



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

**Adult Basic Education and Training (ABET)
Site-Based Assessment
Portfolio of Evidence**

Economics and Management Sciences: **NQF Level 1**
Total: **50 marks**
Duration: **3 hours**
Task 5: **Test**

Learner Information

Name : _____
Surname : _____
Identity/
Passport Number : _____
Employee Number : _____
Company : _____
Centre : _____
Date : _____

Declaration

I declare that this portfolio of evidence is my own work: _____

Signature



INSTRUCTIONS

1. This test consists of **THREE SECTIONS**.
2. Complete **ALL** the **SECTIONS**.
3. Adhere to the numbering used in this test.



QUESTION 1

1.1 Various possible options are provided as answers for the following questions. Choose the answer and **ENCIRCLE** only the letter [A-D] next to the question number.

1.1.1 Changing of raw materials into semi-finished and finished goods is example of _____.

- A service business.
- B manufacturing business.
- C tertiary sector.
- D trading business.

(1)

1.1.2 Documents can be filed in the following way.

- A Chronological order
- B Alphabetical order
- C Numerical order
- D All of the above

(1)

1.1.3 Tactical decisions are taken by the _____.

- A lower manager.
- B middle manager.
- C receptionist.
- D top manager.

(1)

1.1.4 Which one in the following is NOT a factor to consider when taking over an existing business?

- A Goodwill
- B Location
- C Capital
- D Competition

(1)



1.1.5 The minimum number of members when forming a close corporation.

- A Two
- B Seven
- C Ten
- D One

(1)

TOTAL MARKS FOR QUESTION 1.1

[5]

1.2 Indicate whether the following statements are True or False. Choose the answer and write only **TRUE OR FALSE** in the spaces provided.

1.2.1 The founding statement is required when starting a partnership.

(1)

1.2.2 Shares are freely transferable in a public company.

(1)

1.2.3 Information can be stored in a USB memory card.

(1)

1.2.4 Reporting refers to the communication of new ideas to the senior manager.

(1)

1.2.5 Research techniques are tools used to collect information.

(1)

TOTAL MARKS FOR QUESTION 1.2

[5]



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

1.3.1 _____ refers to electronically banking services that can be accessed from a cellphone and/or computer.

(1)

1.3.2 Creditors to a partnership may lay claim against each partner's own _____.

(1)

1.3.3 _____ arises when the market value of a business is less than the price paid to purchase it.

(1)

1.3.4 _____ takes place when a manager puts in place procedures for accomplishing the objectives and goals set.

(1)

1.3.5 The name of a close co-operation must include the words/letters _____.

(1)

TOTAL MARKS FOR QUESTION 1.3

[5]

1.4 Choose a term from **COLUMN B** that matches a description in **COLUMN A**.

Write only the letter **(A-E)** UNDER the question number (1.4.1 to 1.4.5) in the table below.

COLUMN A	COLUMN B	
1.4.1 All employees participate in decision-making.	A Laissez-faire	(1)
1.4.2 Lack of continuity.	B Private company	(1)
1.4.3 It must be registered with CIPC.	C Quality circle	(1)
1.4.4 No decision-making from management.	D Target market	(1)



1.4.5 Customers that will be buying goods and services.	E Sole trader	(1)
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Column A	1.4.1	1.4.2	1.4.3	1.4.4	1.4.5
Column B					

TOTAL MARKS FOR QUESTION 1.4 [5]

TOTAL MARKS FOR QUESTION 1 [20]



QUESTION 2

2.1 Provide ONE illustration of the leadership task performed by a manager.

(1)

2.2 Distinguish between top management and lower management. Give TWO differences.

(2)

2.3 Discuss TWO ways in which management can motivate their employees.

(4)



QUESTION 3

3.1 Discuss TWO benefits of investing in a public company for an investor.

(2)

3.2 Explain THREE scenarios that can cause a partnership agreement to come to an end.

(3)

3.3 Discuss TWO advantages of starting a close corporation.

(2)



Total for Task 5: 50 Marks

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

