

TEXT LAYOUT (COMPUTER) GENERAL COMMENTS

THE GENERAL TYPING RULES IN THE NEW KEYBOARD DIRECTIVES SHOULD BE STUDIED.

Display/Layout of the different topics need a lot of attention.

Accuracy remains a major concern.

Learners should remember that ACCURACY carries more weight than DISPLAY and serious attention should be paid to the mastering of the keyboard to enable learners to obtain a better mark.

To master Paper 2, the learners need to be able to type 30 w.p.m.

Letterspaces after punctuation marks, abbreviations and numbers are a major concern so teachers need to discuss this with their learners.

The interpretation and application of manuscript signs need a lot of attention.

We have a problem with the interpretation of the following manuscript signs:

#. = It means: **LEAVE ONE LETTER SPACE BETWEEN TWO DIFFERENT WORDS.**

trs = solutions services and provider for industry =

solutions provider and services for industry - (See Question 1)

Stet = many
alot: = Type many - (See Question 1)

ts = Treble line spacing
Enter three line spaces - (See Question 3)

Twenty Million Namibian Dollars = (N\$20 000 000) - (See Question 2)

SPELL CHECK and **PRINT PREVIEW** must form part of every completed question so that learners can pick up spelling errors and the way the document will be printed.

THANK YOU THAT MOST CENTRES REMEMBERED to staple pages of each question together i.e., learners should staple the answers QUESTION BY QUESTION and place them in the cover.

Sort questions according to number and place inside the cover sheet.

COMMENTS ON INDIVIDUAL QUESTIONS

1 CORRESPONDENCE (BUSINESS LETTER)

1.1 DATABASE

The execution of the database still needs attention. This is a topic that will always appear in Paper 2. Please take note that a database can be applied across the spectrum of the syllabus. Therefore, take note of the general requirements of typing a database as learners are losing marks.

PLEASE TAKE NOTE:

1.1.2 COLUMN WIDTH:

Adjust the column widths to fit the contents of each column. Columns that are not adjusted/autofit will result in accuracy marks lost.

1.1.3 LAYOUT:

The database should:

- fit on to **one page**
- typed in **courier new**
- **12 font size**
- **landscape orientation** and not portrait orientation.

The order of the fields should be the same as on the question paper.

1.1.4 DATE:

Refrain from typing "Today's date".

Learners had to type "18 November 2021".

The date field should be typed with an apostrophe sign (') if you are using Excel for the Database.

Otherwise, the date will appear on the database as 18-Nov-21 and will display as 18/11/2021 on the merged letters which will result in an accuracy error.

1.1.5 Text wrapping still needs serious attention – whether the candidate is using Access or Excel.

1.1.6 **DO NOT TYPE THE NUMBERS** when creating the database – they are used as a reference to which field should be inserted where on the question.

1.1.7 The name of a town or city should be typed in capital letters.

E.g. WINDHOEK and NAMIBIA

1.1.8 Letterspaces after punctuation signs needs a lot of attention. Leave two letterspaces after a colon, e.g. The Permanent Secretary: **xx**Education

1.2 FORM LETTER

1.2.1 Learners should be taught how to apply given information. Display rules in the "Directives" should be studied.

1.2.2 Learners struggled to complete the retrieved letterhead.

Do not change the font style and line spacing of the retrieved letterhead.

1.2.3 Insertion of fields should be done in Courier New, font size 12 and no bold. Poorly done.

Leave **TWO** letter spaces after a colon when inserting the Reference. Make sure that the two letter spaces are in Courier New, font size 12.

Leave **TWO** line spaces before typing the date – right aligned (the letterhead was right aligned).

- 1.2.4 There is a big problem with the order of the business letter. Take note of the correct line spacing and what should be typed in capital letters.

The Receiver's address

The Salutation

The Subject Heading

Open punctuation = no commas or full stops

DO NOT TYPE THE WORDS "SUBJECT HEADING".

The receiver's address should be typed in single line spacing and no bold

- 1.2.5 Learners typed the information paragraph.

"Anna Savanna, the personal assistant to the Chief Executive Officer of Digital Learning, Mr Alberto Pereira, typed the following letter with the subject heading – Electronic Learning in Education and Training."

The learners must use the above information to determine the subject heading and the information to be used for the conclusion.

DO NOT TYPE THIS PARAGRAPH – it will result in several accuracy marks lost.

