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education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

TERM 2
TASK 3 – PRESENTATION
GRADE 12

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DURATION : **1 HOUR**

TOTAL : **50**

DATE OF ADMINISTRATION :

DECLARATION BY LEARNER

SCHOOL NAME : _____

NAME OF LEARNER: _____

TEACHER'S NAME : _____

MARKS OBTAINED: _____

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I hereby declare that all pieces contained in this learner portfolio are my own original work and that if I have used any sources, I have acknowledged them.

I will endeavour to keep my work original and not plagiarise other sources/people's work. I agree that if it is determined by the relevant authorities that I have engaged in any fraudulent activities whatsoever in connection with my SBA mark, I shall forfeit completely for this assessment (s)

_____ _____

CANDIDATE'S SIGNATURE **DATE**

As far as I know, the above statement by the candidate is true and I accept that the work offered is his/her name.

_____ _____

TEACHER'S SIGNATURE **DATE**

School Stamp

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GUIDELINES ON YOUR PRESENTATION

1. This presentation should be written individually.i.e.no group work.
2. You will then be given time **(ONE HOUR)** to write a final copy of your presentation in the classroom under the teacher's supervision.
3. You will be penalised for plagiarism or copying from another learner.
4. Your presentation should have a cover page (with your name, grade and the date).
5. Labelling of headings and sub-headings is extremely important.
6. Write neatly and legibly.

NOTE: All tasks must be administered under controlled conditions. Learners must be given instructions (**not the questions)** prior the date of administration on what they should prepare on for the presentation.
This task is not open book.

WRITTEN PRESENTATION

QUESTION 1: BUSINESS SECTORS & THEIR ENVIRONMENTS

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

BAKING BREAD (BB)

Baking Bread produces a variety of bread and sells it at the local market. The management is very concerned about the egg shortage from suppliers. BB experienced undercooked bread due to outdated ovens that occasionally breaks down.

1.1.1 Name the business sector in which BB operates. (2)

1.1.2 Quote TWO challenges of BB from the scenario above. (2)

1.1.3 Classify BB's challenges according to the TWO business environments. (2)

Use the table below as a GUIDE to answer QUESTION 1.1.2 and 1.1.3.

	CHALLENGES (1.1.2)	BUSINESS ENVIRONMENTS (1.1.3)
1.		
2.		

[6]

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QUESTION 2: QUALITY OF PERFORMANCE

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

VEHICLE TRACKING COMPANY (VTC)

Vehicle Tracking Company offers GPS tracking devices for all vehicles. The management of VTC use tools and techniques to improve the quality of their products. VTC also implements continuous skills development to keep ahead of the latest changes in the market.

2.1.1 Identify the quality concept applied by VTC in the scenario above. (2)

2.1.2 Discuss the impact of continuous skills development/ education and training as a total quality management (TQM) element on large businesses (4)

2.2 Explain the impact of TQM if poorly implemented by businesses. (4)

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

SUNSHINE SOLAR ENTERPRISE (SSE)

Sunshine Solar Enterprise (SSE) specialises in selling solar panels in the community. SSE found themselves in hot water due to their unethical advertisement. Dave the senior manager is responsible for ensuring that the business adheres to ethical advertising practices when promoting their products.

2.3.1 Identify the business function that is applicable to SSE. (2)

2.4 Advise businesses on the quality indicators of the purchasing function. (4)

[16]

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QUESTION 3: MANAGEMENT AND LEADERSHIP

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

CLEVER BOOKS (CB)

Joe is the manager of Clever Books. Joe uses transactional leadership style by offering rewards to employees for producing quality products and punishes them if objectives are not met. He usually implements this style when deadlines have to be met on short notice. He is observant of the role of personal attitude in successful leadership.

3.1.1 Quote ONE situation in which transactional leadership style can be applied in the workplace. (1)

3.1.2 Suggest any other situations in which the transactional leadership style can be applied in the workplace. (4)

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3.2 Discuss the role of personal attitude in successful leadership. (6)

[11]

QUESTION 4: INVESTMENT: SECURITIES

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

BIBI CONSTRUCTION (BC)

Bibi Construction flourished in 2024 and attracted more markets resulting in huge profits. Investors recognised the long term growth of the business and decided to provide funds for the expansion in return for a share in the business.

Identify the type of investment opportunity applicable to BC. Motivate your answer by quoting from the scenario above. (3)

4.2 Discuss the impact of Government/RSA retail savings bonds as form of investment. (4)

[7]

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QUESTION 5: ORAL PRESENTATION (INVESTMENT: SECURITIES)
(5 minutes per learner)

Mondi recently received a promotion which lead to an increase in her salary. She wants to invest her surplus funds to create sources of passive income. Mondi has limited knowledge of investments. Mondi was advised to consider various factors when making an investment decisions.

(a) Conduct a research on any THREE factors to consider when making an investment decision.

(b) Use the information for your research to respond to the following instructions:

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INSTRUCTIONS:

5.1 Prepare a PowerPoint/poster/chart where you discuss any THREE factors to consider when making an investment decision.

5.2 You will be expected to make an oral presentation of your PowerPoint/Poster/Chart in class for FIVE minutes.

5.3 **REQUIREMENTS FOR THE POWERPOINT/POSTER/CHART**

PowerPoint

- PowerPoint presentation (max 5 slides) on your findings based on any THREE factors to consider making an investment decision.

Poster/Chart

- Prepare a formal written report on your findings based on any THREE factors to consider when making an investment decision.

NOTE:

1. Your presentation should have an introduction, body and conclusion.
2. Start each heading on a new page/slide.
3. An index page and list of resources used must be indicated.
4. Copies of the poster and printed slides must be available during the presentation as evidence (**also keep as evidence in learners SBA file**).
5. Write the name of the learner, date and class on the poster/slides.

[10]

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RUBRIC FOR MARKING QUESTION 5: ORAL PRESENTATION

NAME OF LEARNER: _____

CRITERIA	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MARKS OBTAINED
1. THREE factors to consider when making an investment decision	The learner INCORRECTLY discussed the factors to consider when making an investment decision OR The learner made no effort to discuss the factors to consider when making an investment decision.	The learner only discussed ONE factor to consider when making an investment decision CORRECTLY	The learner only discussed TWO factors to consider when making an investment decision CORRECTLY	The learner CORRECTLY discussed THREE factors to consider when making an investment decision		3
	0	1	2	3		
2. Presentation skills **ORAL**	The learner did not apply the presentation skills OR No attempt was made to present orally	Learner only applied ONE of the following: – Introduce him/herself, – audible, – maintains eye contact, – purpose of the presentation showed clearly; – tone of voice varied; – showed humour; – speak with energy and enthusiasm.	Learner only applied TWO of the following: – Introduce him/herself, – audible, – maintains eye contact, – purpose of the presentation showed clearly; – tone of voice varied; – showed humour; – speak with energy and enthusiasm.	Learner only applied THREE of the following: – Introduce him/herself, – audible, – maintains eye contact, – purpose of the presentation showed clearly; – tone of voice varied; – showed humour; – speak with energy and enthusiasm.	Learner applied ALL of the following: – Introduce him/herself, – audible, – maintains eye contact, – purpose of the presentation showed clearly; – tone of voice varied; – showed humour; – speak with energy and enthusiasm.	4
	0	1	2	3	4	
3. Layout of PowerPoint/ Poster/ Chart	– The learner did not apply any of the following: – No introduction, body, conclusion provided – Did not start headings on a new page – Index and list of resources not provided – No attempt or effort was made	The learner only applied ONE of the following: – Introduction, body and conclusion OR – Start headings on a new page OR – Index and list of resources provided	The learner only applied TWO of the following: – Introduction, body and conclusion OR/AND – Start headings on a new page OR/AND – Index and list of resources provided	The learner applied ALL of the following: – Introduction, body and conclusion – Start headings on a new page – Index and list of resources provided		3
	0	1	2	3		
_____ **10**						

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MARKING GUIDELINE

TERM 2

TASK 3 – PRESENTATION

WRITTEN PRESENTATION

QUESTION 1: BUSINESS SECTORS & THEIR ENVIRONMENTS

1.1

1.1.1 **Business sector in which BB operates**

- Secondary sector √√ **(2)**

Challenges of business environments and the extent of control

	CHALLENGES (1.1.2)	BUSINESS ENVIRONMENTS (1.1.3)
1.	The management is very concerned about the egg shortage from suppliers. √	Market environment√
2.	BB experienced undercooked bread due to outdated ovens that occasionally breaks down. √	Micro environment√
	Sub max (2)	Sub max (2)

NOTE:

1. **Mark the first challenge for each environment only.**
2. **If the business environment is not linked to the challenge, mark the challenge only.**
3. **Award full marks for the business environment even if the challenge is not quoted in full.**
4. **Accept responses in any order.**

Max (4)

[6]

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QUESTION 2: QUALITY OF PERFORMANCE

2.1 Quality of performance

2.1.1 Identify the quality concept applied

- Quality management √√ **(2)**

2.1.2 Impact of continuous skills development/ education and training

Positives/Advantages

- Large businesses have a human resources department √ dedicated to skills training and development. √
- Human resources experts ensure that training programmes are relevant √ to increase customer satisfaction. √
- Ability to afford √ specialised/skilled employees. √
- Large businesses conduct skills audits to establish the competency/education levels of staff √ which may positively affect the quality of products. √
- May be able to hire qualified trainers √ to train employees on a regular basis. √
- Any other relevant answer related to the positive impact/advantages of continuous skills development/education and training as a TQM element on large businesses.

AND/OR

Negatives/ Disadvantages

- Poor communication systems in large businesses √ may prevent effective training from taking place. √
- Trained employees may leave for better jobs √ after they gained more skills. √
- De-motivates employees √, if they do not receive recognition for training. √
- Employees who specialise in narrowly defined jobs √ may become frustrated/ demotivated. √
- Employees may not be aware of the level of competency √ they should meet in order to achieve their targets. √
- It may be difficult to monitor/evaluate √ the effectiveness of training. √
- Any other relevant answer related to the negative impact/disadvantages of continuous skills development/education and training as a TQM element on large businesses.

Max (4)

2.2 Impact of TQM if poorly implemented by businesses

- Setting unrealistic deadlines√ that may not be achieved. √
- Employees may not be adequately trained√ resulting in poor quality products. √
- Decline in productivity√, because of stoppages. √
- Businesses may not be able to make necessary changes to products/services√ to satisfy the needs of customers. √
- Businesses' reputation/image may suffer√ because of poor quality/defective goods. √

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- Customers will have many alternatives to choose from√ and the impact could be devastating to businesses. √
- Investors might withdraw investment√, if there is a decline in profits. √
- Decline in sales√ as more goods are returned by unhappy customers. √
- High staff turnover√, because of poor skills development. √
- Undocumented/Uncontrolled quality control processes/systems√ could result in errors/deviations from pre-set quality standards. √
- Any other relevant answer related to the impact of TQM if poorly implemented by businesses.

Max (4)

2.3 **Business functions**

2.3.1 **Business function that is applicable to SSE**

- Marketing function √√ **(2)**

2.4 **Quality indicators of the purchasing function**

- Businesses should buy raw materials/products in bulk at lower/discounted prices. √√
- Select reliable suppliers that render the best quality raw materials/capital goods at reasonable prices. √√
- Place orders timeously and do regular follow-ups to ensure that goods are delivered on time. √√
- Effective co-ordination between the purchasing and production departments so that purchasing staff understand the production process/requirements. √√
- Required quantities should be delivered at the right time and place. √√
- Implement/Maintain stock control systems to ensure the security of stock. √√
- Maintain optimum stock levels to avoid overstocking/reduce out-dated stock. √√
- Monitor and report on minimum stock levels to avoid stock-outs. √√
- Effective use of storage space and maintain product quality while in storage. √√
- Involve suppliers in strategic planning/product design/material selection/quality control processes. √√
- Ensure that there is no break in production due to stock shortages. √√
- Establish relationships with suppliers so that they are in alignment with the business's vision/mission/values. √√
- Have a thorough understanding of supply chain management to apply the correct procurement procedures/processes. √√
- Any other relevant answer related to the quality indicators of the purchasing function.

Max (4)
[16]

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QUESTION 3: MANAGEMENT AND LEADERSHIP

3.1 **Management and leadership**

3.1.1 **Quote ONE situation in which transactional leadership style can be applied in the workplace**

- He usually implements this style when deadlines have to be met on short notice. √

NOTE: **1. Mark the first ONE (1) only.**
2. Only award marks for response that is quoted from the scenario. **Max (1)**

3.1.2 **Any other situations in which the transactional leadership style can be applied in the workplace**

- The business wants to maximise employee performance. √√
- Workers have a low morale. √√
- The strategies/business structures do not have to change. √√
- The productivity levels are very low/not according to targets. √√
- Any other relevant answer related to situations in which the transactional leadership style can be applied in the workplace.

NOTE: **Do not award marks for responses that are quoted from the scenario in QUESTION 3.1.1.** **Max (4)**

3.2 **Role of personal attitude in successful leadership**

- Positive attitude√ releases leadership potential for personal growth. √
- A leader's good attitude can influence√ the success of the business. √
- Leaders must know their strengths and weaknesses√ to apply their leadership styles effectively. √
- A great leader understands that the right attitude√ will set the right atmosphere. √
- Leaders' attitude may influence√ employees'/teams' thoughts/behaviour. √
- Leaders should model the behaviour√ that they want to see in team members. √
- Successful leaders consider the abilities/skills of team members√ to allocate tasks/roles effectively. √
- Enthusiasm produces√ confidence in a leader and inspires them to work even harder. √
- A positive attitude is critical for good leadership√ because good leaders will stay with the task regardless of difficulties/challenges. √
- Successful employees and leaders have a constant desire to work√ and achieve personal/professional success. √
- Leaders with a positive attitude√ know that there is always more to learn/space to grow.
- Any other relevant answer related to the role of personal attitude in successful leadership.

Max (6)
[11]

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QUESTION 4: INVESTMENT: SECURITIES

4.1 **Type of investment opportunity applicable to BC**
Venture capital √√ (2)

Motivation
Investors recognised the long term growth of the business and decided to provide funds for the expansion in return for a share in the business. √ (1)

NOTE: Do not award marks for the motivation if the type of investment opportunity was incorrectly identified.

Max (3)

4.2 **Impact of Government/RSA retail savings bonds**
Positives/ Advantages

- Guaranteed returns, √ as interest rate is fixed for the whole investment period. √
- Interest rates are market related√ and attract more investors. √
- Interest can be received twice a year. √
- Investment may be easily accessible, √ as cash may be withdrawn after the first twelve months. √
- Low risk/Safe investment, √ as it is invested with the South African Government which cannot be liquidated. √
- It is an affordable type of investment √for all levels of income earners including pensioners. √
- Retail bonds are easily/conveniently obtained√ electronically/from any Post Office/ directly from National Treasury. √
- No charges/costs/commissions payable√ on this type of investment. √
- Interest is usually higher√ than on fixed deposits. √
- Retail bonds are listed√ on the capital bond markets/on the JSE. √
- Investors younger than 18 years/Minors may invest with the help of a legal guardian√, which encourages saving from a young age. √
- Any other relevant answer related to the advantages of Government/RSA Retail Savings Bonds as a form of investment.

AND/OR

Negatives/ Disadvantages

- Retail bonds cannot be ceded to banks√ as security for obtaining loans.√
- A minimum of R500 must be invested√, which may be difficult for some small investors to accumulate.√
- Retail bonds are not freely transferable√ amongst investors.√
- Investors need to have valid SA identification/should be older than 18 years√ which may discourage foreigners/young people to invest.√
- Penalties are charged for early withdrawals√, if the savings is less than 12 months old.√
- Any other relevant answer related to the negative impact/disadvantages of RSA Retail Savings Bonds/Government Retail Bonds on investors. **Max (4)**

[7]

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QUESTION 5: ORAL PRESENTATION (INVESTMENT: SECURITIES)
(5 minutes per learner)

NOTES TO MARKERS:

- The rubric should be used for scoring Question 5.
- Attach each learner's rubric and presentation to the script.
- The additional information is provided in the marking guideline to guide markers on possible answers.

Max (10)

ADDITIONAL INFORMATION:

Return on investment (ROI)

- Refers to income from the investment, namely interest/dividends/increased capital growth on the original amount invested.
- The return should be expressed as net after-tax gains on the investment.
- High risk investments yield higher returns.
- Generally, there will be a direct link between the risk and the return.
- Returns can be in the form of capital gains where the asset appreciates in value over time.

