



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE INFORMATION PROCESSING N4

1 NOVEMBER 2022

This marking guideline consists of 31 pages.

GENERAL REMARKS

Accuracy errors must be indicated with a red /. Repetitive accuracy errors must be indicated with a red circle.

Display errors must be indicated with a blue X. Repetitive display errors must be indicated with a blue circle.

The candidate cannot fail because he/she could not complete or pass the TIMED ACCURACY TEST.

At the end of the TIMED ACCURACY TEST, indicate the speed obtained with Pass 35 wpm/Pass 40 wpm/Fail where applicable in the following way:

Pass 35 wpm/Pass 40 wpm/Fail; Errors; Mark

On the front of the EXAMINATION FOLDER directly next to the mark obtained for QUESTION 1:

Pass 35 wpm/Pass 40 wpm/Fail

If the candidate did not hand in QUESTION 1, indicate this by drawing a line through the block for the mark next to QUESTION 1 on the front of the FOLDER and by writing Fail in the appropriate positions.

On the front of the folder just below the circle for the marks obtained, indicate:

Pass 35 wpm/Pass 40 wpm/Fail

Should a candidate fail the examination (less than 40%) and pass the TIMED ACCURACY TEST, the word Fail replaces the Pass 35 wpm/Pass 40 wpm, as a candidate cannot fail the QUESTION PAPER as a whole and get recognition for the wpm.

The mark for typing technique (200) is added to the word processing mark (100) to obtain a mark out of 300, which is processed to a mark out of 100 (percentage). This mark must be sent to the National Department.

SECTION A: TYPING TECHNIQUE

QUESTION 1 – MARKING SCHEDULE – TIMED ACCURACY TEST						
WPM	35	40		WPM	35	40
ERRORS				ERRORS		
1	19	19		29		3
2	19	19		30		2
3	18	18		31		1
4	17	18		32		0
5	17	17				
6	16	16				
7	15	16				
8	15	15				
9	14	15				
10	13	14				
11	12	13				
12	12	13				
13	11	12				
14	10	12				
15	10	11				
16	9	10				
17	8	10				
18	8	9				
19	7	9				
20	6	8				
21	6	7				
22	5	7				
23	4	6				
24	4	6				
25	3	5				
26	2	4				
27	1	4				
28	0	3				

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**MARKS: 20**

Mark accuracy errors only. Mark with care as it makes a difference to the results. Use the enclosed departmental schedule (page 3).

Indicate accuracy errors with a red slash (/).

One or more incorrect characters in a word – 1 error.

Do not penalise for incorrect margins.

Do not penalise for incorrect line spacing.

Do not penalise for incorrect hyphenation.

Do not penalise for incorrect capital/small letters.

Do not penalise for incorrect letter spaces.

Do not penalise for incorrect alignment.

Do not penalise for incorrect display errors.

Do not penalise if a whole line or paragraph is left out and keyed in in a different position.

When the exact same word is repeatedly keyed in incorrectly, it is penalised ONCE only per question. Therefore, it is encircled as a repetitive error.

Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are fewer than 5, ignore.

If 35 wpm is not completed, count back as indicated in the marking guideline.

The highest mark obtained must be indicated. The highest speed passed must be indicated.

QUESTION 1 (CONTINUED)

Is there any science behind the banting diet? Yes, but as with all science, it is often contested. What banting theory is about? It sticks with the way we were designed to eat, think about it. Do you reckon our ancestors from thousands of years ago had boxes of rice krispies knocking around – probably not.

In the real meal revolution, the premise is explained like this; if you could put the entire human history into one day, we have only been eating cereals and grains for five minutes and sugar for five seconds. But isn't fat bad for us? Our love affair with fat has gone through many phases over the years. To this day there are still people who swear that fats are bad and who will gobble up low-fat options without blinking.

There is a slight problem though. Often low-fat options are packed with sugar to make up for the loss of flavour. There are good fats and bad fats which you can read more about in depth in this article. For the record, avocados, nuts and even buttermilk all contain fat that is not as bad for you as we might have thought.

We love our fat so much globally now that there is even a

QUESTION 1 (CONTINUED)

butter shortage in our country at the moment. How do I start with the banting diet? We have a quick guide on how to get started with your diet. Before you do anything, you should see your doctor. Remember that it is a process and it will be tricky at times.

Also keep in mind that it might not work for you and that is okay too. Keep in mind that protein should be moderate on a banting diet. Yes, you can eat bacon for breakfast, lunch and dinner but that should not be all you eat. The consumption of green leafy vegetables and things like avocados and nuts is encouraged.

