



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## **NATIONAL SENIOR CERTIFICATE**

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY  
OPTIONAL SPEED/ACCURACY QUESTION  
FEBRUARY/MARCH 2014**

**MARKS: Not applicable**

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

**This question paper consists of 4 pages.**



**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)
JUSTIFICATION	Left
FONT AND FONT SIZE	Courier New 12 or Courier 12
MARGINS	2.54 cm
HEADER/FOOTER	1.27 cm
LINE SPACING	1½ (1.5 lines) or double-line spacing

3. Insert a header containing the following:

<b>CAT Speed February/March 2014</b>	(Left aligned)
<b>Examination number</b>	(Right aligned)

4. Provision has been made for speeds up to 70 words per minute.
5. Insert an extra line space before the start of a new paragraph.
6. You may not edit your answer after the 10-minute keying-in time has elapsed.
7. Use your **examination number** as the file name to save your document. Save the file in Rich Text Format, as shown below. Make a printout of your answer and submit it to the invigilator. You may submit **only ONE printout of this question**.

File name:	<input type="text" value="Your examination number"/>	<input type="button" value="Save"/>
Save as type:	<input type="text" value="Rich Text Format"/>	<input type="button" value="Cancel"/>

**NOTE: Invigilators must ensure that all candidates' optional speed questions are saved to CD for the purpose of marking. Printouts must be handed in with the electronic copies on the CD.**



Key in the following paragraphs as fast and as accurately as you can.

[Adapted from an article at <http://EzineArticles.com/3168139>]

As a child, I remember how much I used to love reading fiction and how I hated reading non-fiction. It did not matter how many educational books my parents bought for me, I would always have a strong desire to read my fantasy books. There was something magical about immersing myself in the creative world of the author and sharing his or her imagination.

Nothing is more important than encouraging children to get into the habit of reading educational books. They should not see these books as just short research tools or quick resources that they can consult. Educational books do much more than simply help a person when he or she is researching a topic for a project. Many people will agree that we all prefer to read up on the subjects that interest us and we tend to avoid those subjects that we do not like. If children find books boring, it will not inspire them to read.

20 wpm

In a recent study, which involved observing school children being instructed to spend a set time to sit and read quietly, it was found that many of the children moaned, groaned and whispered instead of reading. The problem is the lack of motivation to read, which results in boredom. The trick is to introduce children to books in an interesting way.

There are ways in which a child can be encouraged to read educational books through some tried and tested approaches. These approaches are practical and involve some work by the parent or teacher. These guidelines are based on what has worked for those who have successfully been able to instil an interest for reading non-fiction and educational books. The method is not an easier approach, but involves a lot of interaction.



The first thing to do is to be excited about the activity you are about to undertake. If you want children to take an interest in history, take a field trip to the local history museum or go on an excursion to look at some historical buildings. This approach will require some preparation and planning as well as research if it is to work. Be sure to take pencils, pens and sketch pads so that the children can be creative. Speak to them about the buildings and give them some insightful information about the place they are going to visit.

The next thing to do is to point out how you found the information through reading. You can demonstrate your passion for reading by introducing the children to the books from which you sourced the information. The trip may raise some questions in the minds of the children and in turn they may want to find out more. If they see you reading, they may want to do the same thing.

It is important to read aloud to children, even if it is an educational book about Ancient Rome. It is also essential that they understand what is being read to them. You can keep them engaged by changing the tone of your voice. Be animated in the way you deliver the words. Encourage them to continue reading on their own.

Teachers can work with children in a class to make up a collection of information. For instance, if the aim was to develop an interest in and an understanding of Roman history, then they can ask the children to draw pictures of that period. This can be used to produce a workbook or a project folder that they can refer to. The success of this project will depend on the fun that the children will have and the insight that they will gain. Teachers and parents should encourage their children to visit the library more often

**END**

