

MEMO

OFFICE DATA
PROCESSING

LEVEL 2

AM2

QUESTION 1

1. True ✓
2. True ✓
3. False ✓
4. False ✓
5. True ✓

(5)

QUESTION 2

- 2.1 Output ✓
- 2.2 Mouse/Keyboard ✓
- 2.3 Antivirus ✓
- 2.4 Ctrl ✓
- 2.5 Carpel Tunnel Syndrome✓

(5)

QUESTION 3

| | | |
|----------------------|-----------|-----------|
| 100 % (Completed) | | |
| A | D | T |
| 40 | 10 | 50 |

| | |
|---|---|
| ACCURACY ERRORS: -2 PER ERROR Mark ACCURACY with RED / | <ul style="list-style-type: none"> ▪ Incorrect spelling of words ▪ Omission of word/s - count out 5/10/10 ▪ If the words omitted appear at the end of the document, mark as display error. |
|---|---|

| ERR NO | GROUPING OF ERRORS |
|---------------|---|
| 1 | Margins incorrect Justification incorrect Font = Courier new 12 |
| 2 | Line spacing incorrect Letter spacing incorrect |
| 3 | UC/LC incorrect |
| 4 | Bold, italics, centre |
| 5 | New Paragraph |
| 6 | Insert "include" and "the" |
| 7 | Delete "explicit" |
| 8 | Insert email address |
| 9 | In full "and" |
| 10 | Insert Header |
| 11 | Number paragraphs and indent |

9 Header correct

1 Margins 2.54cm

3 UC/lc

THE SOUTH AFRICAN SCHOOL OF COOKING

4 bold, italics & centre

4 bold & italics

Learn to be a Master Chef in your own kitchen

We can teach you how to become a culinary genius. We have courses to suit everybody. They are fun **and** easy.

9 In full

On offer are **the** following:

6 "the"

5 NP

Children's fun holiday courses, Teen age Chefs courses (13-20 years), Young Chefs courses (21-30 years), Family courses, Corporate team building.

We also offer a *Chef Graduate Course* that is internationally accepted and provides employment worldwide. Modules covered include:

6 Insert "include"

2 line/letter space

1. Menu planning and costing
2. Preparation and cooking of meals
3. Baking and confectionery
4. Chocolate and sugar expertise
5. And more

11 Number paragraphs and indent

4 bold

Contact **The South African School** of Cooking for more information:

7 delete "explicit"

Sandton: 011 234 5678
Cape Town: 021 912 3456

4 centre

www.sacookingschool.co.za

8 email adress

QUESTION 4

| | | |
|----------------------|-----------|-----------|
| 100 % (Completed) | | |
| A | D | T |
| 48 | 12 | 60 |

| | |
|---|---|
| ACCURACY ERRORS: -2 PER ERROR Mark ACCURACY with RED / | <ul style="list-style-type: none"> ▪ Incorrect spelling of words ▪ Omission of word/s - count out 5/10/10 ▪ If the words omitted appear at the end of the document, mark as display error. |
|---|---|

| ERR NO | GROUPING OF ERRORS |
|--------|--|
| 1 | Margins incorrect Font = Courier new 12 |
| 2 | Line spacing incorrect Letter spacing incorrect |
| 3 | UC/LC incorrect |
| 4 | Bold, italics, Centre |
| 5 | Insert date - descending order |
| 6 | Spelling "nominations" |
| 7 | Delete " Company", "rules and", "and feedback" |
| 8 | Insert the words "rules", "analysis", "the" |
| 9 | Transpose "with regard to" |
| 10 | Insert Header & run on |
| 11 | New Paragraph & Stet |
| 12 | Memos in full |
| 13 | Display closure correctly |
| 14 | Arrange paragraphs numerically, number and indent |



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10 Mountain View Drive

CAPE TOWN

E-mail: sytucd@sadance.com

2014/06/18 OR 2014-06-18

The Assistant Manager
Mr Herald Brown
10 North Street
JOHANNESBURG
1000

Dear Mr Brown

ISA SECRETARY NOMINATIONS AND AWARDS 2013

1. All managers agreed to keep to timeframes and to send nominations as per previous consultation to the office of the CEO before 1 August 2013.
2. All senior managers from the different corporate companies were informed by means of **video conferencing** that they would receive correspondence, explaining the rules and regulations for submission of nominations for the secretarial awards.
3. The following correspondence serves to inform that at a nominations debriefing meeting, a proposal was tabled to inform all relevant companies of the criteria with regard to the selection and nomination process for secretaries.
4. The implementation of these criteria would apply immediately as it is intended to bring about standardisation and clarity. The analysis of the criteria was done prior to dissemination to all stakeholders.
5. Additional information to keep all stakeholders informed as to the finalisation of nominations would be distributed in the form of memorandums/memoranda.