Getting the banting diet to work for you requires a lot of eating by feel, because fat helps stimulate your appetite if you are getting hungry. The Banting diet gives you an overall feeling of well-being and drastically decrease stress, which results in better sleep. Banting

→35 wpm

40 wpm

20	-	20

[20]

QUESTION 1 (CONTINUED) – 35 WPM

Also keep in mind that it might not work for you and that is
okay too. Keep²⁸ in mind t²⁷hat protei²⁶n should b²⁵e moderate²⁴
on a bant²³ing diet. |Yes, you |can eat ba²²con for br²¹eakfast,
l¹⁸unch and d¹⁷inner but |that shoul¹⁶d not be a¹⁵ll you eat¹⁴. The
con¹²sumption o¹¹f green le¹⁰afy vegeta⁹bles and t⁸hings like⁷
avocados |and nuts i⁶s encourag⁵ed.
avocados |and nuts i⁴s encourag³ed.

Gett³ing the ba²nting diet¹ to work → 35 wpm

QUESTION 1 (CONTINUED) – 40 WPM

Also keep in mind that it might not work for you and that is okay too. Keep in mind that protein should be moderate on a banting diet. Yes, you can eat bacon for breakfast, lunch and dinner but that should not be all you eat. The consumption of green leafy vegetables and things like a|vocados an|d nuts is |encourage|d.

Getti|ng the ban|ting diet |to work fo|r you requi|res a lot| of eating| by feel, |because fa|t helps st|imulate yo|ur appetite if you a|re getting| hungry. |The Banti|ng diet gi|ves you an| overall f|eeling of |well-being| and drast|ically dec|rease stre|ss, which | results i|n better s|leep. Ban|ting

40 wpm

20	-	20

[20]

TYPING TECHNIQUE				
SCHEDULE – ACCURACY – QUESTIONS 2-5				
-4 MARKS DEDUCTED PER ERROR – ACCURACY – RED				
MARKS	22	48	45	20
RED ERRORS	Q2	Q3	Q4	Q5
0	22	48	45	20
1	18	44	41	16
2	14	40	37	12
3	10	36	33	8
4	6	32	29	4
5	2	28	25	0
6	0	24	21	
7		20	17	
8		16	13	
9		12	9	
10		8	5	
11		4	1	
12		0	0	

TYPING TECHNIQUE			
SCHEDULE – DISPLAY – QUESTIONS 2-4			
-2 MARKS DEDUCTED PER ERROR – DISPLAY – BLUE			
MARKS	22	12	11
BLUE ERRORS	Q2	Q3	Q4
0	22	12	11
1	20	10	9
2	18	8	7
3	16	6	5
4	14	4	3
5	12	2	1
6	10	0	0
7	8		
8	6		
9	4		
10	2		
11	0		

QUESTION 2: TABULAR STATEMENT**MARKS: 44**

22 MARKS – ACCURACY – 4 MARKS PER ERROR Incomplete table – as per schedule	
ERROR NO	22 MARKS – DISPLAY ERRORS -2 MARKS PER ERROR
1	Margins (equal) incorrect and/or Alignment (left, centred, right, justified) incorrect and/or Line spacing (as indicated) incorrect
2	Paper size (A4 landscape) incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size (Courier New 12 pt and 16 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4	/ – [the] not replaced and/or incorrect and/or Del [or www... za] not deleted and/or incorrect
5	Trs – [Tuna salad] not transposed and/or incorrect and/or Stet – [meal] not retained and/or incorrect and/or Sp – [Duration] spelling incorrect
6	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Double underline – not changed and/or incorrect
7	Merge – cells C1 and D1 not merged and/or incorrect
8	In full – [and] not in full and/or incorrect and/or NL – New line not inserted and/or incorrect
9	Column headings incorrect and/or Columns incorrect
10	Vertical lines omitted and/or incorrect
11	Horizontal lines omitted and/or incorrect
12	Footnotes incorrect – not aligned on margin or footnote sign not used Footnotes – 2 letter spaces after the numbers when footnote sign is not used
13	[EXAMINATION NUMBER] left-aligned and [QUESTION 2] right-aligned not inserted as a header and/or incorrect
	Incomplete – as per schedule

EXAMINATION NUMBER
13 header left

QUESTION 2
13 header right

QUESTION 2 (CONTINUED)

1 margins, alignment, line spacing 2 A4 landscape, tab stops/indent, hyphenation None 3 font, uc/lc, letter spaces
4 the

9 column headings

SUMMARY OF THE BANTING PHASE 3 uc, 16 pt 6 bold, ital, double u/line

7 merge cells

1 centre 3 uc 6 bold

	RESTORE	TRANSFORM		PRESERVE
Goal	Metabolism Reset 8 NL	Effortless Weight loss 8 NL	Fast Fat burning 8 NL	Weight Maintenance 8 NL 1/4
Difficulty	Easy-moderate	Moderate-hard	Hard-very hard	Very easy
Duration 5.sp	3-12 weeks	3-12 weeks	1-12 weeks	1-18 weeks
Green List	Yes	Yes	Yes	Yes
Orange List	Yes	Hardly ever	Never	Yes
Light Red List	Hardly ever	Never	Never	Hardly ever 1/2
Red List	Never	Never	Never	Never
Breakfast ¹	Yes	When hungry	When hungry	Yes
Lunch ²	Yes	Yes	When hungry	Yes
Dinner ³	Yes	Yes	Yes	Yes
Snack ⁴	When hungry	No	No	Occasionally
Daily Carbs	50-100 g	25-50 g	<25 g	100-150 g

