Western Cape Government

YOU

WESTERN CAPE
EDUCATION DEPARTMENT

GRADE 12

BUSINESS STUDIES

PREPARATORY EXAMINATION
PAPER 2
2022

MARKS: 150

TIME: 2 HOURS

This question paper consists of 9 pages.

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** for all the candidates.

   SECTION B: Consists of THREE questions.
   Answer any TWO of the three questions in this section.

   SECTION C: Consists of TWO questions.
   Answer ONE of the two questions in this section.

2. Read the instructions for each question and take careful note of what is required. Note that only the first TWO questions in SECTION B and the FIRST question 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 incorrectly numbered answers.

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 (minutes)
A: Objective type of questions **COMPULSORY**	**1**	30	20
B: THREE direct / indirect types of questions CHOICE: **Answer any TWO**	**2**	40	35
	3	40	35
	4	40	35
C: TWO essay type questions CHOICE: **Answer any ONE.**	**5**	40	30
	6	40	30
TOTAL		**150**	**120 minutes**

7. Start the answer to EACH question on a NEW page, for example QUESTION 1 - new page, QUESTION 2 - new page

8. You may use a non-programmable calculator.

9. Write neatly and legibly.

10. Use a BLUE / BLACK pen.

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SECTION A - COMPULSORY

QUESTION 1

1.1 Various options are given 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 Jane uses the... leadership style by allowing her employees to give their inputs when making strategic decisions.

A. autocratic
B. transactional
C. democratic
D. Laissez-faire

1.1.2 Bafana & Banyana Attorneys are jointly and severally liable for the debts of the business. This form of ownership is known as a …

A. public company.
B. partnership.
C. sole trader.
D. private company.

1.1.3 Clinton invested R2 000 in a savings account at ABC Bank at 8% simple interest per year. He will earn … interest after two years.

A. R160
B. R320
C. R2 160
D. R2 320

1.1.4 Team dynamic theories help businesses to …

A. allocate tasks to team members with similar personalities.
B. allocate tasks according to the role of each team member.
C. establish good relationships with teams.
D. promote individual satisfaction.

1.1.5 Reporting unsafe working conditions to management is the responsibility of the…

A. employee.
B. trade union.
C. production manager.
D. employer.

(5 x 2) (10)

1.2 Complete the following statements by using the word(s) provided 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

shares; excess; aggressive; grievance; Corporate Social Responsibility; expert; conflict; premium; debentures; Corporate Social Investment

1.2.1 The insurer requested Sue Stores to first pay an amount of R3 000 as a … payment when claiming for damages to their vehicle.

1.2.2 Teko Limited issued … to raise borrowed capital from the public.

1.2.3 The ... procedure may be used to resolve the case of verbal abuse of the secretary by her manager.

1.2.4 The manager did not accuse the employee with an … type of personality of being incorrect.

1.2.5 The internal policy of Kopano (Pty) Ltd includes stakeholders' interests and environmental issues as part of their…programmes.

(5 x 2) (10)

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

COLUMN A	COLUMN B
1.3.1 Charismatic leadership style	**A.** leaders reward employees for meeting targets
1.3.2 Limited liability	**B.** shows the appearance of data in a schematic representation
1.3.3 Graphs	**C.** businesses should make auditing and other reports available to shareholders
1.3.4 King code principle of Transparency	**D.** leaders use their personality to inspire and motivate employees
1.3.5 Professional business conduct	**E.** employees ignoring the dress code of the business
	F. shareholders' personal assets may be seized to pay for the debts of the business
	G. employees adhering to business policies at all times
	H. shareholders only lose capital invested to pay for the debts of the business
	I. businesses should be accountable for their actions
	J. shows the relationship between two sets of variables

(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 you select. 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 Name any THREE factors that should be considered when making investment decisions. (3)

2.2 Identify the form of investment chosen by Josh in EACH statement below:

2.2.1 Josh invested a small amount of money in a financial institution where it is managed by a fund manager.

2.2.2 He chose an investment listed on the JSE with no charges and commission payable. (4)

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

ELSE COMMUNICATIONS (EC)

Charmelle, the financial consultant at Else Communications, presented the financial report to the stakeholders of the business. She decided to use slides that were projected on a screen during her presentation.

