why not turn a large spare room into an open-plan office and rent out workstations? Consider targeting like-minded individuals, each serving their own clients. The potential for growth in shared resources and support is enormous. Think of the collective effect on, for example, sewing groups, graphic designers, journalists, copywriters, artists and painters.

If you love working with food why not consider branching into catering. You could make and sell confectionary to stores, make pre-cooked dinners for students and working moms, or create designer picnic baskets for tourists.

Do you love working with arts and crafts? Look at ways of creating innovative gifts. There will always be a market for unique and innovative products - whether it is making jewellery, sewing tablecloths and scatter cushion covers or creating mosaic lampshades.

Are you always carrying your camera around? Do you take snapshots of events for your friends and family? Investigate the world of professional photography. You could set up a home studio.

The Internet has opened up a world of opportunities for working



from home. Selling items online is one way to go. A small price is charged for listing products electronically. A new South African website now enables entrepreneurs to create their own virtual store. Coupled with a reliable courier company, the opportunities for e-commerce are endless. Order items at wholesale prices and then resell them, or tap into a world of boutique online shopping portals. By partnering with an overnight courier service, the launch of a twenty four hour online supplier of nappies, dummies and non-prescriptive medication for mothers would meet a great need in the market.

Use your specialist knowledge in a particular field by sharing and charging for it. If you are a well-respected financial advisor, for example, you could become a financial coach. You could then work with clients to analyse their monthly income and expenditure and give them advice on how they can work more efficiently within their budget. If you are a landscaper, you could consider teaching people in the confines of your own home how to grow their own vegetables and herb gardens. You could show them how to grow a water-wise garden or how to use hydroponics or teach them the basics of organic gardening.

By clearing a room or two in your home, you could make space for a great business opportunity. Think of the possibility of starting a day care centre, a yoga centre, or having a therapy room for massages. Starting a daytime dogsitting service from home is also fast catching on as a great business idea with many dog owners unwilling to leave their dogs home alone while they go off to work during the day.

How about using your knowledge of the area you live in by becoming a tour guide? Are there particular local attractions you could include in a day tour? How about specialist tours, such as,

END