8 in full

1 Scrambled egg and strawberries 8 NL

10 vertical lines

11 horizontal lines

2 Tuna salad on sourdough toast 5 trs

3/4

3 Turkey, burger and spinach salad 8 in full

4 Almonds and dried cranberries 12 footnotes 8 in full

5 stet

Banting meal planner: www.nutriserve.co.za 4 del

Errors	Marks
0	22
1	18
2	14
3	10
4	6
5	2
6	0

A	D	T
22	22	44

1/4

A	D	T	
6	5	11	44

1/2

A	D	T	
11	11	22	44

3/4

A	D	T	
17	16	33	44

[44]

QUESTION 3: CIRCULAR LETTER**MARKS: 60**

48 MARKS – ACCURACY -4 MARKS PER ERROR	
Incomplete – as per schedule	
ERROR NO	12 MARKS – DISPLAY ERRORS -2 MARKS PER ERROR
1	Margins: left 3,81 cm/1,5" and right 2,54 cm/1" incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing (as indicated) incorrect
2	Letterhead not used and/or incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size (Courier New 12 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4	Insert – [date] not inserted in descending order and/or incorrect and/or Insert – [year] not inserted and/or incorrect and/or Insert – [shopping] not inserted and/or incorrect and/or / – not changed to [the] and/or incorrect and/or Del – [(sometimes ... starting)] and [(from ... members)] not deleted and/or incorrect
5	Sp – [delicious] spelling incorrect and/or Stet – [preservation] not retained and/or incorrect and/or Trs – [eating clean with] not transposed and/or incorrect
6	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not changed and/or incorrect
7	Join – [BANTING] not joined and/or incorrect
8	New paragraph incorrect and/or Runs on incorrect and/or In words – [four hundred] and [fifty] not in full and/or incorrect and/or In figures – [1], [2] and [12] not in figures and/or incorrect
9	Paragraphs not arranged in numerical order and/or incorrect and/or Paragraphs not numbered and/or incorrect
10	[EXAMINATION NUMBER] not inserted as footer and/or incorrect and/or Page break not inserted and/or incorrect and/or Page number not inserted top left and/or incorrect
	Incomplete – as per schedule

 $\frac{1}{4}$

A	D	T	
12	3	15	60

 $\frac{1}{2}$

A	D	T	
24	6	30	60

 $\frac{3}{4}$

A	D	T	
36	9	45	60

Error	Marks
0	48
1	44
2	40
3	36
4	32
5	28
6	24
7	20
8	16
9	12
10	8
11	4
12	0

A	D	T	
48	12	60	

QUESTION 3

QUESTION 3 (CONTINUED)

1 margins, alignment, line spacing, 2 A4 portrait, letterhead, tab stops/indent, hyphen Automatic 3 font, uc/lc, letter spaces

THE BANTING DIET ORGANISATION

745 Queen Street

011 987 4567

011 987 4555



DURBANVILLE
7551

20122-11-01 4 date in descending order

CIRCULAR NO. 21 OF 2022 3 uc 4 current year

TO ALL DIET MEMBERS 3 caps

THE PHASES OF THE BANTING DIET 3 uc 6 bold

1. You start with 1 week of OBSERVATION. Next you do RESTORATION, which can last anything from 2 to 12 weeks depending on how your awesome weight calculation ¼ works out. Restoration helps you get rid of some bad habits and gets you used to eating from the **green** and **orange** list. 4 the 6 bold
2. Once you are used to eating clean with no hassles, it is time to take it up a notch and enter TRANSFORMATION. You track meals every second week as though you are tapping the rudder of your ship, cruising through to your awesome weight. 5 trs 3 uc 4 the
3. Half way through TRANSFORMATION, we add in some additional LIFESTYLE HACKS. 8 NP 3 uc 3 uc 4 del
4. Finally, once you reach your awesome weight, you begin preservation, which is designed to preserve all ½ the good you have done. 6 u/line 5 stet 4 the

9 arranged paragraphs in numerical order

9 number paragraphs 2 indent 1 align 3 2 letter spaces

10 page break

10 footer, align left

EXAMINATION NUMBER

QUESTION 3

2

10 page number top left

QUESTION 3 (CONTINUED)

As a MEMBER, you can take advantage of guidance from our unrivalled personal support team, an easy shopping list generator, meal tracker, weight goals tools and every other tool you need to get you *Banting* like a champ in no time.

At the heart of it, real meal revolution wants you to eat real food and that is why our programme boasts more than four hundred real meal revolution original recipes, more than fifty phased meal plans and more than fifty cooking lessons to usher you into a love affair with healthy, delicious, real food.