- 1.2.6 Display rules for different paragraphs needs considerable attention.
Hanging indent was not applied correctly.
Refer to the directives on typing paragraphs.

If the proofing symbol instructs learners to type the main paragraph headings in bold and underline, then the **number** and the **heading** should be in **bold**, but the **number may never be underlined**. Headings should always be typed in capital letters – that is a typing rule.

1. USING IPADS IN THE CLASSROOM TO ENHANCE LEARNING

TAKE NOTE: Never underline punctuation signs.

E.g. **Students become creators, not consumers.**

- 1.2.7 Learners did not insert the page number on page two and three. Page numbers should be inserted in Courier New, 12 font size.
Please refrain from inserting the catch words. That practice was used on the previous syllabus.

- 1.2.8 Pay attention to the different conclusions of correspondence, especially line spacing. Do not insert Mr or The in the conclusion, but type Ms, Dr and Prof.

- 1.2.9 Some learners totally left out the conclusion. They stop typing the letter after the last paragraph. That can result in losing one display mark and 4 accuracy marks. Remember not to use initials.

1.3 MERGE LETTERS

- 1.3.1 Some learners did not print the merged letters at all.

- 1.3.2 Learners should look at the display of the merged letters. When merging takes place, it may happen that the display of paragraphs and page numbers may become distorted.

The business letter was very poorly answered.

The display was below average and accuracy is a big problem.

Applying proofing symbols is a major challenge. Exercises with proofing symbols should be given frequently.

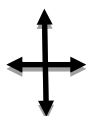
2. MINUTES OF A MEETING

- 2.1 Please study the Directives for typing Meeting documents as learners lack knowledge.
- 2.2 The margin left is 1.5".
The word "Minutes" should be typed in capital letters.
NEVER split/break-up the Title, Name and Surname
- 2.3 Basic paragraph rules were not applied.
Apply a hanging indent for numbered paragraphs.
Take note of the letter spaces after a colon that is used in paragraphs. Do not enter after the colon but continue on the same line and the second line must start on the hanging indent.
- 2.4 Remember no catch word on the first page and insert a page number on the second page in Courier New, 12 font size.
- 2.5 The display of the conclusion should receive serious attention. This conclusion had leader dots. Leader dots were typed too short. Names and titles should be typed in capital letters.

This question was poorly answered.

3. CURRICULUM VITAE

- 3.1 The correct method and rules of typing Curriculum Vitae should be studied. This was a CV with a title page.
Use MS Word to create a CV. Power Point is not suitable for creating CV's.
- 3.2 Do not type the words "THE TITLE PAGE" and "CURRICULUM VITAE". This is used to inform the candidate which page it is.
- 3.3 Learners apply this proofing symbol incorrectly.



Centre the contents of the page vertically and horizontally across the page.

The image was not correctly cropped and not inserted at the correct position.

Remember to change the wrapping of the image to "In front". Then, the image is more moveable.

- 3.4 It is recommended to create two separate files. Type the title page, save and print it. Then, create the CV, save and print it. You will have fewer problems with the settings.
If the title page is part of the CV, the candidate must insert a continuous break at the end of the title page to be able to continue with the CV.
- 3.5 Proofing symbols remain a major problem.
"Key in address format" means type the parts of the address below one another in single line spacing with the name of the town and country in capital letters, using open punctuation.
45 Sapphire Drive
Erospark
WINDHOEK
NAMIBIA
- 3.6 Basic paragraph rules were not applied.
NUMBERED PARAGRAPHS: Apply a hanging indent for numbered paragraphs. Leave 0.2 letter spaces after the number.
BULLET PARAGRAPHS: The same rule applies: leave 0.2 letter spaces after the bullet.

3.7 When typing the % sign, remember to leave a space between the figure and the percentage sign

95 %

3.8 Take note of the spacing of the hyphen and the dash.

E.g. 2012 – 2016

2016 – Present

\$5 000-\$10 000

This question was poorly answered.

4. TESTIMONIAL

4.1 Learners had to create the letterhead but they did not know how to display the given information to create the letterhead. **ATTENTION SHOULD BE GIVEN TO CREATING OF LETTERHEADS.**

4.2 The introductory of the testimonial was poorly displayed.
The maiden name should be typed below the name. (Refer to the directives)

4.3 The alphabetical numbers had to be used as a guide to type the paragraphs in the correct order. Learners were not supposed to type the alphabetical numbers.

