

## SECTION B

### AUDIO TRANSCRIPTION

#### INFORMATION REGARDING THE EXAMINATION QUESTIONS

You are a personal assistant. Your manager handed you a cassette with recorded tasks, which you have to complete in an hour, while he is away.

1. Your first task (**Question 7**) is to key in and print out a **Business Letter** on the attached letterhead.

**WORDS:**

Marshalltown; delighted; seamless; convenience; existing; brochure; subscription; protection; service; Martie Van Dyk

2. Your second task (**Question 8**) is to key in and print out a **Notice**.

**WORDS:**

convenience; logo merchants; locally; internationally; swipe

3. Your third task (**Question 9**) is to key in and print out an **Advertisement**.

**WORDS:**

services; centre; mentioned

4. Your fourth task (**Question 10**) is to key in and print out **Paragraphs**.

**WORDS:**

automatic; gym; subscription

<b>QUESTION 7</b>		<b>MARKS: 35</b>
<b>DOCUMENT: Business Letter</b>		
<b>MARGINS:</b> LEFT: 2,54 cm (1", 10°) RIGHT: 2,54 cm (1", 10°) LINE SPACING: 1 (Single)	<b>PAPER:</b> Letterhead (Only one per candidate) <b>FONT:</b> Courier New 12 <b>HYPHENATION:</b> No/Off <b>JUSTIFICATION:</b> No/Left/Off	
Fit on letterhead The starting point on the counter/index is ..... The reading time is ± 18 minutes		

(35)

<b>QUESTION 8</b>		<b>MARKS: 30</b>
<b>DOCUMENT: Notice</b>		
<b>MARGINS:</b> LEFT: 2,54 cm (1", 10°) RIGHT: 2,54 cm (1", 10°) LINE SPACING: 1 (Single)	<b>PAPER:</b> A4 Portrait <b>FONT:</b> Courier New 12 <b>HYPHENATION:</b> Yes/On <b>JUSTIFICATION:</b> No/Left/Off	
The starting point on the counter/index is ..... The reading time is ± 14 minutes		

(30)

<b>QUESTION 9</b>		<b>MARKS: 25</b>
<b>DOCUMENT: Advertisement</b>		
<b>MARGINS:</b> LEFT: 1,27 cm (0.5", 5°) RIGHT: 1,27 cm (0.5", 5°) TOP: 1,27 cm (0.5", 5°) BOTTOM: 1,27 cm (0.5", 5°)	<b>LINE SPACING:</b> As indicated <b>PAPER:</b> A5 Landscape <b>FONT:</b> As indicated <b>HYPHENATION:</b> No/Off <b>JUSTIFICATION:</b> No/Left/Off	
The starting point on the counter/index is ..... The reading time is ± 12 minutes		

(25)

<b>QUESTION 10</b>		<b>MARKS: 10</b>
<b>DOCUMENT: Paragraphs</b>		
<b>MARGINS:</b> LEFT: 2,54 cm (1", 10°) RIGHT: 2,54 cm (1", 10°) LINE SPACING: 1 (Single)	<b>PAPER:</b> A5 Portrait <b>FONT:</b> Courier New 12 <b>HYPHENATION:</b> No/Off <b>JUSTIFICATION:</b> No/Left/Off	
The starting point on the counter/index is ..... The reading time is ± 8 minutes		

(10)