GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

PREPARATORY EXAMINATION

2023

10722

BUSINESS STUDIES

(PAPER 2)

TIME: 2 hours

MARKS: 150

BUSINESS STUDIES P2

10722E

10 pages

X05

P.T.O.

INSTRUCTIONS AND INFORMATION

Read the following instructions carefully before answering the questions.

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

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

2. Read the instructions for each question carefully and take note of what is required.

   Note that ONLY the answers to the first TWO questions selected in SECTION B and the answers to the FIRST question selected in SECTION C will be marked.

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 written in full sentences.

5. Use the mark allocation and the 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 (minutes)
A: Objective-type questions COMPULSORY	**1**	**30**	**20**
B: THREE direct/indirect-type questions CHOICE: Answer any TWO.	**2** **3** **4**	**40** **40** **40**	**70**
C: TWO essay-type questions CHOICE: Answer any ONE.	**5** **6**	**40** **40**	**30**
TOTAL		**150**	**120**

7. Begin the answer to EACH question on a NEW page, e.g. QUESTION 1 – new page, QUESTION 2 – new page.

8. You may use a non-programmable calculator.

9. Write neatly and legibly.

SECTION A (COMPULSORY)

QUESTION 1

1.1 Various options are provided as possible answers to the following questions. Choose the answer and write only the letter (A – D) next to the question numbers (1.1.1 to 1.1.5) in the ANSWER BOOK, e.g. 1.1.6 D.

1.1.1 Noluthando applied the … leadership style when she delegated tasks to team members to develop their leadership skills.

A democratic
B laissez-fair
C transactional
D charismatic

1.1.2 Investors buy an existing business after researching the long-term growth potential. This is referred to as … as an investment opportunity.

A a managed portfolio
B a debenture
C a stokvel
D venture capital

1.1.3 This form of ownership is established by a group of people who agree to work together for their mutual economic benefit.

A Partnership
B Close corporation
C Cooperatives
D Personal liability company

1.1.4 The King Code principle that requires employees and shareholders to be aware of the employment policies of the business is known as …

A transparency.
B responsibility.
C accountability.
D reliability.

1.1.5 This process requires business managers to find solutions to problems by choosing the best solution or course of action.

A Brainstorming
B Decision-making
C Problem-solving
D Creative thinking

(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 numbers (1.2.1 to 1.2.5) in the ANSWER BOOK.

corporate social responsibility; social; profit; handouts; triple bottom line; complainer; flip charts; expert; economic; non-profit

1.2.1 Khoza Children's Centre is a … company as surplus funds are used solely for the primary objective of the organisation.

1.2.2 Sherise used … as a visual aid for a small audience to note down short ideas.

1.2.3 A business that reports on … focuses on profit, planet and people.

1.2.4 Simba Mines observes the employees' ... right by ensuring that they have access to safe and healthy working conditions.

1.2.5 Jakes Trading deals with a/an ... by not accusing him/her of being incorrect.

(5 x 2) (10)

1.3 Choose a description from COLUMN B that matches a term in COLUMN A. Write only the letter (A – J) next to the question numbers (1.3.1 to 1.3.5) in the ANSWER BOOK, e.g. 1.3.6 K.

COLUMN A		COLUMN B	
1.3.1	Management	A	employees should be allowed to participate in decision-making
1.3.2	RSA retail savings bond	B	owners are only liable for the amount that they invested in the company
1.3.3	Unlimited liability	C	does things right
1.3.4	Cultural rights	D	interest is only received once a year
1.3.5	Health and safety representatives	E	owners are personally responsible for all the debts of the business
		F	employees should be free to use their own language when interacting with others during their free time
		G	provide and maintain all the equipment that is necessary to perform the work
		H	ensure that all equipment that is necessary to perform work are maintained regularly
		I	interest can be received twice a year
		J	does the right things

(5 x 2) (10)

TOTAL SECTION A: 30

SECTION B

Answer ANY TWO questions in this section.

NOTE: Clearly indicate the QUESTION NUMBER of each question that you choose. The answer to EACH question must start on a NEW page, e.g. QUESTION 2 on a NEW page, QUESTION 3 on a NEW page.

QUESTION 2: BUSINESS VENTURES

2.1 State any FOUR factors that should be considered when making investment decisions. (4)

2.2 Outline the difference between *insurance* and *assurance*. (4)

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

JOHANNA ENTERPRISE (JE)

Johanna Enterprise and its employees each contribute 1% of employees' basic wage towards a compulsory insurance to cover their employees who may lose their jobs.

2.3.1 Name the compulsory insurance applicable to the scenario above. (2)

2.3.2 Elaborate on the other meaning of the compulsory insurance mentioned in QUESTION 2.3.1. (4)

2.4 Discuss the situational leadership theory. (6)

2.5 Read the scenario below and answer the question that follows.

JORGA LIMITED (JL)

The management of Jorga Limited invited their employees to buy shares in their company. Shayna bought shares that will enable her to receive dividends when profit is made, while Nana bought shares that will enable her to receive a fixed rate of dividend.

Identify TWO types of shares that apply to Shayna and Nana. Motivate your answer by quoting from the scenario above.