4.4 Inserting a tabular statement in the testimonial was a problem. Table properties were not set and the borders were not deleted. Learners need a lot of exercise on inserting tables between paragraphs.

4.5 It was a signed testimonial and learners did not know how to display the conclusion correctly.

4.6 Learners confused the conclusion of a testimonial with the conclusion of a business letter. Not initials should be inserted at the conclusion of a testimonial.

This question was poorly answered.

5. PROOFREADING

5.1 Remember to correct and underline the errors.

5.2 If the full stop is not the mistake, then do not underline the full stop.

5.3 Underline the complete word, not only the character that is wrong.

5.4 Underlining should not exceed the word.

5.5 If it is a hyphenated word, underline the complete word.

This question was answered well.

6. SPREADSHEET

6.1 All editing functions must be applied. Thirty marks are allocated for the editing instructions as indicated in question 6.1. (See edited 6.1 for mark allocation.)

6.2 The spreadsheet was typed in Arial and font size 12. Do not change to Courier New, 12 font size.

- 6.3 Adjusting column widths to fully display the data was poorly executed.
- 6.4 To insert headings and centre across all the columns seem to be a challenge to the learners.
- 6.5 Transposing the Diesel and Petrol columns seems to be a problem to the learners.
- 6.6 The sort function needs a lot of attention. Learners only sorted the names of the service stations and excluded the figures.
- 6.7 More attention must be paid to inserting currency and decimals as well as the display of figures as integers (zero decimals).
- 6.8 Formulae need considerable attention.

When calculating Totals, Highest, Number, Average and Lowest, highlight only the figures for the different service stations. Do not include figures for the totals or highest or lowest.

- 6.9 Printing the spreadsheet in landscape, fitted to one page, centred vertically and horizontally seems to be a problem area.

Learners should set the print area before printing the completed document. Otherwise, only the original retrieved work will be printed. Teachers should guide the learners to master this.

- 6.10 More attention should be paid to the printing of the page with the formulae. Learners must adjust the width of each column so that information will be visible. Autofit the column width.
- 6.11 Take note of accuracy when executing the insert function. Many marks were lost to accuracy mistakes.
- 6.12 Very few learners were able to draw a Clustered Column Graph. This topic needs a lot of attention.

This question was poorly answered well.

MARKSCHEME

6175/2

2021

REFERENCE	DATE OF WRITING	TITLE	INSTITUTION	ADDRESS	CITY	COUNTRY
DL/10/6	18 November 2021	The Registrar	Namibia University of Science and Technology	13 Jackson Kaujeua Street	WINDHOEK	NAMIBIA
DL/10/7	18 November 2021	The Permanent Secretary:xx Education	Directorate of Education, Arts and Culture	Private Bag 13186	WINDHOEK	NAMIBIA

Check for 2 letterspaces on merge letter No 2

u/c = display

- **A = 6 marks**
- **A = -2 per accuracy mistake**
- **A = -2 for wrong font**
- Columns too small – loose mark No. 9 on form letter use merge letter to mark the accuracy
- Not landscape and fit to one page – loose mark No 9 on form letter
- Ignore case and bold for field names
- Ignore order of fields
- Ignore text wrapping
- Database not printed – use merge letter to mark accuracy – loose No 9 on form letter
- No database and No merge letter = -8 and No 9 on form letter.

Accuracy	6	= 8
Display	2	



Reference:XX<<REFERENCE_ >>

Private Bag X4112
Telephone: 061-124567

Independence House
101 SaaraKatima Avenue
WINDHOEK
NAMIBIA

<<DATE_OF_WRITING>>

- 1 ✓
- *Insert fields
- *Letterspaces
- *Line spacing
- *Order of fields
- *u/c
- *Change font of letterhead

<<TITLE>>
<<INSTITUTION>>
<<ADDRESS>>
<<CITY>>
<<COUNTRY>>

≠
Dear Sir/Madam

≠
ELECTRONIC LEARNING IN EDUCATION AND TRAINING

≠
Digital Learning is a custom E-Learning solutions provider and services for industry verticals such as:

- ≠
- a) Educational publishers
 - b) Higher education institutions
 - c) Consumer services and retail organisations
 - d) Healthcare companies.

≠
It is our belief that the world of education and E-Learning is constantly evolving and the only way to keep this alive is through constant innovation.

≠
1. USING IPADS IN THE CLASSROOM TO ENHANCE LEARNING

≠
More than 4.5 million students in the United States use iPads in a classroom every day. Students say that the iPad has made it easier to make notes on PDF documents, organise work, and work at their own pace.

Teachers say that the iPad allows for improved record keeping of students' progress. Assessments can be scored quickly, providing students with almost immediate feedback.

move

- 2 ✓
- *headings in u/c bold and throughout
- 3 ✓
- *Line spacing
- *Hanging indent

5

When put to use, the iPad has increased students' performance in reading, and studies report increased motivation.

≠

The iPad has many possibilities beyond its main use for reading electronic textbooks. It's not the iPad that makes things happen in the classroom – it's how the iPad is used. When instructors learn how to effectively take advantage of its capabilities for supporting teaching, the iPad can revolutionise the way students are taught.

10

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2. TEACHER TRAINING

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Teachers need training on how to integrate iPads into the classroom. For example, they need to know how to create videos before they can ask their students to do that. Teachers learn to think creatively as they steer away from electronic textbooks and develop lessons using digital media.

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3. CONTENT CREATION – THERE'S AN APP FOR THAT

≠

The teacher is in charge of developing the content and can control the lesson pace. A lesson might include an instructional video of the teacher presenting key concepts, exercises for students to apply learning, and a quick quiz to measure learning. Students can also view each presentation multiple times outside the classroom.

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4. STUDENTS CREATE WITH IPADS

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In the same way that teachers use apps to create content, students develop critical thinking skills by becoming content creators in their own right. Students use the iPads as video cameras, audio recorders, and multimedia notebooks. **Students become creators, not consumers.**

15

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5. ADDED BONUS

≠

Digital learning using both the iPad and the specific apps that meet teachers' needs has one huge benefit – students are developing IT skills that they will need when they enter the workforce. Students are more often the ones that teachers turn to in order to solve technical problems and figure out how to use apps and programs. That in itself is a strong reason to use twenty-first-century media in today's classroom.

≠

At Digital Learning we strive to build long-lasting and communicative relationships by working closely with

4✓
*Line spacing
*Hanging
Indent
*line spacing
after page
number

clients and understanding the unique needs of each organisation.

5✓
*Line spacing
*Hanging indent

≠
Let Digital Learning put its teams to work on your training materials, course content, and publications for any audience.

move

≠
Contact us today for services that will enhance your learners' motivation, productivity, and passion for learning.

18

6✓
*Display of Conclusion:

7✓NO =
Mr, The,
Digital Learning

≠
Kind regards

- u/c or l/c = display No. 6
- Conclusion omitted = -2+ mark No. 6
- Conclusion alone on last page

≠
ALBERTO PEREIRA
CHIEF EXECUTIVE OFFICER

-2 – initials

- 8✓ = Merge letter
- 9✓ = Data Base – landscape, fitted to one page
- = No Form letter
- 10✓ = Proof symbols
- 11✓ =

Database	8	
Form Letter	20	= 40
Display	12	



Reference: DL/10/6

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18 November 2021

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Kind regards

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ALBERTO PEREIRA
CHIEF EXECUTIVE OFFICER



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Kind regards

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ALBERTO PEREIRA
CHIEF EXECUTIVE OFFICER

OMAHEKE AGRICULTURAL CO-OPERATION

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MINUTES of the eighth annual general meeting of bona fide members of the Omaheke Agricultural Co-operation held in the Gobabis Community Hall, Gobabis on 28 September 2021 at 18:00.

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1. PRESENT

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Mr Jonathan Wilders (Chairman), Mr Dieter Lehnerdt (Secretary), Mr Vaino Nelulu (Treasury), Ms Lydia Thomas (Additional Member) and Mr Heinko Schmidt.

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2. APOLOGIES

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Mr Rosco Abner and Ms Emma Nel.

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3. APPROVALS

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3.1 MINUTES: The minutes of the previous Annual General Meeting held on 20 February 2020, which had been properly sent to all members, were taken as read and on the proposal of Mr Wilders, seconded by Ms Thomas, were taken as read and unanimously approved.

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3.2 AGENDA: The agenda was unanimously approved by the meeting.

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3.3 ANNUAL REPORT: The Annual Report was then introduced, proposed by Mr Nelulu, seconded by Mr Schmidt, and accepted with thanks.

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4. SPECIAL RESOLUTIONS

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The following special resolutions are submitted to the members for consideration and approval.