+

THE BANTING TRIBE

[60]

10 footer, align left

QUESTION 4: PARAGRAPHS**MARKS: 56**

44 MARKS – ACCURACY -4 MARKS PER ERROR	
Incomplete – as per schedule	
ERROR NO	12 MARKS – DISPLAY ERRORS -2 MARKS PER ERROR
1	Margins not 2,54 cm/1" or incorrect and/or Alignment (left, centre, right, justified) incorrect and/or Line spacing incorrect
2	Paper size (A4 portrait) incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect
3	Font/font size (Courier New 12 and 16 pt) incorrect and/or Capital letters/small letters incorrect and/or Letter spaces incorrect
4	Bullets not inserted and/or incorrect and/or / – not changed to [the] and/or incorrect and/or Del – [Opt ... can.] not deleted and/or incorrect
5	Trs – [moderate protein] not transposed and/or incorrect and/or Sp – [work] spelling incorrect and/or Stet – [plenty] not retained and/or incorrect
6	Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not changed and/or incorrect
7	Move – heading not moved and/or incorrect
8	New paragraphs incorrect and/or In full – [and] not in full and/or incorrect
9	Paragraphs not arranged in numerical order and/or incorrect and/or Omission – text border (frame) not omitted and/or incorrect
10	[EXAMINATION NUMBER] (left) and QUESTION 4 (right) not inserted as header and/or incorrect
	Incomplete – as per schedule

 $\frac{1}{4}$

A	D	T	
11	3	14	56

 $\frac{1}{2}$

A	D	T	
22	6	28	56

 $\frac{3}{4}$

A	D	T	
34	8	42	56

Errors	Marks
1	45
2	41
3	37
4	33
5	29
6	25
7	21
8	17
9	13
10	9
11	5
12	1
13	0

A	D	T
45	11	56

EXAMINATION NUMBER

QUESTION 4

10 header left

10 header right

QUESTION 4 (CONTINUED)

1 margins, line spacing, alignment 2 A4 portrait, tab stops/indentation, hyph Automatic 3 font, uc/lc, letter spaces

1 centre 3 uc, 16 pt 6 bold 7 move

BANTING DIET: WHAT YOU NEED TO KNOW

8 in full

5 trs

The banting diet promotes a low-carb, high fat and moderate protein way of eating. Fat is critical and getting lots of it will help you make it work. 5 sp 8 in full

TIPS FOR GETTING STARTED ON YOUR BANTING DIET 3 uc 6 u/line, italics 9 omit frame

1/4

- remove all temptations, 8 in full
- get rid of things like crispy cookies and sweets, 1 l/s 4 bullets
- replace them with things that are allowed, 8 in full
- nuts (not peanuts), biltong, pickles, olives and cream cheese.

4 the

8 in full

Understand the difference between hunger, boredom and thirst. 6 ital

8 NP

You might think that you are hungry and but might just be bored or thirsty.

1/2

9 paragraphs in numerical order 2 indent 3 2 letter spaces

1. Learn to distinguish.
2. Eat only when you are hungry. 4 del
3. Do not be fooled by the low-fat fad. 4 the
4. Low fat often means added sugar.

3 uc

8 in full

4 the

4 the

5 stet

BE CAREFUL with the oil you use. While oils do contain plenty of fat, not all of them are allowed on the diet. Coconut oil is best and you can use olive oil, but on a low heat - do not deep fry in it! If you are just starting out, cut back on the alcohol. Just be careful with your mixers - remember they cannot contain sugar. 4 the

6 bold

Watch your **protein** intake. It is easy to stuff your face with protein but be careful. This way of eating advocates for moderate protein intake. Familiarise yourself with the nutritional value of food. 4 the

1 right-align 6 bold

Call: 082 812 5525

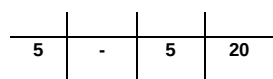
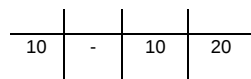
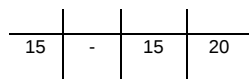
[56]

QUESTION 5: AFRICAN LANGUAGE**MARKS: 20****20 MARKS – ACCURACY –4 marks per error**

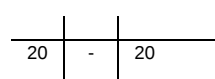
– Every keying-in error

0 MARKS – DISPLAY – no marks**NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS**

1. One or more incorrect characters in a word – 1 error.
2. Do not penalise for incorrect margins.
3. Do not penalise for incorrect line spacing.
4. Do not penalise for incorrect hyphenation.
5. Do not penalise for incorrect capital/small letters.
6. Do not penalise for incorrect letter spaces.
7. Do not penalise for incorrect alignment.
8. Do not penalise any incorrect display.
9. Do not penalise if a whole line or paragraph has been left out and keyed in at another position.
10. When exactly the same word is repeatedly keyed in incorrectly, it is penalised once only per question. Thereafter it is encircled as a repetitive error.
11. Omission of words: Count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are fewer than 5, ignore.

 $\frac{1}{4}$  $\frac{1}{2}$  $\frac{3}{4}$ 

Errors	Marks
0	20
1	16
2	12
3	8
4	4
5	0



QUESTION 5 (CONTINUED)

Batjha ba bang ba re ba batla ho fokotsa mmele ya bona. Le ha
 ho le jwalo, ba bangata ba amehile ka tsela eo ba shebahalang $\rightarrow \frac{1}{4}$
 ka yona ho feta ho phela hantle.

Ba bangata ba tshwenyehile ka mmele ya bona le ha ba sa $\rightarrow \frac{1}{2}$
 tshwanela ho tshwenyeha. Mmele ya bona e ne e ntse e le $\rightarrow \frac{3}{4}$
 hantle, mohlomong ba mpa ba ipapisa le dithaka tsa bona kapa
 le dipapatso tse kgothalletsang batho hore ba be basesane.

 $\frac{1}{4}$

5	-	5	20
---	---	---	----

 $\frac{1}{2}$

10	-	10	20
----	---	----	----

 $\frac{3}{4}$

15	-	15	20
----	---	----	----

Errors	Marks
0	20
1	16
2	12
3	8
4	4
5	0

20	-	20
----	---	----

[20]**TOTAL SECTION A: 200**

SECTION B (WORD PROCESSING)

1. The total of the section is 100 MARKS. PART A of each question is 80% accuracy and 20% display. PART B is 80% processing and 20% accuracy.
2. PART A of each question must be keyed in correctly, except for Q6A that has already been copied to your hard drive/compact disk/memory stick.
3. PART B of each question must be processed according to the processing instructions.
4. ONE mark per error is deducted for accuracy as well as display and processing.

Accuracy errors	= All keying in errors
Display errors	= All display errors
Processing errors	= All processing instructions

5. Questions not completed (only PART A) are marked accordingly. In PART B the candidate is penalised for each processing not done.

If only $\frac{1}{4}$ of a question is completed, only $\frac{1}{4}$ of the original mark is used for the marking of the question. If only $\frac{1}{2}$ of a question is completed, only $\frac{1}{2}$ of the original mark is used for the marking of the question. If only $\frac{3}{4}$ of a question is completed, only $\frac{3}{4}$ of the original mark is used for the marking of the question.

EXAMPLE

Total marks = 20; Accuracy = 16; Display = 4

If $\frac{1}{2}$ of the question is completed, mark as follows:

$\frac{1}{2}$ OF 16 = 8 MARKS

$\frac{1}{2}$ OF 4 = 2 MARKS

The question will be marked out of 10 but the mark will be out of 20:

6	1	=	7	=	7
8	2	=	10	=	20
2	1	errors			

WORD PROCESSING								
SCHEDULE – QUESTIONS 6B, 7A, 7B, 8A AND 8B								
-1 MARK PER ERROR DEDUCTED – ACCURACY – RED -1 MARK PER ERROR DEDUCTED – DISPLAY – BLUE -1 MARK PER ERROR DEDUCTED – PROCESSING – BLUE								
MARKS:	20	19	16	13	12	5	4	3
QUESTION: ERRORS:	Q6B	Q7B	Q8B	Q8A	Q7A	Q6B Q7B	Q8B	Q7A Q8A
0	20	19	16	13	12	5	4	3
1	19	18	15	12	11	4	3	2
2	18	17	14	11	10	3	2	1
3	17	16	13	10	9	2	1	0
4	16	15	12	9	8	1	0	
5	15	14	11	8	7	0		
6	14	13	10	7	6			
7	13	12	9	6	5			
8	12	11	8	5	4			
9	11	10	7	4	3			
10	10	9	6	3	2			
11	9	8	5	2	1			
12	8	7	4	1	0			
13	7	6	3	0				
14	6	5	2					
15	5	4	1					
16	4	3	0					
17	3	2						
18	2	1						
19	1	0						
20	0							
21								
22								