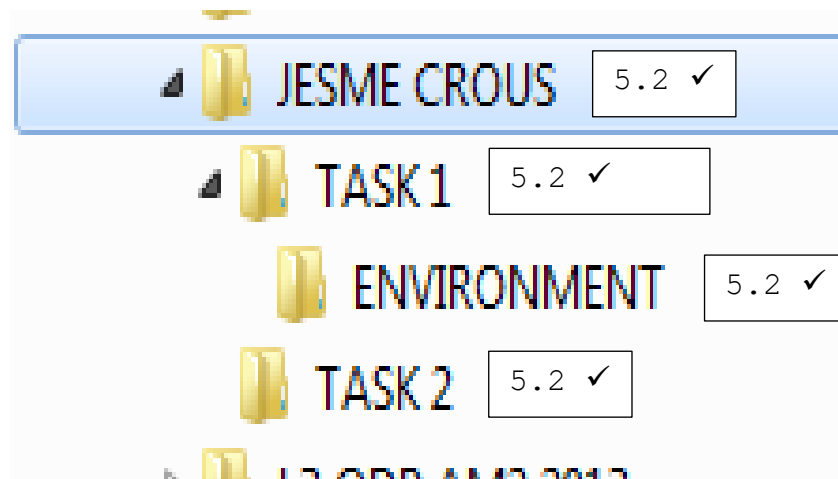
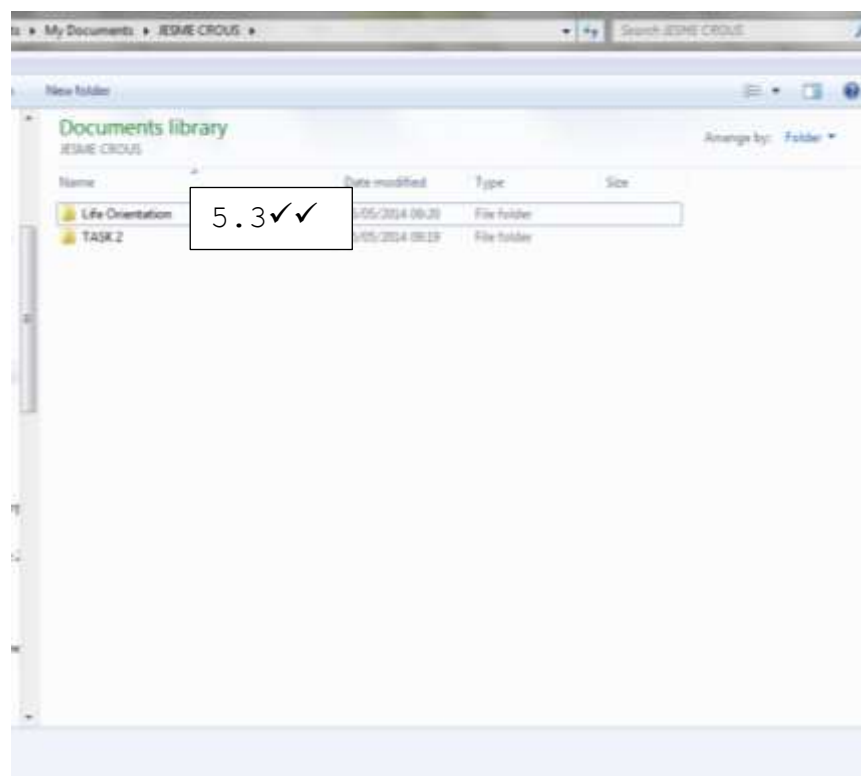
Yours sincerely

N ZANO/N Zano
CHIEF EXECUTIVE OFFICER

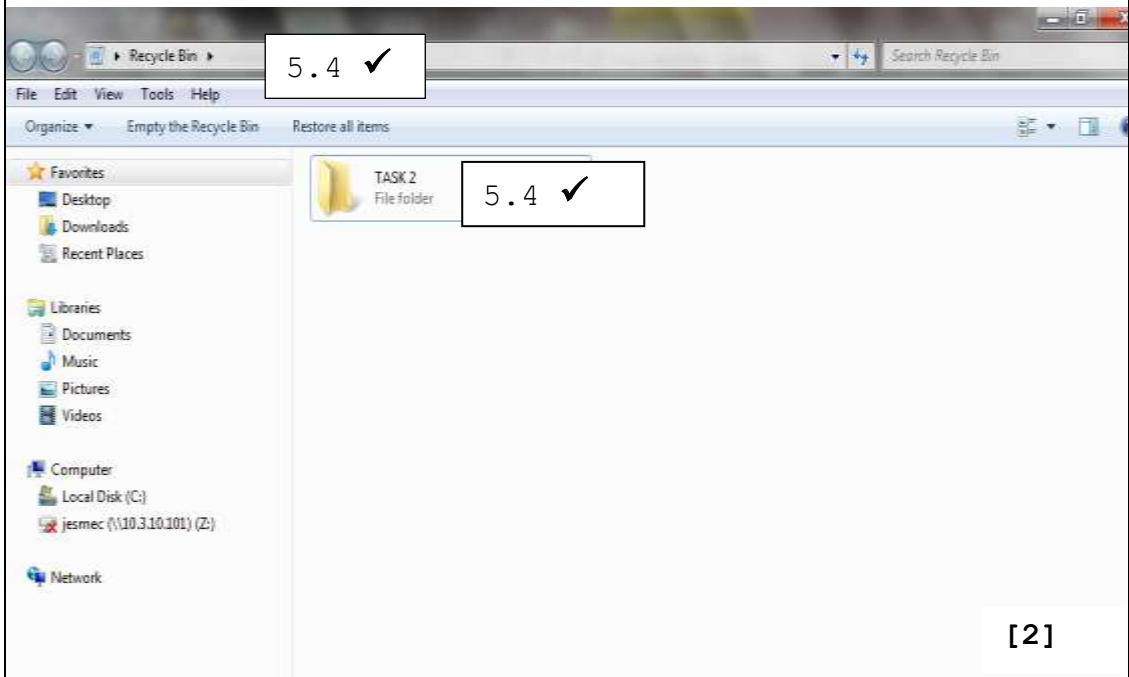
NAME AND SURNAME

QUESTION NUMBER

STUDENT NUMBER

QUESTION 5**[10]****5.2****[4]****5.3****[2]**

5.4



5.5