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4.1 WINTER CROP CEREAL LOAN SELLING SEASON: It is hereby resolved to approve of the raising by the Co-operative from the Land and Agricultural Bank of Namibia of an advance not exceeding Twenty Million Namibian Dollar (N\$20 000 000) in the form of a cash credit account which advance is to be used for the following purposes:

≠

4.1.1 To purchase wheat, barley, rye and oats on behalf of the Wheat Board.

1 ✓
*Block
*margin
*u/c
*line
spacing

2 ✓
*headings
u/c / und
3 ✓
*Line spacing
4 ✓
*hanging
indent

5

10

4.1.2 To make payments to the Wheat Board in respect of price adjustments on carry-over stocks of wheat, barley, rye and oats.

≠

4.2 **AMENDMENT TO REGULATION:** The Board recommends and requires members' approval for the following amendment to the Statute: Clause 10 is deleted and replaced by a new clause 10 in respect thereof: "10. Each member is required to hold at least 100 shares in the Co-operative". On the proposal of Mr Nelulu, and seconded by Mr Lehnerdt, the above amendment was unanimously approved.

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5. **CONCLUSION**

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The Chairman thanked certain persons by mentioning their names for the decoration of the hall and for the refreshments and lunch. He especially thanked the members for their presence and the meeting was closed.

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≠

.....
JONATHAN WILDERS
CHAIRPERSON

≠

≠

.....
DIETER LEHNERDT
SECRETARY

≠

5 October 2021

2 ✓ *headings u/c / und
3 ✓ *Line spacing *page number
4 ✓ *hanging indent

15

5✓
6✓
line spacing u/c
*leader dots
*Omitted Names
*Mr inserted

*No conclusion – loose 5 + 6 only

✓7
✓8
✓9
= proofing symbols

Accuracy	21	= 30
Display	9	

2

≠

8. I RESERVE to myself the right at any time hereafter to make all such alterations and additions to this Will as I shall think fit.

23

8 ✓
*hanging indent
*line spacing

≠

THUS DONE and SIGNED at WINDHOEK on this the first day of October 2019 as testatrix in the presence of the undersigned impartial witnesses.

≠

AS WITNESSES

≠

≠

-4 omitted

9 ✓
*line spacing
*u/c

1.

.....
TESTATRIX

≠

≠

2.

✓ 10
✓ 11
✓ 12
= u/c first two words
= move paragraphs
= manuscript work

Accuracy	28	=	40
Display	12		

-2 – Typed: “THE TITLE PAGE”

CURRICULUM VITAE

OF

BAAKO EKENE



✓ 1= alignment, ts lines, image
✓ 2 = u/c, bold, font, 14 pt

APPLICATION

FOR

FRONT DESK OFFICER

3✓
*alignment
*insert a table right through
*u/c

1. PERSONAL DETAILS

≠

Surname:

Ekene

≠

First Name:

Baako

≠

Address:

45 Sapphire Drive
Erospark
WINDHOEK
NAMIBIA

Telephone:

(061) 421 9740

≠

E-mail:

baako@somemail.com.na

≠

2. EDUCATION

≠

2.1 Diploma: Hospitality Management, The Hospitality and Entertainment Institute, Windhoek

≠

2.2 Certificate: Speech and Department, The Linguae Centre

≠

2.3 Certificate: Conflict and Problem Solving

≠

2.4 Attendance Certificate: Microsoft Office

≠

3. KEY SKILLS

≠

3.1 Point of Sale (POS) Terminals

3.2 Conflict Management

3.3 Microsoft Office Suite

3.4 75 wpm Typist

3.5 Problem-solving

3.6 Team Leadership

*move in here
*order

≠

4. AWARDS

≠

4.1 Employee of the month: Pelican Point Hotel, May 2017

≠

5. PROFESSIONAL EXPERIENCE

≠

5.1 BELLHOP: Emanja Boutique Hotel – Kamanjab: 2012 – 2016

≠

- Transferred luggage, trunks, and package to and from rooms, loading areas, and vehicles by hand or using baggage cards in a 150+ room boutique hotel.

4✓*hanging
5✓
*line spacing

5

10

- Supplied guests with directions, travel information, and other information such as available services and points of interest.

≠

- Trained 4 new bellhops to correctly carry out room maintenance, customer service skills, and cleaning tasks.

≠

- Delivered messages and room service orders, and ran errands for guests.