QUESTION 6B**MARKS: 25**

PROCESSING: 20 marks -1 mark per error ACCURACY: 5 marks -1 mark per error	
1	Margins (2,54 cm/1") incorrect and/or Alignment (left, centre, right, justify) incorrect and/or Line spacing (as indicated) incorrect
2	Paper size (A4 portrait) incorrect and/or Tabular stops/indentation incorrect and/or Hyphenation incorrect
3	Font/font size (Courier New 12 pt) incorrect and/or Capital/small letters incorrect and/or Letter spaces incorrect
4	[Banting Diet Benefit] not changed to WordArt Style 1, Arial Rounded 40 pt and capital letters and/or incorrect
5	New paragraphs not created and/or incorrect and/or [ten] not in words and/or incorrect
6	[Banting Diet] not changed to capital letters, bold and underlined and/or incorrect
7	[Runs on] incorrect and/or Paragraphs 1-10] not arranged in numerical order and/or incorrect
8	[10 ... Diet] not inserted in capital letters, bold and 16 pt and/or incorrect plus one accuracy error
9	[Consume animal fat] not inserted in Arial 12 pt and capital letters and/or incorrect plus one accuracy error
10	[Consume ... possible] not inserted in Arial 12 pt and capital letters and/or incorrect plus one accuracy error
11	Paragraph headings [Snacking ... No], [Never ... yourself], [Avoid ... nuts], [Control ... consume] and [Remain strong] not changed to Arial 12 pt and capital letters and/or incorrect
12	[Never ... yourself] not inserted Arial 12 pt and capital letters and/or incorrect plus one accuracy error
13	Page breaks not inserted and/or incorrect
14	Page numbers (except 1 st page) not inserted at the top, centred and/or incorrect
15	[while being] not transposed and/or incorrect
16	[The ... properly.] not deleted and/or incorrect
17	[Try ... protein] not inserted in Arial 12 pt and capital letters and/or incorrect plus one accuracy error
18	[Always ... labels] not inserted in Arial 12 pt and capital letters and/or incorrect plus one accuracy error
19	[marketing] not inserted and/or incorrect plus one accuracy error
20	Shape and text not inserted and/or incorrect and/or Text not in Arial Narrow 10 pt, bold and centred and/or incorrect plus one accuracy error
21	[EXAMINATION NUMBER] left and [QUESTION 6B] in capital letters right not inserted as header and/or incorrect

EXAMINATION NUMBER

QUESTION 6B

21 header left

21 header right, uc

QUESTION 6B (CONTINUED)

1 margins, alignment, line spacing 2 A4 portrait, tab stops/indent, hyphenation Automatic 3 CN 12 pt, uc/lc, letter spaces

4 WordArt Style 1, Arial Rounded MT Bold 40 pt, caps

BANTING DIET BENEFITS

5 NP 6 uc, bold, u/line

The **BANTING DIET** gives you an overall feeling of well-being and drastically decreases stress, which results in better sleep.

7 runs on

Banting is: Being able to enjoy the food that you thought was bad for you while still losing weight - staying away from highly processed foods such as sugars and refined grains.

10 COMMANDMENTS OF THE BANTING DIET

8 insert uc, bold, 16 pt

All you need to know before you start this change to a healthy lifestyle:

7 arrange paragraphs in numerical order 2 tab stops/indent 3 2 letter spaces

1. CONSUME ANIMAL FAT

9 insert, Arial 12 pt, uc

6 uc, bold, u/line

This is the focal point of the **BANTING DIET**. This challenges the way we think because we have always been taught that fat makes us fat.

2. CONSUME AS MUCH VEGETABLES AS POSSIBLE

10 insert, Arial 12 pt, uc

Vegetables are known as the 'bulk food' to all banterers. Green veggies are the go-to-vegetables and all banterers know that eating a variety of these veggies is the best for the body.

5 NP

3. SNACKING IS A BIG NO

11 Arial 12 pt, uc

5 NP

Snacking is a form of cheating, especially during the first week of Banting. Try not to snack unless it is Banting-friendly.

4. NEVER LIE TO YOURSELF

12 insert, Arial 12 pt, uc

Consuming high carbohydrate foods that are processed usually hide in foods such as peanuts, baked beans and legumes.

13 page break

QUESTION 6B (CONTINUED)

5. NEVER OVER-EAT AND NEVER UNDER-EAT 11 Arial 12 pt, uc

5 NP

Beginner Banterers have a habit of either eating too much or too little. Just because you are confined to a low carb diet doesn't mean that you can eat as much fat as you like.

6 uc, bold, u/line

15 trs

On the other hand do not under-eat while being on the **BANTING DIET**. Fat contains fewer calories compared to carbohydrates so you will probably need to eat more than you expect. If you become extremely hungry during the **BANTING DIET**, chances are you are either under-eating or you have not been eating enough fat. 6 uc, bold, u/line 16 del

6. TRY NOT TO CONSUME TOO MUCH PROTEIN 17 insert, Arial 12 pt, uc

6 uc, bold, u/line

6 uc, bold, u/line

3 lc

The **BANTING DIET** is a high fat, low carb diet and not a high protein diet. The main point of the **BANTING DIET** is to cut out the carbohydrates from your diet and replace it with more fat. Don't focus on increasing your protein intake. You will naturally get enough protein with all the vegetables and meat you will eat.

7. ALWAYS READ FOOD LABELS 18 insert, Arial 12 pt, uc

5 NP

Always be on the lookout when it comes to ready-made meals or processed foods. These foods almost always contain carbohydrates. Stay away from foods that claim that they are low in fat.

5 NP

These foods may be low in fat, but the fats have been replaced with sugars to compensate for the loss of flavour. Low fat meals are nothing but a sly marketing tactic.

19 insert

13 page break

QUESTION 6B (CONTINUED)

8. **AVOID CONSUMING TOO MANY FRUITS AND NUTS** 11 Arial 12 pt, uc

5 NP 6 uc, bold, u/line

Fruits contain natural fructose which is "nature's sugar". On the **BANTING DIET** any sugar should be limited, if not avoided completely.

