



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY PAPER

FEBRUARY/MARCH 2010

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 depression or more).

CONTENT							Upper case/ line spaces	Depressions	Total depressions
It is hard to imagine becoming disabled. Accidents and illnesses can happen to anyone at any time. Disability is more common than you think.						2	56	58	
						1	59	118	
						2	27	147	
Studies show that three in ten workers entering the work force today will become disabled before retiring. It is also predicted that one in seven workers can expect to be disabled for five years or more before retirement.						1	63	211	
						1	56	268	
							62	330	
						2	41	373	
Disability can drain family savings and place financial security at risk. When you are disabled, you may not only lose your ability to earn a living, you could also lose your savings, your retirement funds and even your home. A recent study found that over half of all personal bankruptcies and home repossessions are due to disability.						1	56	430	
						1	59	490	
							61	551	
						1	61	613	
							60	673	
Many people who become disabled find their income is suddenly decreased or stopped which means they are unable to pay their accounts. If you became disabled, would you be able to pay your rent or bond, make your car payment, or continue to make contributions to your savings account? Most people are too busy or just do not think that it will ever happen to them.						2	41	716	
						1	62	779	
							62	841	
						1	60	902	
							62	964	
						2	60	1026	
There are also those people who live from payday to payday and have little or no money left after paying their everyday living expenses. Planning ahead in case disability strikes makes good sense. Building a personal financial security plan can help you get an idea of the financial hardship disability may cause you and your family. It can also help you to better prepare for the unthinkable.						2	59	1087	
						1	59	1147	
							61	1208	
						1	60	1269	
						1	63	1333	
							62	1395	
						1	63	1459	
While it is extremely important to be prepared in the case of disability, it is even better to try and avoid the possibility in the first place. Maintaining a healthy lifestyle will						2	28	1489	
						1	62	1552	
							63	1615	
					1	58	1674		

↑
 20 wpm

CONTENT							Upper case/ line spaces	Depressions	Total depressions
reduce your chances of becoming disabled. There is some sound advice you can follow and if you continue reading you will see what is meant.							1	63	1738
								63	1801
							2	14	1817
You need to visit your doctor. In addition to treating you when you are sick, your doctor can help you stay healthy. Get regular checkups. If certain medical conditions run in your family, make sure you get recommended health screenings. Ask your doctor how often you should be screened for cancer. You may need to start screening at an earlier age if you have certain risk factors or a family history of cancer.							2	60	1879
							1	63	1943
							1	61	2005
							1	62	2068
							1	62	2131
								58	2189
							2	51	2242
Smoking and drinking can decrease the quality of your health. Smoking is linked to serious diseases such as cancer, heart disease and stroke. If you are a smoker, trying to stop should be your first priority. You should avoid excessive drinking. Heavy drinking can lead to liver damage and other health risks.							1	63	2306
							1	60	2367
							1	57	2425
							1	59	2485
							1	61	2547
							2	13	2562
A little extra weight can put a strain on your heart, increase your blood pressure and significantly raise the risk of a heart attack. So you need to watch your weight by avoiding foods that are high in fat. You should eat plenty of high fibre, fruits and vegetables which are rich in nutrients.							1	63	2626
								58	2684
							1	60	2745
							1	59	2805
							2	57	2864
Keeping physically active is an important part of a healthy lifestyle. Exercise prevents heart disease, cancer, high blood pressure and obesity. It is recommended that you exercise for thirty to sixty minutes at least four times a week. Gentle stretching before exercise, weight reduction and practising sound lifting techniques can help prevent back injuries. Take care of your							1	60	2925
							1	58	2984
							1	56	3041
								59	3100
							1	63	3164
								58	3222
							1	28	3251