≠

5.2 FRONT DESK CLERK: Pelican Point Hotel, 2016 - Present

≠

- Greet and register guests in a 200+ room hotel using a Point of Sale (POS) Terminal.

≠

- Maintained a 95% customer satisfaction rating over two years, covering categories such as friendliness, efficiency, helpfulness, and knowledgeable.

≠

- Balance daily \$5,000-\$10,000 in cash at end of shift and create reports to ensure accurate accounting of all transactions.

≠

- Trained two new front desk clerks in using POS Terminals, room inspection, providing guest services, and confirming online room reservation services.

≠

- Take and confirm reservations over phone, email, Airbnb, and in person, ensuring no reservation overlaps or hotel over-booking.

≠

6. SUMMARY OBJECTIVES

≠

I am an experienced hospitality worker with ±6 years' experience in Front Desk Management and the holder of a Diploma in Hospitality Management. I have a proven ability to run a hotel front desk, keep customers satisfied, and resolve conflicts. I am a responsible, knowledgeable person with a technical aptitude which makes me the perfect candidate for your Hotel Front Desk Manager vacancy.

4 ✓ *hanging
5 ✓
*line spacing

15

Accuracy	21
Display	9

= 30

✓ 6
✓ 7
✓ 8
✓ 9
= proofing symbols

UNIVERSITY OF SOUTH CAROLINA UPSTATE

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*line spacing
*u/c

Telephone (864) 503-5509
E-mail dmccurry@uscupstate.edu

≠
404 South Parker Drive
Greenville
CAROLINA
USA
≠
18 November 2021

2✓
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*display

≠
TESTIMONIAL

≠
TO WHOM IT MAY CONCERN

≠
It is my pleasure to testify in favour of

≠
MICHELLE CLINCH
(Mendelsen)

5

≠
Her professional and managerial skills would be an asset to any organisation or firm. I worked with Ms Clinch during a time period between 1998 and 2009 where she was the Office Coordinator/Administrative Assistant for our academic department at Monmouth University, while I was Associate Professor for the School of Education and Graduate Program Director. Michelle worked directly outside my office and I had the opportunity to observe her on a daily basis for over 8 years. I can say without a doubt that she is an able and highly competent worker. She is friendly and personable, with a keen sense of priorities and loyalty.

≠
Michelle was, and still is I would expect, diligent and attentive to detail. Her excellent organisational skills kept the full-time faculty and adjunct professors fully prepared for class and she was a huge asset to our department. Ms Clinch always conducted herself with a great sense of professional competency and communicated with professional and academic staff easily, appropriately, and efficiently.

3✓
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*paragraphs
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≠
She was also effectively the C&I Department Chair's Administrative Assistant and some of her additional job duties included overseeing the scheduling of adjunct faculty, the implementation of courses/classes offered, course book orders, registering students, scheduling on campus meetings and events, booking travel accommodations for the full-time faculty, and training of undergraduate and graduate assistants.

10

5✓
*paragraphs

She is competent and is always **eager** to learn a new technology or master a different skill. In addition to having excellent written communication skills, she has superior verbal skills as well. She is extremely articulate and represented Monmouth University well when dealing with students, parents, clients or prospects both in person or on the telephone. **She is proficient in at least the following applications:**

15

6✓
*table
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- ≠
- | | |
|---|---|
| i. Apple iWorks | v. Web E-Campus |
| ii. Microsoft Office Suite | vi. Doc-e-scan |
| iii. Wintegrate Release #17 version | vii. Application Works |
| iv. Datatel College WebAdvisor Student Registration | viii. Uni ON-Base and Informer Software |

5✓
*paragraphs

≠
I can confirm that she would be **an** asset to any organisation. Please feel free to contact me further regarding her qualifications and character.

7 ✓
Conclusion:
*line spacing
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≠
My best wishes accompany her.
≠
(SIGNED) DAVID SCOTT McCURRY
≠
DIRECTOR OF DISTANCE EDUCATION

Accuracy	21	=	30
Display	9		

8✓
9 ✓
*proofing symbols

*Alphabetical numbers typed: proofing mark

SPECIAL CHRISTMAS CONCERT

MUSEUM OF FINE ARTS

OMARURU ARTS FESTIVAL

Sunday, December 17, 2021

OMBA THEATRE

4 p.m.

PROGRAMME

CAROLS FROM THE AMERICAS

with

New England Conservatory Chorus
Lorna Cooke deVaron – Conductor
Florence Alice Dunn – Accompanist

***CANADA**

Hodie Christus Natus Est
Magnificat on Second Psalm Tone JOHN WALMER – CANTOR

Healey Willan
Healey Willan

***LATIN AMERICA**

El Nino Jesus
Venid, Pastores
A La Puerta Del Cielo NIKOS IGNATIUS - TENOR

Margaret Dodd
Augusto Rodriguez
Augusto Rodriguez

***UNITED STATES**

Mary Through a Thornwood's Gone
For unto us a child is born RUTH BEAVER - SOPRANO

Annabelle Buchanan
Peter Mennin

***SPIRITUALS**

Hail the Crown
Mary Had a Baby
Little Boy Child EDWARD MUNRO – TENOR

Bron-Wright
William Dawson
William Dawson

***SOUTHERN APPALACHIAN MOUNTAINS**

The Seven Joys of Mary MARY FALCONER – SOPRANO
RICHARD TILLERY – TENOR

Ruth Abbott

Rest Your Head

Ruth Abbott

I wonder as I wanderROBERT LeGORE – TENORJohn J. Niles

*Monday, December 18, 2021**BALDWIN PIANO ROOM*3 p.m.LECTURE AND CONCERT

Half a Century of Art – by Dorothy Adlow
 Half a Century of Music – by Nicolas Slonimsky – pianist

*Tuesday, December 19, 2021**MUSEUM ACTIVITIES*EXHIBITIONS

Loan Exhibition of Watercolours – Special Exhibition Galleries
Dürer Engravings and Woodcuts
 Lithographs by Toulouse-Lautrec
 Watercolours by William Blake

GALLERY TALKS

Tuesday through Saturday, 11 a.m.
 Wednesday and Saturday, 2 p.m.

PROGRAMME FOR CHILDREN

Sand Art - Saturday 10 a.m. and 2 p.m.

Thank you for supporting the Arts Festival

HAPPY HOLIDAYS!**Correct and underline the mistakes****20**

A B C

NAMIBIAN ROAD SECTOR

GASOLINE FUELL CONSUMPTION

SERVICE STATION PETROL DIESEL

INCOME FOR PETROL AND DIESEL

Indongo Toyota	\$25 789.80	\$19 458.85
Karibib Half-Way House	\$25 241.05	\$18 480.55
Oshona Filling Station	\$200 410.80	\$435 600.35
Otavi Truck Port	\$78 652.25	\$62 420.90
Route 54 Fuel Centre	\$145 870.10	\$65 300.00
Rundu Auto Center	\$594 254.90	\$458 000.00
Stein Auto Mart	\$1 200.70	\$5 783.18
Tacoma Service Station	\$585 500.50	\$78 800.50
Wika Motors	\$4 454.70	\$8 900.40

TOTAL PETROL AND DIESEL CONSUMPTION \$1 661 375 \$1 152 745

ANALYSIS:

Total income for Petrol and Diesel	\$2 814 120
Highest income for Petrol	\$594 255
Number of dealers participating in Diesel	9
Average income of Diesel	\$128 083
Rundu Auto Centre's income for Diesel	\$458 000
Lowest Income for Petrol	\$1 201

A

B

C

NAMIBIAN ROAD SECTOR GASOLINE FUEL CONSUMPTION

INCOME FOR PETROL AND DIESEL

SERVICE STATION	PETROL	DIESEL
Indongo Toyota	25789.8	19458.85
Karibib Half-Way House	25241.05	1848.55
Oshona Filling Station	200410.8	435600.35
Otavi Truck Port	78652.25	62420.9
Route 54 Fuel Centre	145870.1	65300
Rundu Auto Center	594254.9	458000
Stein Auto Mart	1200.7	5783.18
Tacoma Service Station	585500.5	78800.5
Wika Motors	4454.7	8900.4
TOTAL PETROL AND DIESEL CONSUMPTION	=SUM(B8:B16)	=SUM(C8:C16)

ANALYSIS:

Total income for Petrol and Diesel

Highest income for Petrol

Number of dealers participating in Diesel

Average income of Diesel

Rundu Auto Centre's income for Diesel rounded

Lowest income for Diesel

=B18+C18
 =MAX(B8:B16)
 =COUNT(C8:C16)
 =AVERAGE(C8:C16)
 =C13
 =MIN(C8:C16)

INCOME FOR PETROL AND DIESEL