Risk

- Refers to the chance that the invested amount may be reduced in value/lost in total over a period, due to unforeseen circumstances.
- The higher the potential return, the higher the risk of a potential loss.
- Investing in shares has a higher risk than investing in a fixed deposit.
- Shares have low/medium risk over a longer investment period.
- Shares with higher risks have a greater potential for higher returns.
- Ordinary shares have the highest risk as the investor may lose the full/part of the investment when the company is dissolved/bankrupt/liquidated.
- Preference shareholders' risk is lower, as they have preferential claims on the assets of the liquidated company/may receive some compensation before ordinary shareholders.
- Share prices are linked to factors such as economic conditions/operational success of the company which investors cannot always control.
- Share prices are volatile/unstable/unpredictable/may increase/decrease sharply within hours which contribute to the uncertainty of the value of an investment in shares on the short term.

Investment term/period

- This refers to the duration of the investment which may influence the return on investment.
- It can be short/medium/long-term depending on the nature of an investment option.
- The investment period will depend on an investor's personal needs/goals.

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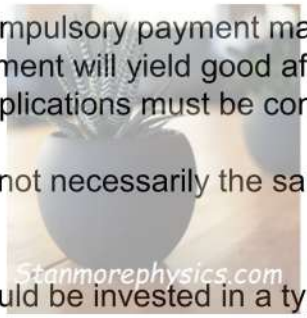
- The longer the investment period the higher the returns.
- Short term investments enable investors to access their money on a short period if needed.

Inflation rate

- Investors/People are affected by a high inflation rate because their money/purchasing power decreases.
- The return on investment should be higher than the inflation rate.
- Inflation has a positive effect on some investments such as property/shares where the income will increase as inflation increases.

Taxation

- Refers to a compulsory payment made by citizens to the government.
- A good investment will yield good after-tax returns.
- Income tax implications must be considered to ensure a high net after-tax return.
- Tax rates are not necessarily the same for different investments.



Liquidity

- An amount could be invested in a type of investment that can easily be converted to cash.
- It is used to describe the ease and speed with which investors can convert an investment into cash.
- Example: An investment in a savings account/unit trust will be easier to convert into cash than an investment in a fixed deposit which is usually deposited for a fixed period.

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RUBRIC FOR MARKING QUESTION 5: ORAL PRESENTATION:

NAME OF LEARNER: _____

CRITERIA	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MARKS OBTAINED
1. THREE factors to consider when making an investment decision	The learner INCORRECTLY discussed the factors to consider when making an investment decision OR The learner made no effort to discuss the factors to consider when making an investment decision.	The learner only discussed ONE factor to consider when making an investment decision CORRECTLY	The learner only discussed TWO factors to consider when making an investment decision CORRECTLY	The learner CORRECTLY discussed THREE factors to consider when making an investment decision		
	0	**1**	**2**	**3**		**3**
2. Presentation skills ORAL	The learner did not apply the presentation skills OR No attempt was made to present orally	Learner only applied ONE of the following: – Introduce him/herself, – audible, – maintains eye contact, – purpose of the presentation showed clearly; – tone of voice varied; – showed humour; – speak with energy and enthusiasm.	Learner only applied TWO of the following: – Introduce him/herself, – audible, – maintains eye contact, – purpose of the presentation showed clearly; – tone of voice varied; – showed humour; – speak with energy and enthusiasm.	Learner only applied THREE of the following: – Introduce him/herself, – audible, – maintains eye contact, – purpose of the presentation showed clearly; – tone of voice varied; – showed humour; – speak with energy and enthusiasm.	Learner applied ALL of the following: – Introduce him/herself, – audible, – maintains eye contact, – purpose of the presentation showed clearly; – tone of voice varied; – showed humour; – speak with energy and enthusiasm.	
	0	**1**	**2**	**3**	**4**	**4**
3. Layout of PowerPoint/ Poster/ Chart	– The learner did not apply any of the following: – No introduction, body, conclusion provided – Did not start headings on a new page – Index and list of resources not provided – No attempt or effort was made	The learner only applied ONE of the following: – Introduction, body and conclusion OR – Start headings on a new page OR – Index and list of resources provided	The learner only applied TWO of the following: – Introduction, body and conclusion OR/AND – Start headings on a new page OR/AND – Index and list of resources provided	The learner applied ALL of the following: – Introduction, body and conclusion – Start headings on a new page – Index and list of resources provided		
	0	**1**	**2**	**3**		**3**
_____ **10**						