



EDUCATION
REPUBLIC OF SOUTH AFRICA

CURRICULUM GRADE 10 -12 DIRECTORATE

NCS (CAPS) SUPPORT

BUSINESS STUDIES PAPER

GRADE 10

ANNUAL TEACHING PLAN

2026

NOTE:

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

The BUSINESS STUDIES STRUCTURE FOR THE FINAL YEAR END EXAMINATION WILL BE AS FOLLOWS: PAPERS

Grade 10	Topics
Paper 1	MAIN TOPIC 1: Business Environment MAIN TOPIC 4: Business Operations
Paper 2	MAIN TOPIC 2: Business Ventures MAIN TOPIC 3: Business Roles

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCE S	DATE COMPLETED
TERM 1							
Week 1 14-16 Jan (3 days)	Micro environment	<ul style="list-style-type: none"> • Meaning of the term micro environment. • Various components of micro (internal) business environment <ul style="list-style-type: none"> - vision/mission statement, goals and objectives - organisational resources - management and leaders - Eight Functions and activities of the business 	11%	4%	Informal - Classwork activities - Homework activities	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 2 19-23 Jan (5 days)	Micro environment	<ul style="list-style-type: none"> • Various components of micro (internal) business environment <ul style="list-style-type: none"> - organisational culture - Business organisational structure • Purpose of organisational culture • The purpose/ importance of a business organisational structure with specific reference to an organogram 	22%	8%	Informal ● Classwork activities ● Homework activities	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

WEEK	TOPIC	CONTENT	%	CUM %	ASSESSMENT	RESOURCE S	DATE COMPLETED
Week 3 26-30 Jan (5 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 functions <ul style="list-style-type: none"> - General Management 	33%	12%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 4 02-06 Feb (5 days)	Business Functions	<ul style="list-style-type: none"> The activities and importance/purpose of the following business functions: <ul style="list-style-type: none"> - Administration - Financing - Public Relations - Purchasing Purchasing - Include: • NCA • CPA - Nature - Purpose - Rights - Responsibilities Remedies 	44%	16%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

Week 5 09- 13 Feb (5 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 	55%	20%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio- visual media	
Week 6 16-20 Feb (5 days)	Concept of Quality	<ul style="list-style-type: none"> Quality indicators of the business function. <ul style="list-style-type: none"> - Human Resources - Administration - Financial function 	66%	24%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines	
		<ul style="list-style-type: none"> - General management The Correlation between management and the success of the business in achieving its objectives, strengths and weaknesses 				Other audio- visual media	

Week 7 23-27 Feb (5 days)	Market environment	<ul style="list-style-type: none"> Meaning of the term market-environment. 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. 	77%	28%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 8 02-06 March (5 days)	Macro Environment	<ul style="list-style-type: none"> Meaning of the term macro-environment. Practical examples of each component/feature of the macro environment. The Reasons why each component/feature poses a challenge to businesses. 	88%	32%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks Newspaper articles Internet Magazines Other audiovisual media	
SBA (FORMAL ASSESSMENT)	CASE STUDY	Case study Covering at least four sub-topics of Term 1 content			Formal <ul style="list-style-type: none"> Case Study 		
Week 9 09– 13 March (5 days)	Interrelationships 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. 	100%	36%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines	

		<ul style="list-style-type: none"> □ Examples of the relationship between the business with consumer, suppliers, intermediaries, and competitors. □ Relationship between micro, market, and macro environments. 				Other audio-visual media	
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Week 10 16-20 March (4 days)	Revision	Revision of all topics covered during the first term.			Informal <ul style="list-style-type: none"> ● Classwork activities ● Homework activities 	Support material relevant for revision	
Week 11 23-27 March (5 days)	SBA TASK: CONTROLLED TEST	Content Focus: Covering all topics completed as per the ATP of term 1			Formal <ul style="list-style-type: none"> □ Controlled test 	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.	
<p style="text-align: center;"><i>Formal: Controlled Test 1(100 Marks)</i></p> <p>NOTE: Learners must be allowed to bring resources to class to complete the case study. It must be administered under controlled conditions for TWO hours.</p>							

