



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

Optional Speed/Accuracy Test

MEMORANDUM AND SPEED COUNT

NOVEMBER 2008

MARKS: Not applicable

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

This memorandum consists of 4 pages.

OPTIONAL QUESTION: SPEED/ACCURACY QUESTION

The maximum depressions for this question = 3 000 depressions is for 60 w.p.m. in 10 minutes.

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	= 2125
Gross words (number of depressions keyed in divided by 5) (5 depressions = one word)	= 2125 ÷ 5 = 425
Equals net number of words without errors	= -7 from 425
Equals net number of words without errors	= 418
Divided by the time (ten minutes)	= ÷ 10
Equals net correct words per minute	= 41,8 w.p.m.

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 was omitted or inserted 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.

CONTENT	Upper case/ line spaces	Depres- sions	Total Depres- Sions
Time is a limited resource. There are only so many hours in a day or a week. We usually have many more things that we want to do than we have time to do them. When we choose to do one thing during a certain time, we cannot use that time for another activity. For example, if you decide to go to a soccer game with your friends you cannot go to the latest movie at the same time.	2 1 1 1 2	63 62 62 57 57 58 23	65 128 191 248 306 364 389
As with any resource, time can be used poorly or wisely. In other words, you can learn to use your time for the things that are really important to you instead of the things that you do not care about. The process of deciding how to use	2 1	61 59 60 59	452 511 571 631

time so that you gain the most from it is called time management.		54	685
	2	11	698
To gain the most benefit from your time, your choices should be based on your own personal values and goals. Your values are the things that you consider important in your life such as physical objectives that you set for yourself to achieve. In the case of time, goals are ways to plan the use of your time to help you meet other goals or to satisfy some value.	1	61	760
	1	61	822
		63	883
		62	945
	1	60	1006
	2	59	1067
Part of the problem of too little time may be that we are not using our time efficiently. Another problem may be that we have too many goals that we want to meet within a certain period of time. Generally, we have more goals that we want to meet than we have time to meet them. One way of making sure that at least our most important goals are met is to set priorities among our goals and to use our time according to those priorities.	1	62	1130
	1	60	1191
		58	1249
	1	63	1313
	1	61	1375
		57	1432
		60	1492
	2	17	1511
Setting priorities helps us all to decide what is important to us. For example, if you had a choice of spending two hours studying for a test, going to a movie, or going to a friend, which would be the most important for you? If it is important for you to study to be well prepared for the test, then your top priority would be to spend the two hours studying. If you have already spent several hours studying, then your top priority might be going to a movie.	1	63	1575
	1	60	1636
		61	1697
	2	63	1762
		61	1823
	1	63	1887
		57	1944
	2	35	1981
Setting priorities helps you to meet your goals. Actually, you do already set priorities on how to use your time. For example, when you choose to do your homework instead of watching television, think about setting priorities to be sure that the priorities that you set, are actually for the things that you want to do. People who say that they do not have time to do some things simply have not put a high priority on	2	60	2043
	1	60	2104
		56	2160
		63	2223
		62	2285
	1	59	2345
		62	2407

doing those things. For example, if you never get around to	1	61	2469
calling an old friend, perhaps it is because you would rather		63	2532
spend your time with other friends.	2	35	2569
There are different types of priorities for time management	1	60	2630
that we should think about because of different types of		57	2687
goals. There are short term goals and long term goals. Short	2	63	2752
term goals are those that we expect to meet in the near		56	2808
future. They include many day to day goals, such as getting	1	61	2870
household chores completed, seeing your favourite television		61	2931
shows, and spending some time with friends and family and also		63	2994
pets.	2	5	3001