

# **BUSINESS STUDIES**

## **LEARNER REVISION FOR THE FINAL EXAM**

# **ENVIRONMENTS**



# **2020**



**Western Cape  
Government**

## SOME FEW TIPS TO HELP YOU OBTAIN YOUR DISTINCTION!

### ACTION VERBS COMMONLY USED IN THE BSTD NSC EXAMINATION

ACTION VERBS	MEANING
Identify	Identify the name of the Act from given scenarios/statements.
Motivate/Support your answer by quoting from the scenario	Quote as is from the scenario otherwise you will not be awarded marks for answers that are not quoted directly from the scenario.
Justify the effectiveness	Explain the advantages and/or disadvantages, this will thus depend on the nature of the question.
Explain/discuss/describe THREE/FOUR factors/Criteria/Stages/Business Strategies/ Human rights etc.	State the heading (2 marks) and write an explanation (1 mark). This usually takes place when number of facts have been specified in the question and verbs such as "explain' discuss and describe have been used".
Outline /Mention	Briefly explain in full sentences
Give/State	Supply a one/two-word answer.
Discuss/Explain/Describe/ Evaluate/Analyse the negative impact	Supply negative responses only. This means only give disadvantages
Suggest/Recommend/Advise	Provide your own opinion with a valid argument.
Elaborate	Explain a little bit further
Distinguish/Differentiate	Explain the differences between concepts The difference/distinction does not have to link but the differences must be clear
Tabulate/Compare the differences between two concepts	Explain the differences between two concepts and they must link

- Refer to the glossary for specific important definitions of terminology
- To obtain full marks per fact you are required to write a fact and a supporting statement e.g. Workers may not work more than 45 hours✓ in a week ✓
- This is applicable to Section B and C
- Use the table below as a guide to respond to questions with the following verbs:

Part marking Downloaded from Stanmorephysics.com ✓	Two marks at end of statement ✓	One mark at end of phrase ✓
Describe	Classify	Give
Explain	Name	Identify
Distinguish (May use table)	Suggest	List
Discuss	Advise	Mention
Analyse	Propose	Name
Elaborate	Define	State
Showing impact	Motivate / support	
Apply a technique	Outline	
Evaluate	Recommend	
Differentiate	State	
Compare		
Tabulate		
Justify		

## STUDY TIPS

- Prepare a study time table – allow yourself enough time. Focus on at least 3-4 topics per week.
- Get yourself a study buddy- you will be able to assist one another on difficult concepts/skills. Make use of most recent question papers preferably from 2015 to date while you study a topic and test yourself.
- This will enable you to know how the topic can be asked differently in Section B and C questions.

### Take note of the following aspects when using past question papers:

- The phrasing of questions is not always the same even though answers can be.
- Different action verbs have been used to assess the same topic. Please take note of how these verbs are used.
- Each question consists of at least two or three scenarios. Practice how to quote directly from the scenario without including your own words or providing incomplete quotes.
- Learn to respond to follow up questions that are part of scenarios but assess your subject knowledge. These questions must be answered independently of the scenario.
- Practise questions that are more likely to require you to “suggest, advise, recommend, evaluate, analyse, justify, discuss/explain the impact”
- Practice to answer those questions in detail to obtain good marks.

## BUSINESS ENVIRONMENTS (LEGISLATION)

1. **SKILLS DEVELOPMENT ACT (SDA)**

DATE: \_\_\_\_\_

1.1. Explain the **PURPOSE** of the Skills Development Act (SDA).

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1.2. Evaluate the impact the Skills Development Act on businesses and employees.

	POSITIVE	NEGATIVE
<b>BUSINESS</b>	1.	1.
	2.	2.
<b>EMPLOYEES</b>	1.	1.
	2.	2.

1.3. Outline the **ROLE** of SETAs

1.3.1. \_\_\_\_\_

1.3.2. \_\_\_\_\_

1.3.3. \_\_\_\_\_

1.4. Describe the National Skills Development Strategy and Human Resources Development Strategy

NATIONAL SKILLS DEVELOPMENT STRATEGY	HUMAN RESOURCES DEVELOPMENT STRATEGY
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

1.5. Recommend TWO ways in which **BUSINESSES** can **COMPLY** with this SDA.  
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2. **LABOUR RELATIONS ACT (LRA)**

DATE: \_\_\_\_\_

2.1. Outline the **RIGHTS** of employers and employees according to the LRA.

EMPLOYERS	EMPLOYEES
1.	1.
2.	2.
3.	3.

2.2. Discuss the **PURPOSE** of the Labour Relations Act.

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2.3. Evaluate the impact of this Act on **BUSINESSES**.

POSITIVE IMPACT	NEGATIVE IMPACT
1.	1.
2.	2.
3.	3.

2.4. Recommend ways in which **BUSINESSES** can **COMPLY** with the LRA.

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2.5. Explain / Discuss the **IMPLICATIONS** of LRA on **HUMAN RESOURCES FUNCTION**.

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3. **BASIC CONDITIONS OF EMPLOYMENT ACT** (BCEA)

**DATE:** \_\_\_\_\_

3.1. Explain the **PURPOSE** of the Basic Conditions of Employment Act (BCEA).

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3.2. Discuss any **FOUR PROVISIONS** of this Act.