<p>Week 1 08 -10 April (3 days)</p>	<p>Business sectors</p>	<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 	<p>14%</p>	<p>40%</p>	<p>Informal</p> <ul style="list-style-type: none"> Classwork activities Homework activities 	<p>Textbooks 2023/4 Exam guidelines</p>	
<p>Week 2 13-17 April (5 days)</p>	<p>Business sectors</p>	<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 sector 	<p>28%</p>	<p>44%</p>	<p>Informal</p> <ul style="list-style-type: none"> Classwork activities Homework activities 	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
<p>Week 3 20-24 April (5 days)</p>	<p>Contemporary Socio- economic issues</p>	<ul style="list-style-type: none"> Meaning of socio-economic issues Reasons why socio-economic issue pose a challenge to businesses Meaning of 	<p>42%</p>	<p>48%</p>	<p>Informal</p> <ul style="list-style-type: none"> Classwork activities Homework activities 	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	

		<p>inequality and poverty.</p> <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"> Written presentation 		
Week 4 28-30 April (3 days)	Contemporary Socio-economic issues	<ul style="list-style-type: none"> Negative impact of HIV/Aids on businesses. 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 	56%	52%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 5 04-08 May (5 days)	Social responsibility	<ul style="list-style-type: none"> Term “social responsibility” and give practical examples. Definition of Corporate Social Responsibility Recommend/Suggest initiatives businesses can take to address 	70%	56%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
		socio-economic issues.					

Assessment	Presentation				Presentation		
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Week 6 11- 15 May (5 days)	Forms of ownership	<ul style="list-style-type: none"> • Sole Proprietor • Partnership <ul style="list-style-type: none"> - Definition - Characteristics, - Advantages - Disadvantages - Differences <p>(comparison) between the forms of ownership</p>	84%	60%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audiovisual media	
SBA (FORMAL ASSESSMENT)	PRESENTATION	Presentation Covering at least four sub-topics of Term 2 content			Formal Case Study		
Week 7 18 – 22 May (5 days)	Forms of ownership	<ul style="list-style-type: none"> • Non-Profit Company • Profit Companies • Co-operatives <ul style="list-style-type: none"> - Definition - Characteristics, - Advantages, - Disadvantages - Differences <p>(comparison) between the forms of ownership</p>	100%	64%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audiovisual media	
Week 8 -9) 25 May-05 June (10 days)	Revision						

TERM 3

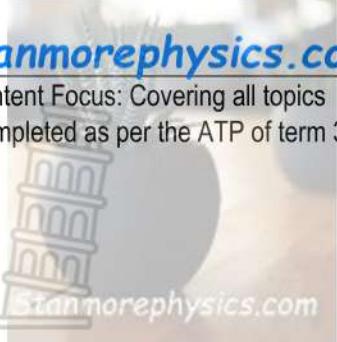
Week 1 21 - 24 July (4 days)	Creative thinking and problem solving	<ul style="list-style-type: none"> • Meaning of creative thinking. • Advantages/benefits of creative thinking in the workplace. • Use creative thinking to generate entrepreneurial opportunities. 	13%	68%	Informal <ul style="list-style-type: none"> • Classwork activities • Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines	
Week 10 08-12 June (5 days)	SBA TASK: June Examination	Content Focus: Covering all topics completed as per the ATP of term 1&2			Formal June Examination	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.	
Week 11 -12 17 – 26 June (08 days)	SBA TASK: June Examination	Content Focus: Covering all topics completed as per the ATP of term 1&2			Formal June Examination	Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.	
NOTE: Contemporary Socio-Economic Issues Will Be Assessed Under Business Role In June Examinations							

		<ul style="list-style-type: none"> Businesses can use creative thinking to solve business problems. Meaning of problem solving. Differences between decision making and problem solving 				Other audio-visual media	
Week 2 27-31 July (5 days)	Creative thinking and problem solving	<ul style="list-style-type: none"> Problem solving cycle. Problem-solving techniques. Apply the problem-solving techniques to solve business problems: <ul style="list-style-type: none"> - Force-field analysis - Delphi technique - Nominal group techniques - 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. 	27%	72%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	

