JUNE 2012 EXAMINATION

DATE: 12 JUNE 2012

TIME: 09H00 – 11H00

TOTAL: 100 MARKS

DURATION: 2 HOURS

PASS MARK: 40%

(FGO-69)

FUNDAMENTALS

THIS EXAMINATION PAPER CONSISTS OF 4 SECTIONS:

SECTION A: CONSISTS OF 3 QUESTIONS
ANSWER ALL THE QUESTIONS (25 MARKS)

SECTION B: CONSISTS OF 3 QUESTIONS
ANSWER ALL THE QUESTIONS (25 MARKS)

SECTION C: CONSISTS OF 2 QUESTIONS
ANSWER BOTH QUESTIONS (25 MARKS)

SECTION D: CONSISTS OF 4 QUESTIONS
ANSWER ALL THE QUESTIONS (25 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  
(25 MARKS) 

ANSWER ALL THE QUESTIONS 

QUESTION 1 
Discuss ways to improve your self-image. [10] 

QUESTION 2 
Describe how to use a cell phone discreetly. [5] 

QUESTION 3 
Briefly explain five of the most important issues to take care of when planning an oral presentation. [10] 

[25]
SECTION B  (25 MARKS)

ANSWER ALL THE QUESTIONS

QUESTION 1

Limitations on hearing, smell and touch adversely affect your ability to observe clearly.

Discuss the various other factors that may impact on your observational skills. [15]

QUESTION 2

Briefly discuss the strategy of refreshing a witness's memory through conversation. [4]

QUESTION 3

(a) Name the two strategies (methods) that may be used in a search. (2)
(b) Identify what information you can obtain from a Deeds Office. (2)
(c) Define a continuum. (2) [6]

[25]
SECTION C  
(25 MARKS)

ANSWER BOTH QUESTIONS

QUESTION 1

State whether the following examples are discrete or continuous data:

(a) the number of goals scored in each of 25 soccer matches  
(b) the time taken to score the first goal in each of 25 soccer matches 
(c) the number of spectators at each of 25 soccer matches 
(d) the height of each of the 11 soccer players

QUESTION 2

(a) From the following discrete data of the number of chairs in each of 25 classrooms of 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 4

(b) State the best way to present data.
(c) Consider the statement: 'Sometimes it is better to issue a questionnaire than to conduct an interview.'

Name four advantages of a questionnaire.
SECTION D  
(25 MARKS)

ANSWER ALL THE QUESTIONS

QUESTION 1
Name and explain the terms we use for the specific actions we can carry out with a mouse. [10]

QUESTION 2
Describe the procedure you would follow to delete a folder from My Documents. [5]

QUESTION 3
Name and describe the actions represented by the following icons:

(a) ![Icon](image1)
(b) ![Icon](image2)
(c) ![Icon](image3) [6]

QUESTION 4
Some useful keys are available when navigating around word processing programmes such as Microsoft Word.

Identify which keys you would use to perform the following tasks:

(a) Move the cursor to the end of document. (1)
(b) Move the cursor to the beginning of document. (1)
(c) Select the whole document. (1)
(d) Move the cursor to the end of the line. (1) [4]

[25]

Section A: 25 marks
Section B: 25 marks
Section C: 25 marks
Section D: 25 marks
TOTAL: 100 MARKS