

# INSTRUCTIONS AND INFORMATION

1.

# Read the following instructions carefully before answering the questions.

This question paper consists of THREE sections and covers all main topics.

SECTION A: COMPULSORY Consists of THREE questions. Answer any TWO of the THREE questions in this section. Consists of TWO questions. Answer any ONE of the TWO questions in this section.

- 2. Read the instructions for each question carefully and take particular note of what is required.
- 3. Number the answers correctly according to the numbering system used in this question paper. No marks will be awarded for answers that are numbered incorrectly.
- 4. Except where other instructions are given, answers must be in full sentences.
- 5. Use the mark allocation and nature of each question to determine the length and depth of an answer.
- 6. Use the table below as a guide for mark and time allocation when answering each question.

SECTION	QUESTION	MARKS	TIME
A Objective type questions COMPULSORY	1	20	20 minutes
B THREE direct/indirect type	2	20	
questions CHOICE (answer any two)	3	20	35 minutes
	4	20	
C TWO essay-type	5	40	35 minutes
questions CHOICE (answer any one)	6	40	
TOTAL		100	90 minutes

- 7. Begin the answer to EACH question on a NEW page, for example QUESTION 1 new page, QUESTION 2 new page, et cetera.
- 8. You may use a non-programmable calculator.
- 9. Write neatly and legibly.



#### **QUESTION 1**

- 1.1 Four possible options are provided as answers in the following questions. You are required to choose the correct answer and write only the letters (A D) next to the question number 1.1.1 1.1.5.
- 1.1.1. The bank allows PL Ltd to withdraw more money than what is available in their bank account, which is known as ...
  - A trade credit
  - B bank loan
    - C bank overdraft
    - D grant
- 1.1.2. A ... presentation refers to the use of speech by the presenter to convey a message to stakeholders.
  - A vibrant
  - B verbal
  - C dormant
  - D non-verbal
- 1.1.3. An/A. is a person who starts and manages his/her own business.
  - A director
  - B executive manager
  - C entrepreneur
  - D venture capitalist
- 1.1.4 Jason Traders qualified for a ... when the government provided him with funding to set up his stationery shop.
  - A bank overdraft
  - B bank loan
  - C trade credit
  - D grant

1.1.5 The planning process which puts the plan into action is called a(n)...

- A business plan.
- B action plan.
- C grant.
- D loan.



(5 X 2)(10)

1.2 Complete the following statements by using the word(s) in the list below. Write only the word(s) next to the question number (1.2.1 - 1.2.5).

lease; action plan; strategy; cost-saving; venture capital; business plan; grant; cost of finance; productivity; equity capital



- 1.2.1 The amount of money invested in the business by the owner is known as ....
- 1.2.2 The ... serves as a roadmap that provides direction to business.
- 1.2.3 XYZ Traders will consider the ... of the loan by calculating the interest that they would have to pay.
- 1.2.4 A ... is a plan of action that must be carried out by an entrepreneur
- 1.2.5 A ... is a sum of money given by a government or other organization for a particular purpose.

(5 X 1)(5)

COLUMN A	COLUMN B
1.3.1 Teamwork	A A diagram, usually a line or curve, that shows how two or more sets of numbers or measurements are related
1.3.2 Pie chart	B The plans made by the business to cut on the cost/expenses of the business
1.3.3 Perseverance	C A sequence of related events arranged in chronological order and displayed along a line to keep track of the activities
1.3.4 Work Breakdown Structure	D The joint action by a group of people in which each person strives to work towards a common goal
1.3.5 Cost-saving	E A circle divided into segments, which are represented with percentages
	F Lack of willingness to work together or collaborate with others
	G When an entrepreneur does not give up despite challenges and problems
	H The price that a business pays to finance their operations
	I Divides the business plan into smaller project stages and shows exactly what must be done
	J Strongly believe something and show enthusiasm to achieve the best outcome

1.3Choose a description in column B that matches a term in column A. Write only the letter (A - J) next to the question number (1.3.1 - 1.3.5).

(5 X 1)(5)

#### **TOTAL SECTION A: 20**

# SECTION B

Answer TWO questions in this section.

# **QUESTION 2**

2.1 Read the scenario below and answer the questions that follow.

	SEANEGO'S HOMEWORK CENTRE
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Ms. Seanego worked as a teacher for many years and realised that many children struggled to complete their homework. She left her teaching post amid uncertainty and opened her homework centre to assist children to complete their homework daily. Ms. Seanego came up with exciting new ways to ensure children enjoyed writing their homework.

2.1.1 Identify TWO entrepreneurial qualities that Ms. Seanego used in the scenario. Motivate your answer by quoting from the scenario above. Use the table below as a guide to answer QUESTION 2.1.1

ENTREPRENEURIAL QUALITIES	Motivations
(a)	
(b)	

(6)

		TOTAL: [20]
2.4	Discuss the importance of timelines.	(6)
2.3	Outline any TWO project planning steps.	(4)
2.2	Define the term 'Project planning'.	(4)

## **QUESTION 3**

3.1	Identify the visual aids which are applicable to each of the following statement below.	S
3.1.1	It is provided at the end of the presentation to remind the audience of the key of the presentation.	points
<mark>3.1.2</mark>		ables
Stanmor	epby means of a line/curve/bars.	(4)
3.2	Outline the importance of presenting business information.	(4)
3.3	Explain the function of workplace forums.	(6)
3.4	Discuss causes of conflict in a business.	(6)

# QUESTION 4

	State THREE factors that must be considered before start-up/initiating/setting-up business venture.	a (3)
4.2	Read the scenario below and answer the questions that follow.	
	KARABO BUSINESS CONSULTANTS (KBC)	
	Karabo Business Consultants is a service business offering advice to small emerging businesses. During the meeting sessions team members often questi	on

each other's ideas and opinions.

- 4.2.1 Identify the stage of team development that is applicable to the scenario above. Motivate your answer by quoting from the scenario. (3)
- 4.2.2 Explain ONE other stage of team development. (4)
- 4.3 Define the term 'conflict'.

(2)

4.4 Recommend factors that the presenter must consider when preparing/designing a presentation. (8)

### TOTAL: [20] TOTAL SECTION B: 40

#### SECTION C

Answer ONE question in this section.

#### QUESTION 5: START A BUSINESS VENTURE-BASED ON AN ACTION PLAN OR SETTING UP/STARTING A BUSINESS

Very few entrepreneurs are able to fund their new ventures entirely by themselves. Thus, there are many reasons why business funding is so important. As an entrepreneur, it's important to understand just how much capital you need and what you need it for. If your business is not funded correctly, it could leave a major impact.

Write an essay based on the following aspects:

- Outline the following aspects that must be considered when initiating a business
  - Operations
  - Productivity
- Explain reasons why businesses need funding.
- Explain THREE sources of funding.
- Discuss the following factors that influence the choice of funding
  - Amount of capital needed
  - Cost of finance



## **QUESTION 6: PRESENTATION OF BUSINESS INFORMATION**

Presentation of business information ensures that business information is shared with all stakeholders. An effective presentation is preceded by taking certain factors into consideration for the presentation. Visual aids can be used to enhance the presentation to stakeholders. After a presentation, dealing with feedback appropriately is important.

Write an essay in which you include the following aspects:

- Outline factors that must be considered when composing a flyer
- Explain how to handle feedback after a presentation in a non-aggressive and professional manner.
- Discuss the following types of visual aids
  - o Tables
  - o diagrams
- Recommend steps in report writing.

[40]

**TOTAL SECTION C: 40** 

**GRANDTOTAL: 100** 

