

# OFFICE PRACTICE

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6157  
Paper 1

Very few learners reached the minimum speed of 30 w.p.m. which resulted in a very high failure rate.

Learners must **TYPE ACCURATELY** and **FAST** to be able to reach the **REQUIRED SPEED** of **30 W.P.M.**

Accuracy tests should be practised **AT LEAST ONCE A WEEK** as well as **keyboard mastering** to improve accuracy and build speed.

Candidates needs to master touch typing, to obtain the required speed of 30 w.p.m.

If the candidate applies touch typing, it will result in copy typing. Candidates need to type what is given and not change the words.

Because candidates did not master touch typing, they are omitting words, sentences and even whole paragraphs. This result in words left out which adds to a fail rate.

If a candidate cannot type 30 w.p.m., they will not be able to complete Paper 2.

Display of margins improved.

Display of line spacing still needs attention.

Line spacing for Speed and Accuracy test should be **1.5 LINE SPACES** with **THREE LINE SPACES** between paragraphs. Only enter **TWICE** between different paragraphs.

Letter spaces after punctuation marks needs attention. Leave two letter spaces after a full stop BUT only one space after a comma.

Place Paper 1 answers in a separate plastic envelope provided by DNEA.

**TEACHERS, PLEASE CONTINUE WITH YOUR HARD WORK IN ORDER FOR US TO IMPROVE OUR CANDIDATES' RESULTS.**