5 NP 3 ld 6 uc, bold, u/line

Nuts can be found on the **BANTING DIET** green list, however, like any food, they should still be eaten in moderation. People tend to over-eat nuts because they make the perfect snack to carry around all day.

7 arrange paragraphs in numerical order

9. **CONTROL THE AMOUNT OF DAIRY THAT YOU CONSUME** 11 Arial 12 pt, uc

5 NP

Dairy does contain carbohydrates that can be good for the body, however, it should be strictly controlled and moderated. DAIRY DOES CONTAIN SMALL AMOUNTS OF CARBS, THEREFORE, IT IS NOT A FREE FOR ALL. 3 uc

10. **REMAIN STRONG** 11 Arial 12 pt, uc

5 NP 6 uc, bold, u/line 5 in words

A lot of people tend to give up early while being on the **BANTING DIET**. The first ten days on this diet are always the most difficult because your body is still in the process of getting rid of those nasty carb cravings. Stick with it. After ten days, when the carb cravings disappear, you will start seeing drastic changes, not just with your weight but also in your overall mood. 5 in words

If you are lactose intolerant, avoid dairy all together

20 insert shape and text, Arial Narrow 10 pt, bold, centre

A	P	T
5	20	25

[25]

EXAMINATION NUMBER

4 header left

QUESTION 7A

4 header right, uc

QUESTION 7A

Programme

Opening and welcome

A word from the banting coach

Introduction of guest speaker

Real Meal Revolution - John Proudfoot

1/4

Tea break

3. Supercharge your energy

4. Sleep better

5. Clearer skin

2. Increased mental clarity

1. Burn fat fast

1/2

12:30 Lunch

6. Planning and preparation

7. Resetting your gut micro biome and your meta bolism

8. Transformation

9. Nurturing

3/4

14:30 Closure

1/4

A	D	T	
3	1	4	15

1/2

A	D	T	
6	2	8	15

3/4

A	D	T	
9	2	11	15

ERROR NO	DISPLAY ERRORS
1	Margins, alignment, line spacing
2	A4 paper, tab stops/indentation
3	Courier New 12 pt, uc/lc, letter spaces
4	Header [EXAMINATION NUMBER] (left) [QUESTION 8A] (right)

A	D	T
12	3	15

(15)

QUESTION 7B**MARK: 24**

PROCESSING: 19 marks -1 mark per error ACCURACY: 5 marks -1 mark per error	
1	Margins (1,27 cm/0,5") incorrect and/or Alignment (left, centre, right, justified) incorrect and/or Line spacing as indicated incorrect
2	Paper size (A4 landscape) incorrect and/or Tabular stops/indentation incorrect
3	Font/font size (Courier New 12 pt) incorrect and/or Capital/small letters incorrect and/or Letter spaces incorrect and/or
4	[Why ... Diet] not inserted in capital letters and/or incorrect plus one accuracy error
5	NP – New paragraphs not created and/or incorrect
6	[Banting ... restaurants] not inserted in capital letters and/or incorrect plus one accuracy error
7	[of ... 14:30] not inserted in capital letters and/or incorrect plus one accuracy error
8	[Programme] not changed to spaced capital letters, centred and bold and/or incorrect
9	[9:00] not inserted and/or incorrect plus one accuracy error
10	[9:15] not inserted and/or incorrect plus one accuracy error
11	[9:30] not inserted and/or incorrect plus one accuracy error
12	[9:45] not inserted and/or incorrect plus one accuracy error
13	[Tea] not deleted and/or incorrect
14	[break] not changed to capital letters and bold and/or incorrect
15	[10:00] not inserted and/or incorrect plus one accuracy error
16	[Banting eating plan] not inserted in capital letters and/or incorrect plus one accuracy error
17	Paragraphs not arranged in numerical order and/or incorrect and/or Numbers not replaced with bullets and/or incorrect
18	[Lunch] not changed to capital letters and bold and/or incorrect
19	[Metabolism] not joined and/or incorrect
20	[Closure] not changed to capital letters and bold and/or incorrect
21	Columns not inserted and/or incorrect and/or programme not centred vertically and/or incorrect and/or content in column 1 and 2 not moved as per instruction and/or incorrect
22	Footer [QUESTION 7A] not changed to [QUESTION 7B] and/or incorrect

QUESTION 7B (CONTINUED) 1 margins, horizontal alignment, line spacing 2 A4 landscape, tab stops/indent 3 CN 12 pt, uc/lc, letter spaces