Use the table below as a GUIDE to answer QUESTION 2.5.

TYPES OF SHARES	MOTIVATIONS
1.	
2.	

(6)

2.6 Describe the role of personal attitude in successful leadership. (6)

2.7 Advise businesses on how the following criteria could contribute to the success and/or failure of a private company:

2.7.1 Capital (4)

2.7.2 Division of profits (4)

[40]

QUESTION 3: BUSINESS ROLES

3.1 Elaborate on the meaning of *social responsibility*. (4)

3.2 Outline the responsibilities of employers in promoting human health and safety in the workplace. (6)

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

BLAZE TILES TRADERS (BTT)
The management of Blaze Tiles Traders treats their employees equally, regardless of age and gender. Employees are advised to report cases of theft and fraud. BTT ensures that their employees work in a conducive environment that is safe and free from embarrassment.

3.3.1 Quote TWO ways in which BTT conducts business professionally, responsibly, ethically and effectively, from the scenario above. (2)

3.3.2 Explain other ways in which businesses should be conducted professionally, responsibly, ethically and effectively. (6)

3.4 Advise businesses on the correct procedures to deal with grievances in the workplace. (4)

3.5 Read the scenario below and answer the questions that follow:

ISLAND SAUSAGE BUTCHERY (ISB)
Island Sausage Butchery specialises in chicken and beef sausages. The management of ISB randomly requested all employees to make suggestions without criticising others' ideas.

3.5.1 Name the problem-solving technique applicable to the scenario above. (2)

3.5.2 Explain ONE advantage of any other TWO problem-solving techniques except the one mentioned in QUESTION 3.5.1.

Use the table below as a GUIDE to answer QUESTION 3.5.2.

OTHER PROBLEM SOLVING TECHNIQUES	ADVANTAGE OF EACH
1.	
2.	

(6)

3.6 Discuss the benefits of diversity in the workplace. (6)

3.7 Recommend ways in which businesses could promote social rights in the workplace. (4)

[40]

QUESTION 4: MISCELLANEOUS TOPICS

BUSINESS VENTURES

4.1 Outline the functions of the Johannesburg Securities Exchange (JSE). (6)

4.2 Identify the principles of insurance applied by Sage Insurance in EACH statement below:

4.2.1 Sage Insurance advises the insured to disclose everything that may affect the extent of the risk. (2)

4.2.2 They ensure that the insured has a legal relationship with the insured object in the contract. (2)

4.3 Explain the advantages of the autocratic leadership style. (6)

4.4 Advise presenters on how to handle feedback in a non-aggressive and professional manner. (4)

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4.5 State any FOUR steps in problem-solving. (4)

4.6 Outline the difference between *ethical* and *professional* behaviour. (4)

4.7 Read the scenario below and answer the questions that follow:

BAHADI BOUTIQUE (BB)

Bahadi Boutique contributes time and effort in improving the wellbeing of their employees. BB provides transport for employees who work unusually long hours. They support existing small businesses to create more employment opportunities. BB has established coaching and mentoring programmes for junior employees.

Bahadi Boutique wants to invest their surplus profit in Corporate Social Investments (CSI) projects.

4.7.1 Quote ways in which BB contributes time and effort in improving the well-being of their employees, from the scenario above. (2)

4.7.2 Discuss the impact of Corporate Social Investment (CSI) on businesses. (6)

4.8 Advise businesses on the advantages of creative thinking in the workplace. (4)

[40]

TOTAL SECTION B: 80

SECTION C

Answer any ONE question in this section.

NOTE: Clearly indicate the QUESTION NUMBER of the question chosen. The answer must start on a NEW page, e.g. QUESTION 5 on a NEW page, or QUESTION 6 on a NEW page.

QUESTION 5: BUSINESS VENTURES (PRESENTATION AND DATA RESPONSE)

Presenters need to know the aspects that must be considered when designing a multimedia presentation. A good presentation requires presenters to also know factors that must be considered when preparing for a presentation. Some presenters use PowerPoint and interactive whiteboards to enhance the quality of their presentations. They also plan how they could improve in their next presentation.

Write an essay on presentation and data response in which you include the following aspects:

- Outline aspects that must be considered when designing a multimedia presentation.
- Explain factors that must be considered when preparing for a presentation.
- Discuss the impact of the following visual aids:
  - PowerPoint
  - Interactive whiteboard
- Advise presenters on areas of improvement in the next presentation.

[40]

QUESTION 6: BUSINESS ROLES (TEAM PERFORMANCE AND CONFLICT MANAGEMENT)

Teamwork plays an important role in achieving business goals. Working in teams may sometimes lead to conflict which requires team members to know the criteria for successful team performance. Businesses must be well aware of the different stages of team development and find ways to deal with difficult employees.

Write an essay on team performance and conflict management in which you include the following aspects:

- Outline the causes of conflict in the workplace.
- Explain the following criteria for successful team performance:
  - Interpersonal attitudes and behaviour
  - Shared values
  - Collaboration
- Discuss any FOUR stages of team development.
- Advise businesses on the different ways in which they could deal with difficult employees in the workplace.

[40]

TOTAL SECTION C: 40

TOTAL: 150

END