JUNE 2013 EXAMINATION
DATE: 11 JUNE 2013
TIME: 09H00 – 11H00
TOTAL: 100 MARKS
DURATION: 2 HOURS
PASS MARK: 40%

(GO-69)
FUNDAMENTALS

THIS EXAMINATION PAPER CONSISTS OF 4 SECTIONS:

SECTION A: CONSISTS OF 5 TRUE OR FALSE QUESTIONS
ANSWER ALL THE QUESTIONS (10 MARKS)

SECTION B: CONSISTS OF 4 SHORT QUESTIONS
ANSWER ALL THE QUESTIONS (20 MARKS)

SECTION C: CONSISTS OF 6 LONG ANSWER QUESTIONS
ANSWER ALL THE QUESTIONS (50 MARKS)

SECTION D: CONSISTS OF 2 INTERPRETATIVE QUESTIONS
ANSWER ONE OF THE QUESTIONS (20 MARKS)

INSTRUCTIONS:

1. Read the following instructions carefully before answering the paper, as failure to act upon them will result in a loss of marks.
2. Write your answers in your answer book, which is provided in the exam.
3. Ensure that your name and student number are clearly indicated on your answer book.
4. Write your answers in either blue or black ink in your answer book.
5. Read each question very carefully before you answer it and number your answers exactly as the questions are numbered.
6. Begin with the question for which you think you will get the best marks.
7. Note the mark allocations for each question – give enough facts to earn the marks allocated. Don't waste time by giving more information than required.
8. You are welcome to use diagrams to illustrate your answers.
9. Please write neatly – we cannot mark illegible handwriting.
10. Any student caught cheating will have his or her examination paper and notes confiscated. The College will take disciplinary measures to protect the integrity of these examinations.
11. If there is something wrong with or missing from your exam paper or your answer book, please inform your invigilator immediately. If you do not inform your invigilator about a problem, the College will not be able to rectify it afterwards, and your marks cannot be adjusted to allow for the problem.
12. This paper may be removed from the examination hall after the examination has taken place.
SECTION A (10 MARKS)

ANSWER ALL THE QUESTIONS

TRUE OR FALSE QUESTIONS

Indicate whether the following statements are True or False. Motivate all your answers.

1. Probability sampling fulfils the aim of sampling.
2. The good investigator knows that in order to discover the truth about a crime, he or she must question and analyse all information.
3. The interference theory tries to explain the destruction of information as a result of the passing of time.
4. The best way to refresh a witness's memory and draw out interesting or corroborative information is to start up a conversation on a topic of interest to the witness.
5. A source of information is the origin of information, which may be direct (first-hand), or indirect (circumstantial).  

[5 × 2 = 10]
SECTION B: SHORT QUESTIONS (20 MARKS)

ANSWER ALL THE QUESTIONS

QUESTION 1

Without the operating system, the computer cannot be activated. It is the basic element of all software.

Mention any five functions of the computer's operating system. [5]

QUESTION 2

Once you have finished working on a Windows system, you should follow the correct procedures to shut it down. Never simply switch the computer off, as you may cause damage.

Describe the steps that should be followed when shutting down a computer. [4]

QUESTION 3

Give the four ways of saving a document. [4]

QUESTION 4

If some of your text is in point form, it will be much easier to follow if you number or bullet the points. You can use a wide variety of shapes or symbols as bullets, and use various numbering systems.

Describe how you would go about bulleting a series of points. [7]

[20]
SECTION C: LONG ANSWER QUESTIONS (50 MARKS)

ANSWER ALL THE QUESTIONS

QUESTION 1
Identify and describe the five forms of communication. [10]

QUESTION 2
Many people suffer from a poor self-image. They think they are too fat, or inadequate for the job, or generally unsuccessful. Fortunately, you can improve your self-image.

Describe how you can improve your self-image. [10]

QUESTION 3
The CV is an essential part of every working person's personal file. As the CV can be used for a variety of purposes, it is important not to send out a standard CV, but to update, rearrange and adapt it for each specific purpose.

Mention the information that should be contained in a CV. [5]

QUESTION 4
Investigators must ask themselves the five Ws and an H in every investigation. Using the five Ws and an H in your everyday life is also a good way for you to develop a more conscious and goal-oriented inquisitiveness.

The five Ws and an H principle consists of six questions.

Name and explain any three of these questions. [3 × 2 = 6]

QUESTION 5
Discuss any five factors that the investigator should take into consideration when deciding which source of information to use. [5 × 2 = 10]

QUESTION 6
Banks are one of the valuable sources of information.

List any nine other sources of information. [9]

[50]
ANSWER ONE OF THE QUESTIONS

QUESTION 1
Discuss Maslow’s hierarchy of needs.

OR

QUESTION 2
(a) Given the following discrete data of the number of chairs in each of 25 classrooms in a school, represent the data in the form of a frequency distribution:

8, 2, 4, 5, 6, 7, 3, 1, 6, 5, 4, 8, 7, 1, 5, 7, 4, 3, 5, 8, 1, 3, 4, 2 and 4

(b) The employees of a local manufacturing plant pledged the following donations, in rand, to the workers’ fund:

10, 40, 25, 5, 20, 10, 25, 50, 30, 10, 5, 15, 25, 50, 10, 30, 5, 25, 45 and 15

Calculate:

i. the mean

ii. the mode

Section A: 10 marks
Section B: 20 marks
Section C: 50 marks
Section D: 20 marks
TOTAL: 100 MARKS