2.3.1 Identify the visual aid that Charmelle used in her presentation. Motivate your answer by quoting from the scenario above. (3)

2.3.2 Explain the advantages of the visual aid identified in QUESTION 2.3.1. (4)

2.3.3 Outline factors that should be considered by the presenter while presenting. (6)

2.4 Explain how the following factors could contribute to the success and/or failure of a public company.

2.4.1 Capital (4)

2.4.2 Legislation (4)

2.5 Discuss the importance of the RAF/RABS as a type of compulsory insurance. (6)

2.6 Evaluate the advantages of unit trusts as a form of investment. (6)

[40]

QUESTION 3: BUSINESS ROLES

3.1 List FOUR social rights of employees in the workplace. (4)

3.2 Identify the human rights applied at L'ABEILLA Bakery in EACH of the statements below:

3.2.1 L'abeilla treats all her employees the same regardless of their socio-economic status.

3.2.2 Employees can raise their grievances without fear of victimisation.

3.2.3 Employees work in a safe working environment that is free from hazardous products. (6)

3.3 Explain the implication of equality, respect and dignity on businesses. (6)

3.4 Recommend ways in which businesses could promote cultural rights in the workplace. (4)

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

HYDRA SPA (HS)

HS realize the importance of creative thinking and effective problem-solving in business. Employees were requested to suggest new ideas in a large group without working individually. These ideas were used to inspire new thoughts. The management of HS evaluated the advantages and disadvantages of each idea.

3.5.1 Identify TWO problem-solving techniques used by HS. Quote from the scenario above to support your answer. (6)

3.5.2 Discuss the advantages of ONE of the problem-solving techniques identified in QUESTION 3.5.1. (4)

3.6 Distinguish between decision-making and problem-solving. (4)

3.7 Advise on ways in which HS can create an environment that promotes creative thinking. (6)

[40]

QUESTION 4: MISCELLANEOUS TOPICS

BUSINESS VENTURES

4.1 State any FOUR examples of insurable risks. (4)

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

DELFT TRADERS (DT)

Delft Traders bought inventory to the value of R900 000, but they insured it for R600 000. DT lost inventory to the value of R60 000 due to damage caused by heavy storms.

4.2.1 Name the insurance clause that is applicable in the above scenario. (2)

4.2.2 Calculate the amount that DT will receive as compensation from the insurer. Show ALL calculations. (4)

4.3 Discuss the advantages of insurance for businesses. (6)

4.4 Advise businesses on any TWO aspects that should be considered when designing a multimedia presentation. (4)

BUSINESS ROLES

4.5 List TWO diversity issues in the workplace. (2)

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

SIYAZAKHA TECH (ST)

Ismail and Jawaad are computer science graduates who want to undertake a research project. Jawaad always questioned the other members' ideas and opinions as he wanted to be the team leader. The team members eventually reached an agreement and consensus on the way forward.

4.6.1 Identify the TWO stages of team development that were experienced by ST. Motivate your answer by quoting from the scenario above. (6)
Use the table below as a guide to answer QUESTION 4.5.1.

STAGES OF TEAM DEVELOPMENT	MOTIVATION

4.6.2 Explain TWO other stages of team development. (6)

4.7 Suggest ways in which businesses may deal with difficult employees in the workplace. (6)

[40]

TOTAL SECTION B: [80]

SECTION C

Answer **ONE** question in this section.

NOTE: Clearly indicate the QUESTION NUMBER of each question you select. The answer to EACH question must start on a NEW page, for example QUESTION 5 on a NEW page or QUESTION 6 on a NEW page.

QUESTION 5: BUSINESS VENTURES (MANAGEMENT AND LEADERSHIP)

Managers and leaders have realised that they need both management and leadership skills for successful business ventures. They are also in agreement that personal attitude plays an important role in promoting a good team spirit. Leadership theories include traits that people need to increase their leadership capabilities. Different leadership styles can be used in different situations.

Write an essay on management and leadership in which you include the following aspects:

- Outline the role of personal attitude in successful leadership.
- Distinguish between management and leadership.
- Discuss the situational and transformational management and leadership theories.
- Advise business on the impact of autocratic and transactional leadership styles.

[40]

QUESTION 6: BUSINESS ROLES (SOCIAL RESPONSIBILITY, CSR AND CSI)

Businesses are required to address socio-economic issues through corporate social responsibility (CSR) and corporate social investment (CSI) initiatives. Businesses must know the purpose of CSI, as well as the differences between CSR and CSI. There is also a direct link between social responsibility and the triple bottom line. Businesses must bear in mind the impact of CSR on communities.

Write an essay on social responsibility, CSR and CSI in which you include the following aspects:

- Outline the purpose of CSI.
- Distinguish between CSR and CSI.
- Explain the link between social responsibility and the triple bottom line.
- Advise businesses on the advantages of CSR for communities.

[40]

TOTAL SECTION C: [40]

TOTAL: [150]