

## NAMIBIA SENIOR SECONDARY CERTIFICATE

### OFFICE ADMINISTRATION AND KEYBOARDING ORDINARY LEVEL

**4348/1**

PAPER 1 Timed Speed and Accuracy Test

10 minutes

Marks 20

**2020**

Additional Materials: A4 Printing Paper (6 sheets)

### INSTRUCTIONS AND INFORMATION TO CANDIDATES

- Write your Name, Centre Number and Candidate Number in the spaces provided on the cover sheet.
- Insert a header. Type your Name and Surname, left aligned and your Candidate Number two tab stops thereafter.
- Use '**Courier New**' as the font style and the **font size** must be **12**, unless otherwise indicated.
- Save the question.
- Insert a footer.
  - **MS Word 2003:** Go to **View**, click **Header and Footer**, click **Switch between Header and Footer** to Footer, click **Insert auto text**, click Filename and path.
  - **MS Word 2007/2010:** Save document first, go to **Insert**, click **Footer**, edit **Footer (bottom)**, click on Quick Parts arrow (on top at Menu Bar), field, Field dialogue box open - under *Categories*: change **all to document information**, under *field names* click on **File Name**, on right at **Field options** click on box to **add path to filename**, left bottom click on **field codes**, click **OK**.
- Print an extra page. While Word is still open go to **File**.
  - **MS Word 2003:** Click **Print**, click **Options**, under *Include with documents*, click **Document properties**, click **OK**.
  - **MS Word 2007/2010:** Click **Options**, click **Display**, under *Printing Options* tick **Print document properties**, click **OK**.
- Save your work at regular intervals.
- At the end of this paper, staple each answer securely together and place them inside the cover sheet.

This document consists of **3** printed pages and **1** blank page.



Republic of Namibia

**MINISTRY OF EDUCATION, ARTS AND CULTURE**

**1 Speed and Accuracy Test: 10 minutes**

Type the following Speed and Accuracy Test in one-and-a-half line spacing with three line spaces between paragraphs.

Margins must be 1".

Paragraphs must be blocked.

A minimum speed of 30 w.p.m. is required.

The limits for 30, 35, 40, 45, 50, 55 and 60 w.p.m. are clearly indicated.

Save this question on the computer as: "PAPER 1".

**[20]**

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You are going for a job interview. You must ensure that you are dressed appropriately, e.g. a lady always looks good in a plain dress with decent shoes and a man in proper trousers and a smart shirt, maybe even wearing a tie and jacket, etc.

There are certain other issues you will have to look at carefully because too many choices can mean that you could make the wrong decision.

Nowadays it is necessary for the person attending a job interview to decide in advance what he or she is prepared to accept in the way of terms and conditions of work. There are many employers who will offer packages in addition to a salary. Some also offer perks such as car, expenses, private health insurance (medical aid), bonus schemes, housing allowance or subsidy, etc. Other perks might include financial initiatives.

It is necessary to be very careful in deciding exactly what best suits one's own particular needs. If, for example, the person is single, unattached to a partner, able to live happily away from home, and wants to travel the world, perhaps he or she would be better off in one of the following exciting jobs. These could include working with the crew of one of the great world cruise liners, or working for an export agent who requires his or her employees constantly to visit other countries. Attachment to the

secretarial staff of a film company, or working with the staff of a famous European fashion house could be possible. A person could perhaps travel the world designing golf courses<sup>30 w.p.m.</sup> or surveying in the veld for a set period of time. Alternatively, the prospective employee may wish to remain in his or her own home town and be willing to accept the offer of alternative cash incentives or use of a company car, instead<sup>35 w.p.m.</sup> of the chance to travel.

Sometimes share options are offered instead of other incentives but this may not be seen as a benefit if one has to wait years before cashing in on the rise in value of those employee shares.

Another important<sup>40 w.p.m.</sup> factor to consider is job security as so many firms now prefer to offer short two-year contracts of employment with one month's notice on either side.

Later on in life people appreciate the value of a job with a company pension scheme. Whilst<sup>45 w.p.m.</sup> this may seem to most young people to be too many years ahead to be of importance, the sooner one becomes a member of an employer's pension scheme the better it will be for future peace of mind and security. At present it<sup>50 w.p.m.</sup> is difficult to realise the money invested in a pension scheme unless that person has been employed by his or her company for more than two years. However, the choice can be made to take a deferred pension or to reinvest the value into a personal<sup>55 w.p.m.</sup> (private) pension. An independent adviser will help with this problem and will give impartial advice. Remember you will depend on your pension payout when you become a pensioner.

Your children may not be able to afford to<sup>60 w.p.m.</sup> help you financially in your retirement.

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