



education
Department: Education
GAUTENG PROVINCE

BUSINESS STUDIES

GRADE 10

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ANNUAL TEACHING PLAN (ATP)

2026



To all Grade 10 Teachers

AS PER NATIONAL CIRCULAR S11 OF 2017: THE SPLITTING OF THE BUSINESS STUDIES EXAMINATION QUESTION PAPER FROM ONE PAPER INTO TWO PAPERS FOR GRADES 10-12.

THE BUSINESS STUDIES STRUCTURE FOR THE JUNE PAPER WILL BE AS FOLLOWS:

BUSINESS STUDIES GRADES 10 JUNE PAPER 1 & 2

JUNE EXAMINATION AND THE END-OF-YEAR EXAMINATIONS

Grade 10	Topics
Paper 1	MAIN TOPIC 1: BUSINESS ENVIRONMENTS MAIN TOPIC 4: BUSINESS OPERATIONS
Paper 2	MAIN TOPIC 2: BUSINESS VENTURES MAIN TOPIC 3: BUSINESS ROLES

Subtopics to be covered in terms ONE & TWO: THE CONTENTS WILL BE EXACTLY AS IT IS STIPULATED PER MAIN TOPIC AND SUB-TOPIC AS PER THE CAPS FOR BUSINESS STUDIES.

Your lesson preparation is a supporting document to:

- enable you to know which topics will be in Papers 1 and Paper 2.
- The 2026 ATP remains the same as in the CAPS for business studies
- with the difference that you must ensure that you know which contents learners must study for the June question paper as well as
- which topics and contents per paper 1 and paper 2

PLEASE NOTE: The Controlled Test 1 will be covering the work as covered per the ATP and will NOT BE SPLIT FORMAT OF THE FINAL YEAR-END EXAMINATION

BUSINESS STUDIES GRADE 10: Subtopics to be covered in term ONE and TWO:

REMEMBER: Subtopics to be covered in term ONE and TWO: THE CONTENTS WILL BE EXACTLY AS IT IS STIPULATED PER MAIN TOPIC AND SUB-TOPIC AS PER THE CAPS FOR BUSINESS STUDIES

Paper 1	TOPIC 1: Business Environments TOPIC 2: Business Operations
Sub-topics that must be covered in terms 1 and 2	<p>Business Environments</p> <ul style="list-style-type: none">-Micro-environment-Market environment-Macro-environment-Inter-relationships of micro, market, and macro environments-Business sectors-Contemporary socio-economic issues excluding piracy <p>Business Operations</p> <ul style="list-style-type: none">-Eight business functions <p>Refer to page 13 of the CAPS document for sub-topics per business function to be covered:</p> <ul style="list-style-type: none">• General management• Administration• Financing• Purchasing• Public Relations <p>-NOTE: The levels of general management and the tasks associated with each level; use this information to analyze management levels within the public or private organization</p> <ul style="list-style-type: none">-The importance of the functions within the business-The concept of quality-The correlation between management and the success of a business in achieving its objectives; strengths and weaknesses

Paper 2	TOPIC 1: Business Ventures TOPIC 2: Business Roles
Sub-topics that must be covered in terms 1 & 2	Business Ventures Forms of ownership
	Please Note: Contemporary Socio-economic issues will be set as part of Paper 2 for JUNE ONLY For the Oct/Nov final year-end paper, Contemporary socio-economic issues will remain part of Paper 1 as the Business Environments
	Business Roles Contemporary Socio-economic issues (JUNE) Social responsibility

November Examination Paper 1 and Paper 2

PAPER 1	PAPER 2	Marks
TIME: 2 HOURS	TIME: 2 HOURS	
MARKS 150	MARKS 150	
SECTION A COMPULSORY TYPES OF QUESTIONS: QUESTION 1.1 Multiple Choice Question 1.2 Matching item 1.3 Choose the correct word(s)	SECTION A COMPULSORY TYPES OF QUESTIONS: QUESTION 1.1. Multiple Choice Question 1.2. Matching item 1.3 Choose the correct word(s)	30 marks
Section B Question 2 Business Environments	Section B Question 2 Business Ventures	40 marks
Question 3 Business Operations	Question 3 Business Roles	40 marks
Question 4 Miscellaneous Question Business Environment and Business Operations	Question 4 Miscellaneous Question Business Ventures and Business Roles	40 marks 20 marks 20 marks
Section C Question 5: Business Environment Question 6: Business Operations	Section C Question 5: Business Ventures Question 6: Business Roles	40 marks

TERM	TASK DESCRIPTION	RAW TASK TOTAL	TERM WEIGHT %	SBA WEIGHT %	PROMOTION MARK %
1	CASE STUDY	50	25	10	40
	CONTROLLED TEST	100	75	20	
2	PRESENTATION	50	25	10	
	MID-YEAR EXAMINATION	200	75	20	
3	PROJECT	50	25	20	
	COTROLLED TEST 2	100	75	20	
4	YEAR END- EXAMINATION: PAPER 1 AND PAPER 2 2 HOURS	150 X 2 =300	-	-	60
FINAL				100	100



FIRST TERM (11 WEEKS/53 DAYS)									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 14-20 January 5 School days	MICRO-ENVIRONMENT	<ul style="list-style-type: none"> • Meaning of the term micro-environment • Various components of the micro (internal) business environment <ul style="list-style-type: none"> - Vision, mission statement, goals, and objectives - Organisational resources - Management and leadership - Eight functions and activities of the business 	3.6%	3.6	Informal <ul style="list-style-type: none"> • Class activities • Home activities Formal <ul style="list-style-type: none"> • Case Study • Controlled test 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P1
Week 2 21-27 January 4 School days	MICRO-ENVIRONMENT	<ul style="list-style-type: none"> • Various components of the micro (internal) business environment <ul style="list-style-type: none"> - Organisational culture - Business organisational structure • Purpose of the organisational culture • The purpose/importance of a business organisational structure with specific reference to an organogram 	3.6	7.2	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			






FIRST TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 3 28 January -03 February 5 School days	BUSINESS FUNCTIONS	<ul style="list-style-type: none"> Recap the EIGHT business functions Differences between leadership and management The activities and importance/purpose of the following business: <ul style="list-style-type: none"> General management 	3.6%	10.8%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks Revised Notes 2023 Exam guideline Newspaper articles Magazine Other audio-visual media 			P1
Week 4 04-10 February 5 School days	BUSINESS FUNCTIONS	The activities and importance/purpose of the following business: <ul style="list-style-type: none"> Administration Financing Public relations Purchasing Purchasing – include: <ul style="list-style-type: none"> NCA CPA Nature Purpose Rights Responsibilities Remedies 	3.6%	14.4%	Informal <ul style="list-style-type: none"> Class activities Home activities Assignments 	<ul style="list-style-type: none"> Textbooks Revised Notes 2023 Exam guideline Newspaper articles Internet Magazine Other audio-visual media 			P1



Week 5 11-17 February 5 School days	CONCEPT OF QUALITY	<ul style="list-style-type: none"> • Meaning of quality, quality control and quality assurance • Difference between quality control and quality assurance • Importance of quality for businesses 	3.6%	18%					P1
Week 6 18-24 February 5 School days	CONCEPT OF QUALITY	<ul style="list-style-type: none"> • Quality indicators of the following business functions: <ul style="list-style-type: none"> - Human Resources function - Administration function - Financial function - General management • The correlation between management and the success of business in achieving its objectives, strengths, and weaknesses. 	3.6%	21.6%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P1
Week 7 25- February 03 March 5 School days	MARKET ENVIRONMENT	Meaning of the term market environment <ul style="list-style-type: none"> • Components of the market environment • Reasons why competition poses a challenge to businesses • Examples of other organisations/civil society • Meaning of opportunities and threats in a business context and give practical examples of each 	3.6%	25.2%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P1


Week 8 04-10 March 5 School days	MACRO ENVIRONMENT	Meaning of the term macro-environment • Practical examples of each component/feature of the macro environment • The reason why each component/feature poses a challenge to businesses	3.6%	28.8%	Informal • Class activities • Home activities	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P1
Week 9 11-17 March 5 Schools days	INTERRELATIONS HIP BETWEEN THE ENVIRONMENTS	<ul style="list-style-type: none"> • The link/relationship between the features/components of the micro-environment • Interrelation between micro (internal) and market environments • Examples of the relationship between the business with consumer, suppliers, intermediaries, and competitors • Relationship between micro, market, and macro environments 	3.6%	32.4%	Informal • Class activities • Home activities	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P1
Week 10 18-27 March 8 School days	Revision Formal: Case Study Controlled Test (100 marks)	The Case Study must consist of FOUR topics: 2hrs as per Abridge Caps NOTE: Learners must be allowed to bring resources to classes to complete the case study. It must be administered under controlled conditions		32.4%	Informal Assessment • Class activities • Home Activities Formal assessment Case Study Controlled Test 1				

SECOND TERM (12 WEEKS/58 DAYS)									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 8-14 April 5 School days	BUSINESS SECTORS	<ul style="list-style-type: none"> • Meaning of the primary, secondary, and tertiary sectors & examples of each sector • Relationship between these sectors • Meaning of the terms formal and informal sectors. Give practical examples of each • Importance of the formal and informal sector 	3.6%	36%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P1
Week 2 15-21 April 5 School days	BUSINESS SECTORS	<ul style="list-style-type: none"> • Distinguish between the formal and informal sectors • Meaning of the terms public and private sector • Importance of the public and private sector • Distinguish between the public and private sectors 	3.6%	39.6%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P1
Week 3 22-29 April 5 School days	CONTEMPORARY SOCIO-ECONOMIC ISSUES	<ul style="list-style-type: none"> • Meaning of socio-economic issues. • Reasons why socio-economic issue pose a challenge to businesses • Meaning of inequality and poverty 	3.6%	43.2%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet 			P1 (June)

		<ul style="list-style-type: none"> • Impact of inequality and poverty on businesses • Term "inclusivity" • Purpose of inclusivity in the workplace • Unemployment and unproductive labour forces 				<ul style="list-style-type: none"> • Magazine • Other audio-visual media 			only) BUT P2 in OCT/NOV
Week 4 04-08 May 5 School days		Negative impact of HIV/Aids on businesses <ul style="list-style-type: none"> • Different types of gambling and explain their impact on businesses • Meaning of counterfeiting/bootlegging/ strikes/political disturbance & crime impact of the socio- economic issues on businesses 	3.6%	46.8%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			
Week 5 11-15 May 5 School days	SOCIAL RESPONSIBILITY	Term "social responsibility" and give practical examples <ul style="list-style-type: none"> • Definition of corporate social responsibility • Recommend/suggest initiatives businesses can take to address socio-economic issues 	3.6%	50.4%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P2
Week 6 18-22 May 5 School days	FORMS OF OWNERSHIP	Sole proprietor <ul style="list-style-type: none"> • Partnership - Definition 	3.6%	54%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes 			P2

		<ul style="list-style-type: none"> - Characteristics - Advantages - Disadvantages - Differences (comparison) between the forms of ownership • Non-profit company • Profit companies • Co-operatives - Definition - Characteristics - Advantages - Disadvantages - Differences (comparison) between the forms of ownership 				<ul style="list-style-type: none"> • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			
Week 7 25-29 May 5 School days	FORMS OF OWNERSHIP	Non-profit company • Profit companies • Co-operatives - Definition - Characteristics - Advantages - Disadvantages - Differences (comparison) between the forms of ownership	3.6%	57.6%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P2
Presentation Content Focus: Covering at least 4 topics as per the ATP of term 2 Marks: 50				MID- YEAR EXAMINATION Content Focus: Covering all topics completed as per the ATP of term 1 & 2 Marks: 150 x 2 papers = 300 marks, 2 hours each paper					

THIRD TERM (10 WEEKS/47 DAYS)									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 22-28 July 5 School days	CREATIVE THINKING & PROBLEM SOLVING	<ul style="list-style-type: none"> • Meaning of creative thinking • Advantages/benefits of creative thinking in the workplace • Use creative thinking to generate entrepreneurial opportunities • Businesses can use creative thinking to solve business problems • Meaning of problem solving • Differences between decision making and problem solving 	3.6%	61.2%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P2
Week 2 29 July – 4 August 5 School days	CREATIVE THINKING & PROBLEM SOLVING	Problem solving cycle <ul style="list-style-type: none"> • Apply the problem-solving techniques to solve business problems: <ul style="list-style-type: none"> - Force-field analysis - Delphi technique - Nominal group technique - 	3.8%	65 %	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine 			P2

		Brainstorming • Explain/discuss how businesses can use mind mapping, brainstorming to identify innovative and entrepreneurial business opportunities • Recommend/suggest ways in which creative business opportunities can realistically be implemented				• Other audio-visual media			
Week 3 05-12 August 5 School days	BUSINESS OPPORTUNITY & RELATED FACTORS	Difference between internal & external market research • Definition of business opportunities (based on researched needs and desires) and strengths, weaknesses, opportunities and threats (SWOT) • SWOT analysis to determine a viable business venture • Identify a business opportunity based on the findings from compiling a SWOT analysis • Apply a SWOT analysis from given scenarios/case studies	3.8%	68,8%	Informal • Class activities • Home activities 	• Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2
Week 4 13-19 August 5 School days	BUSINESS OPPORTUNITY & RELATED	• Difference between internal & external market research	3.8%	72,6%	Informal • Class activities • Home activities	• Textbooks • Revised Notes			P2

	FACTORS	<ul style="list-style-type: none"> • Definition of business opportunities (based on researched needs and desires) and strengths, weaknesses, opportunities and threats (SWOT) • SWOT analysis to determine a viable business venture • Identify a business opportunity based on the findings from compiling a SWOT analysis • Apply a SWOT analysis from given scenarios/case studies 				<ul style="list-style-type: none"> • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			
Week 5 20-26 August 5 School days	PRESENTATION OF BUSINESS INFORMATION	<ul style="list-style-type: none"> • Accurate and concise verbal and non-verbal presentation • Presentation of business reports • Verbal presentations: • Factors that must be considered when preparing for a verbal presentation 	3.6%	76,2%	Informal <ul style="list-style-type: none"> • Class activities • Home activities 	<ul style="list-style-type: none"> • Textbooks • Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media 			P2

THIRD TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 6 27 August – 2 September 5 School days	PRESENTATION OF BUSINESS INFORMATION	<ul style="list-style-type: none"> Advice businesses on how to prepare for support materials for a presentation Definition of the different visual aids <ul style="list-style-type: none"> -PowerPoint/data projector/slides -Handouts/flyers/brochure -Flip charts -Interactive whiteboard/smart boards. Posters/signs/banners/portable advertising stands/flags Explain the purpose of visual aids Design and layout of a presentation using different visual aids 	5%	81,2%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks Revised Notes 2023 Exam guideline Newspaper articles Internet Magazine Other audio-visual media 			P2
Week 7 03-09 September 5 School days	BUSINESS PLAN	<ul style="list-style-type: none"> Importance of a business plan Challenges of the macro environment using PESTLE analysis Components of a business plan 	3.6%	84.8%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks Revised Notes 2023 Exam guideline Newspaper articles 		P2	

		<ul style="list-style-type: none"> Executive summary Description of the business: <ul style="list-style-type: none"> The long-term objective, mission and vision of the envisaged business The product/service 				<ul style="list-style-type: none"> Internet Magazine Other audio-visual media 			
Week 8 10-16 September 5 School days	BUSINESS PLAN	<ul style="list-style-type: none"> Description of the business: The structure of the business (ownership)/relationship between the structure of the business and forms of ownership Different types of legal requirements of a business Compile a SWOT analysis for the envisaged business Marketing plan: <ul style="list-style-type: none"> Market research Marketing mix, the 7 Ps: Price, product, promotion, place, people, physical environment and process Competition Financial plan including a balance sheet 	7.2 %	92%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks Revised Notes 2023 Exam guideline Newspaper articles Internet Magazine Other audio-visual media 			P2
Week 9 & 10 17-23 September 9 School days	Revision SBA Task Controlled Test 2	Term 3 content as per ATP							



FOUR TERM (10 WEEKS/47 DAYS)									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 06-12 October 5 School days	RELATIONSHIP & TEAM PERFORMANCE	<ul style="list-style-type: none"> Factors that can influence these relationships (e.g., prejudice, beliefs, values and diversity) Understanding business objectives (e.g., profit, productivity, service) Interpersonal relationships in the workplace (e.g., different hierarchies, management levels, the importance of each individual in achieving business objectives) Personal beliefs and values and how they influence business relationships (e.g., prejudice, discrimination, equity, diversity) 	4%	96%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks Revised Notes 2023 Exam guideline Newspaper articles Internet Magazine Other audio-visual media 			P2




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Week 2 13-19 October 5 School days		<ul style="list-style-type: none"> Criteria for successful and collaborative team performance in a business context Working in a team to accomplish business objectives 	4%	100%	Informal <ul style="list-style-type: none"> Class activities Home activities 	<ul style="list-style-type: none"> Textbooks Revised Notes 2023 Exam guideline Newspaper articles Internet Magazine Other audio-visual media 			P2
Week 3 20-30 Revision 5 School days									
				PAPER 1 Time 2 hrs 150 marks Section A [compulsory] Question 1: MCQs, matching column & choose correct answer: Business environments & business operations: 30 marks Section B [answer 2 questions] Question 2: Business environments: 40 marks Question 3: Business Operations: 40 marks Question 4: Business Environments & Business Operations: 40 marks Section C [answer 1 question] Question 5: Business Environments: 40 marks			PAPER 2 Time 2 hrs 150 marks Section A [compulsory] Question 1: MCQs, matching column & choose correct answer Business Ventures & Business Roles: 30 marks Section B [answer 2 questions] Question 2: Business Ventures: 40 marks Question 3: Business Roles: 40 marks Question 4: Business Ventures & roles: 40 marks Section C: [answer 1 question] Question 5: Business Ventures: 40 marks		

			Question 6: Business Operations: 40 marks Cognitive levels: Lower order – 30%, Middle order – 50%, Higher order – 20% Complete: Assessment framework & cognitive levels grid	Question 6: Business Roles: 40 marks Cognitive levels: Lower order – 30%, Middle order – 50%, Higher order – 20% Complete: Assessment framework & cognitive levels grid
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