3.2.1. \_\_\_\_\_

3.2.2. \_\_\_\_\_

3.2.3. \_\_\_\_\_

3.2.4. \_\_\_\_\_

3.3. Outline the **PENALTIES** that businesses may face for non-compliance to this Act.

3.3.1. \_\_\_\_\_

3.3.2. \_\_\_\_\_

3.3.3. \_\_\_\_\_

3.4. Evaluate the **POSITIVE** impact of this Act on **BUSINESSES**.

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4. **EMPLOYMENT EQUITY ACT (EEA)**

DATE: \_\_\_\_\_

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4.1. Outline the **PURPOSE** of the Employment Equity Act (EEA).

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4.2. Discuss the impact of this Act on **BUSINESSES**.

POSITIVE IMPACT	NEGATIVE IMPACT
1.	1.
2.	2.
3.	3.
4.	4.

4.3. Advise businesses on the **PENALTIES** they may face for not complying with EEA.

4.3.1. \_\_\_\_\_

4.3.2. \_\_\_\_\_

4.3.3. \_\_\_\_\_

4.3.4. \_\_\_\_\_

4.3.5. \_\_\_\_\_

4.4. Suggest practical ways in which businesses can **COMPLY** with the EEA.

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5. **BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT (BBBEE)**

**DATE:** \_\_\_\_\_

5.1. Justify the introduction of BBBEE in relations to BEE.

	<b>BBBEE</b>	<b>BEE</b>
<b>OBJECTIVE</b>		
<b>FOCUS</b>		

5.2. Critically analyse the implications of the BBBEE pillars on the **BUSINESS**.

<b>PILLAR</b>	<b>ADVANTAGES</b>	<b>DISADVANTAGES</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		



6. **COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES AMENDMENT ACT (COIDA)**  
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The Compensation for Occupational Injuries and Diseases Amendment Act (COIDA), 1997 (Act 61 of 1997) recognises that some occupations are dangerous and expose workers to health risks. Therefore, there are cost implications to both employers and employees when workplace-related accidents or diseases occur.

With reference to the statement above:

- Discuss the nature of COIDA.
- Explain the rights of employees as outlined in the Act.
- Outline THREE actions that could be regarded as discriminatory.
- Analyse the impact of this Act on businesses.
- Recommend ways in which businesses can comply with COIDA.

6.1. Write an **INTRODUCTION** to the essay.

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6.2. Discuss the nature of COIDA.



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6.3. Explain the **RIGHTS** of **EMPLOYEES** as outlined in the Act.




6.4. Outline THREE actions that could be regarded as **DISCRIMINATORY**


6.5. Analyse the **IMPACT** of this Act on **BUSINESSES**.

POSITIVE IMPACT	NEGATIVE IMPACT
1.	1.
2.	2.
3.	3.

6.6. Recommend ways in which **BUSINESSES** can **COMPLY** with COIDA.


6.7. Write a **CONCLUSION** to the essay

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## BUSINESS ENVIRONMENTS (STRATEGIES)

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7. Discuss the advantages and disadvantages of the following strategies.

STRATEGY	ADVANTAGES (EFFECTIVENESS)	DISADVANTAGES
<b>INTEGRATION</b>	1.	1.
	2.	2.
<b>INTENSIVE</b>	1.	1.
	2.	2.
<b>DIVERSIFI- CATION</b>	1.	1.
	2.	2.
<b>DEFENSIVE</b>	1.	1.
	2.	2.

8. Susan is selling sandwiches from a small shop in a busy office block. Her sandwiches are very popular as she uses only fresh quality ingredients that are delivered daily. She wants to expand to other office blocks in the area, which are further away from her suppliers and closer to other fast food restaurants.

Explain how businesses may use Porter's Five Forces Model to analyse the market environment.

PORTER'S FIVE FORCES	DESCRIPTION & APPLICATION
1.	Description:
	Application:

PORTER'S FIVE FORCES	DESCRIPTION & APPLICATION
2.	Description:
	Application:
3.	Description:
	Application:
4.	Description:
	Application:
5.	Description:
	Application:

9. Outline the aspects that should be considered during the initial **STAGES** of the strategic management process.

9.1.1. \_\_\_\_\_  
 \_\_\_\_\_

9.1.2. \_\_\_\_\_  
 \_\_\_\_\_






9.1.3. \_\_\_\_\_  
 \_\_\_\_\_

10. Describe THREE types of defensive strategies that businesses may use to deal with challenges in the business environment.

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DEFENSIVE STRATEGIES	EXPLANATION & EXAMPLE
1.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
2.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
3.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

11. Advise the business on the steps that they should consider when **EVALUATING** strategies.

<p><b>E</b> EXAMINE</p>	
<p><b>F</b> FORMULATE</p>	
<p><b>I</b> IMPLEMENT</p>	
<p><b>M</b> MEASURE</p>	
<p><b>T</b> TAKE</p>	

12. ZYL MANUFACTURERS (ZM) specialise in the manufacturing of men's clothing. The business is struggling to pay its creditors due to the high inflation rate. ZM need to conduct the strategic management process in order to devise the best strategy that will assist them to overcome the challenges of the macro environment.

Explain how ZM can apply the PESTLE model to deal with the challenges of the macro environment.

PESTLE ELEMENT	DESCRIPTION & APPLICATION
1.	Description:
	Application:
2.	Description:
	Application:
3.	Description:
	Application:
4.	Description:
	Application:
5.	Description:
	Application:
6.	Description:
	Application: