

**Index
Number:**

**BA PROVINCIAL FREE BIRD INSTITUTE
ANNUAL EXAMINATION - 2020
YEAR 12
OFFICE TECHNOLOGY
ANSWER BOOKLET**

**HAND IN THIS ANSWER BOOKLET TO THE SUPERVISOR
BEFORE YOU LEAVE THE EXAMINATION ROOM.**

**Mark
Gained:**

SECTION A

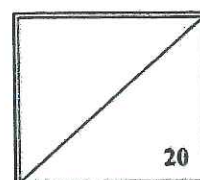
MULTIPLE-CHOICE QUESTIONS

[20 marks]

Circle the letter which represents the best answer.

1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
4	A	B	C	D
5	A	B	C	D
6	A	B	C	D
7	A	B	C	D
8	A	B	C	D
9	A	B	C	D
10	A	B	C	D

11	A	B	C	D
12	A	B	C	D
13	A	B	C	D
14	A	B	C	D
15	A	B	C	D
16	A	B	C	D
17	A	B	C	D
18	A	B	C	D
19	A	B	C	D
20	A	B	C	D



SECTION B SHORT ANSWER QUESTIONS

[60 marks]

There are six questions in this section and all are compulsory. Each question is worth 10 marks.

QUESTION 1

(10 marks)

(a) (i) _____

(1 mark)

(ii) _____

(1 mark)

(b) _____

(2 marks)

(c) _____

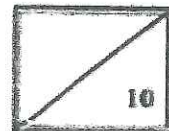
(2 marks)

(d) _____

(2 marks)

(e) _____

(2 marks)



QUESTION 2

(10 marks)

(a) (i) _____
_____ **(1 mark)**

(ii) _____
_____ **(1 mark)**

(b) _____

_____ **(2 marks)**

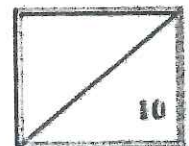
(c) _____

_____ **(2 marks)**

(d) (i) _____ **(1 mark)**

(ii) _____

_____ **(3 marks)**



QUESTION 3

MEETINGS AND CONFERENCES

(10 marks)

(a) (i)

(1 mark)

(ii)

(1 mark)

(b)

(3 marks)

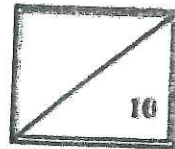
(c) 1.

2.

(2 marks)

(d)

(3 marks)



QUESTION 4

(10 marks)

(a) (i)

(1 mark)

(ii)

(2 marks)

(b)

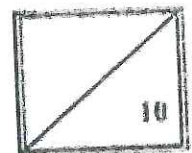
(2 marks)

(c)

(2 marks)

(d)

(3 marks)



QUESTION 5

(10 marks)

(a)

(1 mark)

(b)

(1 mark)

(c) (i)

(1 mark)

(ii)

(2 marks)

(d)

(2 marks)

(e) (i)

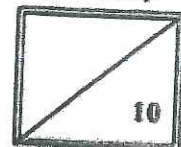
(1 mark)

(ii)

(1 mark)

(f)

(1 mark)



QUESTION 6

(10 marks)

(a) (i) _____
_____ (1 mark)

(ii) _____
_____ (1 mark)

(iii) _____
_____ (1 mark)

(b) _____

_____ (2 marks)

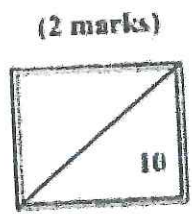
(c) _____

_____ (2 marks)

(d) (i) _____
_____ (1 mark)

(ii) _____

_____ (2 marks)



QUESTION NUMBER



Lined area for writing the answer to the question.

QUESTION NUMBER



Lined area for writing the answer to the question.