21 columns, vertical alignment 1 horizontal alignment

8 sp caps, centre, bold

P R O G R A M M E

9 insert

9:00

Opening and welcome

10 insert

9:15

A word from the banting coach

11 insert

9:30

Introduction of guest speaker
Real Meal Revolution - John Proudfoot

12 insert

9:45

13 del

BREAK

14 uc, bold

15 insert

10:00

BANTING EATING PLAN

16 insert, uc

17 arrange paragraphs in numerical order, insert bullets

- Burn fat fast
- Increased mental clarity
- Supercharge your energy
- Sleep better
- Clearer skin

12:30

LUNCH

18 uc, bold

17 replace numbers with bullets

- Planning and preparation
- Resetting your gut micro biome and your metabolism
- Transformation
- Nurturing

19 join

14:30

CLOSURE

20 uc, bold

21 columns, vertical alignment

4 insert, uc [Why ... diet]

WHY HEALTH ENTHUSIASTS CHOOSE THE BANTING DIET

5 NP

BANTING DIET FREE WORKSHOPS

6 insert, uc [Banting ... restaurants]

5 NP

AT MAIN RESTAURANTS

5 NP

OF LIMPOPO PROVINCE

7 insert, uc [of ...14:30]

5 NP

IN NOVEMBER

5 NP

FROM

5 NP

9:00-14:30

A	P	T
5	19	24

EXAMINATION NUMBER

QUESTION 8A

4 header left

4 header right, uc

QUESTION 8A

Bacon rashers or pork sausage
Tomato & scrambled eggs (fried) → ¼

Large salad with steak/chicken & cottage cheese
Roast chicken → ½
with steamed spinach &

Green salad
Broccoli/cauliflower → ¾
with cream cheese

Bacon & eggs
Baby marrow
Greek salad

¼

A	D	T	
3	1	4	16

½

A	D	T	
5	1	6	16

¾

A	D	T	
10	2	12	16

ERROR NO	DISPLAY ERRORS
1	Margins, alignment, line spacing
2	A4 paper, tab stops/indentation, hyphenation
3	Courier New 12 pt, uc/lc, letter spaces
4	Header [EXAMINATION NUMBER] (left-aligned) [QUESTION 8A] (right-aligned)

A	D	T
13	3	16

(16)

QUESTION 8B**MARKS: 20**

PROCESSING: 16 marks -1 mark per error ACCURACY: 4 marks -1 mark per error	
1	Margins incorrect and/or Vertically and horizontally centring incorrect and/or Line spacing as indicated incorrect
2	Paper size A4 portrait incorrect
3	Font/font size (Courier New 12 pt) incorrect and/or Capital/small letters incorrect and/or Letter spaces incorrect
4	[Khoroni ... Trichardt] not inserted in capital letters and bold and/or incorrect plus one accuracy error
5	New line not inserted and/or incorrect
6	[Menu] not inserted in spaced capital letters and bold and/or incorrect plus one accuracy error
7	[Breakfast] not inserted in capital letters and italics and/or incorrect plus one accuracy error
8	[Lunch] not inserted in capital letters and italics and/or incorrect plus one accuracy error
9	[and] not in full and/or incorrect
10	[(fried)] not deleted and/or incorrect and/or [and ... yoghurt] not deleted and/or incorrect and/or [Bacon ... marrow] not deleted and/or incorrect
11	[Snack] not inserted in capital letters and italics and/or incorrect plus one accuracy error
12	[Apple ... butter] not inserted and/or incorrect plus one accuracy error
13	[with] not retained and/or incorrect
14	[Supper] not inserted in capital letters and italics and/or incorrect plus one accuracy error
15	[pumpkin] not inserted in lower case and/or incorrect plus one accuracy error
16	[Broccoli] spelling incorrect
17	Double line border not inserted around menu and/or incorrect
18	Footer [Remain Strong] not inserted in Arial Black 10 pt, capital letters and centred and/or incorrect and/or plus one accuracy error
19	Header [QUESTION 8A] not changed to [QUESTION 8B] and/or incorrect

QUESTION 8B (CONTINUED)

1 margins, vertical/horizontal alignment, line spacing 2 A4 portrait 3 CN 12 pt, uc/lc, letter spaces

4 insert, uc, bold	new line	
KHORONI RESTAURANT		
LOUIS TRICHARDT		
6 insert, sp caps, bold		
M E N U		
7 insert uc, ital		
<i>BREAKFAST</i>		
Bacon rashers or pork sausage		
Tomato and scrambled eggs		
9 in full 10 delete		
8 insert uc, ital		
<i>LUNCH</i>		
9 in full		
Large salad with steak/chicken and cottage cheese		
11 insert uc, ital		
<i>SNACK</i>		
12 insert	13 stet	
Apple slices with almond butter		
14 insert uc, ital		
<i>SUPPER</i>		
9 in full	15 insert	10 del
Roast chicken with steamed spinach and pumpkin		
Greek salad		
Broccoli/cauliflower with cream cheese		
10 del text	16 sp	
17 double line border around menu		

A	P	T
4	16	20

(20)
[36]

TOTAL SECTION B: 100
GRAND TOTAL: 300

18 insert footer, Arial Black 10 pt, uc, centre