<p>Week 3 03-07 August (5 days)</p>	<p>Business opportunity and related factors</p>	<ul style="list-style-type: none"> • Meaning of business opportunity and give practical examples. • Importance of assessing needs and desires in identifying a business opportunity. <ul style="list-style-type: none"> - Research instruments and data collection (e.g., questionnaires, interview structures) - Protocol of conducting research (consent, prior organisational appointments, introduction of basic ethics in research and in business opportunities) - Conduct market research and identify a business opportunity 	<p>40%</p>	<p>76%</p>	<p>Informal</p> <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	
<p>Week 4 11-14 August (4 days)</p>	<p>Business opportunity and related factors</p>	<ul style="list-style-type: none"> • 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 	<p>47%</p>	<p>80%</p>	<p>Informal</p> <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	

Week 5 17 - 21 August (5 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: <ul style="list-style-type: none"> Factors that must be considered when preparing for a verbal presentation 	60%	84%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 6 24-28 August (5 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/Fliers/Brochures Flipchart Interactive smartboard Posters/signs/banners/ portable advertising stands/flags. Explain the purpose of visual aids Design and layout of a presentation using different visual aids 	73%	88%	Informal <ul style="list-style-type: none"> Classwork activities Homework activities 	Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media	
Week 7 31 August-04 September (5 days)	Business Plan	<ul style="list-style-type: none"> Importance of a business plan. Challenges of the macro environment using PESTLE 	87%	92%	Informal <ul style="list-style-type: none"> Classwork activities 	Textbooks 2023/4 Exam guidelines	

		<ul style="list-style-type: none"> □ analysis. <p>Components of a business plan.</p> <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"> • Homework activities 	<p>Newspaper articles Internet Magazines Other audio-visual media</p>	
<p>Week 8 07-11 September (5 days)</p>	Business Plan	<ul style="list-style-type: none"> □ Description of the business: <ul style="list-style-type: none"> - 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 	100%	96%	<p>Informal</p> <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<p>Textbooks 2023/4 Exam guidelines Newspaper articles Internet Magazines Other audio-visual media</p>	

<p>Week 9 -10 14-23 September (8 days)</p>	<p>Revision SBA TASK: Controlled test</p>	<p>Content Focus: Covering all topics completed as per the ATP of term 3</p> 			<p>Formal Controlled test</p>	<p>Grade 10 Bus Studies notes, DBE exemplar question paper 1 & 2, past question papers & marking guidelines, telematics video, etc.</p>	
<p>Project (projects must be given to learners towards the end of the second term for submission during the third term) Content focus: Covering at least 4 topics as per the ATP of Term 3 Marks: 50</p>							

<p>Week 1 06-09 Oct (4 days)</p>	<p>Relationship and team performance</p>	<ul style="list-style-type: none"> ▪ Factors that can influence team 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, importance of each individual in achieve business objectives) ▪ Personal beliefs and values and how they influence relationships (e.g., prejudice, discrimination, equity, diversity) 	<p>50%</p>	<p>98%</p>	<p>Informal</p> <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<p>Textbooks Newspaper articles Internet Magazines Other audio-visual media</p>	
<p>Week 2 12-16 October (5 days)</p>	<p>Relationship and team performance</p>	<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 	<p>100%</p>	<p>100%</p>	<p>Informal</p> <ul style="list-style-type: none"> • Classwork activities • Homework activities 	<p>Textbooks Newspaper articles Internet Magazines Other audio-visual media</p>	
<p>Week 3 19-23 October (5 days)</p>	<p>Revision exercises</p>	<p>Revise ALL topics covered.</p>			<p>Informal</p> <ul style="list-style-type: none"> • Class activities • Home activities • Class test 	<p><i>Relevant support materials for revision</i></p>	
<p>Week 4 26 October - 09 Dec (28 days)</p>	<p>End-of-year examination</p>						

It is compulsory to cover the content dealt with in a term.

- **Daily assessment is important to monitor teaching and learning**
- Give learners at **least one class/cycle test per month**

Note: Project – term 2

- This project was given in term 2. Learners should complete the project for submission in term 3. ► The content dealt with in term 1 to 4 should be revised for the end of the year examination.