

INSTRUCTIONS

1. The test consists of TWO SECTIONS.
2. Complete ALL the SECTIONS.



SECTION A

1.1 Various options are given as possible answers to the following questions **circle the correct option.**

1.1.1. A business formed by two or more people but not more than twenty is a/an:

- A Company
- B Close Corporation
- C Partnership
- D Sole Proprietorship (1)

1.1.2. Which one of the following is **NOT** a duty of a manager?

- A Leading
- B Packing
- C Organising
- D Controlling (1)

1.1.3. Buys and sells stock at a market up in order to make a profit.

- A Retailer
- B Manufacturer
- C Service Business
- D Company (1)

1.1.4. The department responsible for creating a favorable image of the business.

- A Public Relations
- B Administration
- C Financial Department
- D Human Resources (1)



1.1.5. One of the following is an advantage of Co-operatives.

- A Personal ownership
- B Getting all profits
- C Purchase in bulk
- D Members are from one to ten (1)

TOTAL MARKS FOR QUESTION 1.1 [5]

1.2 State whether the following statements are **TRUE OR FALSE**. Write **TRUE OR FALSE** in the spaces provided.

1.2.1 A franchiser sells his rights to franchisee.

(1)

1.2.2 Democratic leaders do all planning on their own.

(1)

1.2.3 An Automatic Teller Machine can also be used to deposit money.

(1)

1.2.4 A proposal is a written communication suggesting the future business.

(1)

1.2.5 The sole trader is the owner and is liable for all the debts of the business.

(1)

TOTAL MARKS FOR QUESTION 1.2 [5]



1.3 Complete the following sentences by filling in the missing word(s).

1.3.1. Filing of documents should be done in ...

(1)

1.3.2. A close corporation is taxed as a ...

(1)

1.3.3. In an ... leadership all decisions are taken without prior discussion.

(1)

1.3.4. A partnership has ... liabilities.

(1)

1.3.5. may not sell shares on the JSE.

(1)

TOTAL MARKS FOR QUESTION 1.3

[5]



- 1.4 Choose a description from **COLUMN B** that matches a term in **COLUMN A**. Write only the letter (A-G) **UNDER** the question number (1.4.1-1.4.5) in the table provided below.

Column A	Column B
1.4.1 A minimum of two directors.	A Planning
1.4.2 Setting goals and objectives.	B Dividends
1.4.3 Checks if daily targets are met.	C Public Company
1.4.4 Its one of the main management styles.	D Organising
1.4.5 Part of the company's profit paid to shareholders as a reward for holding shares.	E Lower manager G Laissez-Faire

1.4.1	1.4.2	1.4.3	1.4.4	1.4.5

TOTAL MARKS FOR QUESTION 1.4 [5]

TOTAL MARKS SECTION A [20]



2.2 Define the term **full liability**.

TOTAL MARKS FOR QUESTION 2.2

[2]



3.3 Give one safety measure when using or operating an ATM.

TOTAL MARKS FOR QUESTION 3.3 [1]

TOTAL MARKS FOR QUESTION 3 [15]



Total for Task 5: 50 Marks

Task	Activity	Maximum Mark	Learner's Mark	Moderated Mark
Task 5	Question 1	20		
	Question 2	15		
	Question 3	15		
	Total: Task 5	50		

