



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY PAPER

NOVEMBER 2009

MEMORANDUM AND SPEED COUNT

MARKS: Not applicable

This memorandum consists of 4 pages.

OPTIONAL QUESTION: SPEED/ACCURACY

The maximum key depressions for this question = 3 250 depressions for 65 wpm in 10 minutes.

It is strongly recommended that the Edutrap Speed Marking Software be used to mark the Speed/Accuracy question.

Where the Edutrap Speed Marking Software is not used, use the information below.

To determine a speed, mark according to the following mark schedule:

The same example is on page 36 of the Subject Assessment Guidelines (January 2008):

Number of depressions keyed in in ten minutes	= 2 125
Gross words (number of depressions keyed in, divided by 5) (5 depressions = one word)	= $2\,125 \div 5 = 425$
Less number of words with errors (i.e. 7 words with errors)	= -7 from 425
Equals net number of words without errors	= 418
Divided by the time (ten minutes)	= $\div 10$
Equals net correct words per minute	= 41,8 wpm

Additional notes:

If any words are omitted or inserted, then every 5 depressions of the omission or insertion counts as one word, e.g. if the following words were omitted it would be counted as:

The |quick| brow|n fox| jump|s
1 | 2 | 3 | 4 | 5 | words

A capital letter counts as two depressions.

NOTE: The optional speed/accuracy question should only be marked in cases where the candidate could reach 20 wpm or more (1 000 depressions or more).

CONTENT

Upper case/
line spaces

Depressions

Total
depressions

CONTENT							Upper case/ line spaces	Depressions	Total depressions
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.							1	60	61
							1	60	122
								62	184
							1	63	248
							2	26	276
Why not turn a large spare room into an open-plan office and rent out work stations? 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.							1	61	338
							2	56	396
							1	60	457
							1	63	521
								57	578
								57	635
							2	9	646
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.							1	62	709
							1	60	770
								58	828
							2	44	874
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.							3	59	936
							1	62	999
								54	1053
								60	1113
							2	27	1142
<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> 20 wpm </div>									
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.							3	57	1202
							2	62	1266
							1	59	1326
							2	12	1340
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							2	56	1398
							2	62	1462
							1	63	1526
Copyright reserved							2	62	1590
Please turn over							1	58	1649

