

"Written"

Business Studies — 2019

SECTION B-ANSWER BOOKLET

Fill in the codes for the province and school and your 3-digit candidate number.

Year		Province		School			Candidate Number		
1	9								

Write your name and school in the spaces provided.

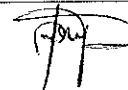

Candidate Name: _____

School Name: _____

Answers written on the QUESTION paper or any other paper will NOT be marked. Write answers in the spaces as provided on this answer booklet.

FOR MARKERS USE ONLY

	Score	Markers Initials	
		M1	M2
Section B:			
Question 31			
Question 32			
Question 33			
Question 34			
Question 35			
Question 36			
Question 37			
Question 38			
Question 39			
Question 40			
FINAL TOTAL			

NINOY TRINIDAD  22/03/19
 Frieda Siaguan  25/3/19

SECTION B - ANSWERS

Write your answer in the space provided below. Your answers must be clear and precise.

QUESTION 31

a) <u>Job Seeker</u>	1
b) <u>Job File folder</u>	1
c) <u>Application Form</u>	1
d. i. <u>Diploma / Degree</u>	2
ii. <u>Reference</u>	
e. <u>Accounting, Office Mgt, Secretarial courses</u>	1
f. <u>Certificate in Accounting, IT, Office Mgt Secretarial studies</u>	1
For Markers Use Only	Q31 Total

QUESTION 32

a) i. <u>Employees,</u>	2
ii. <u>Managers & Process</u>	
b) i. <u>Supplier, Competitors</u>	2
ii. <u>Creditors</u>	
c) i. <u>Technical Skills</u>	3
ii. <u>Human Skills</u>	
iii. <u>Intelligence Intellectual or Conceptual Skills</u>	
For Markers Use Only	Q32 Total

QUESTION 33

a). <u>Investment Promotion Authority (IPA)</u>	1
b). <u>Certificate of Incorporation; of ^{Registration} Name _{Business}</u>	1
c). <u>Internal Revenue Commission (IRC)</u>	1
d). <u>PMV licence & 3rd Party Insurance</u>	1
e). <u>Motor Vehicle</u>	1
f). <u>Sole Trader</u>	1
g). <u>X N/A A</u>	1
For Markers Use Only	Q33 Total

QUESTION 34

a). <u>Partnership</u>	1
b). <u>K150,000.00</u>	1
c). <u>K600,000.00</u>	1
d). i. <u>K300,000.00</u>	2
ii. _____	
e). i. <u>Insurer - Person or Co. that provide ^{Cover} Insurance</u>	2
ii. <u>Insurance Policy - Written contract ^{Insured & Insurer} against</u>	
f). <u>Protection against risks (Theft/Fire)</u>	
For Markers Use Only	Q34 Total

QUESTION 35

a)	<u>K750,000.00</u>	1
b)	<u>K1,250,000.00</u>	1
c)	<u>K500,000.00</u>	1
d).	i. <u>Joint Venture (JV)</u> ii. <u>Public Private Partnership (PPP)</u>	2
e)	i. <u>Government</u> ii. <u>Donor agencies or Private Co.</u>	2
For Markers Use Only		Q35 Total

QUESTION 36

a)	<u>ICT- Information & Communication ^{Technology}</u>	1
b).	<u>Password or PIN</u>	1
c).	i. <u>Written</u> ii. <u>Verbal or Oral</u> iii. <u>Non-Verbal</u>	3
d).	i. <u>See others meeting as pictures TV ^{computer/Screens}</u> ii. <u>Communicating using electronic device</u> <u>Such as telephone, TV or computer</u>	2
For Markers Use Only		Q36 Total

QUESTION 37

<p>a). i. <u>Layout, Formal, Simple, Clear & Polite</u> ^{not personal}</p> <p>ii. <u>Summary of record of a formal meeting</u></p>	2
<p>b). { i. <u>Business Name & Address (Sender)</u></p> <p>ii. <u>Business Name & Address (Receiver)</u></p>	2
<p>c). i. <u>Traffic light, Sign Board</u></p> <p>ii. <u>Pictures</u></p>	2
<p>d). <u>Encoding - Changing of ordinary language</u> ^{into letters or symbols}</p> <p>ii) <u>Subject matter</u> iv) <u>Signature & Title</u></p>	1
<p>For Markers Use Only</p>	<p>Q37 Total</p>

QUESTION 38 exchange of goods & services

<p>a). <u>To promote the development of world</u> ^{standards to facilitate international}</p> <p><u>Industrial Technology (WIT)</u></p>	1
<p>b). i. <u>National Institute of Standard &</u></p> <p>ii. _____</p>	2
<p>c). <u>Stock Take</u></p>	1
<p>d). <u>Whistleblower</u></p>	1
<p>e). i. <u>Range of suppliers from which the</u></p> <p><u>business purchase materials & resources</u></p> <p>ii. _____</p>	2
<p>For Markers Use Only</p>	<p>Q38 Total</p>

QUESTION 39

a)	<u>Performance Appraisal</u>	1
b)	i. <u>Promotion or Termination</u> ii. <u>Compensation or Reward</u> iii. <u>Further training & Development</u>	3
c)	<u>Job Specification</u>	
d)	i. <u>Recruitment - Process of finding & attracting</u> ii. <u>Selection - Process used to choose from</u> <u>a pool of applicants the best suitable</u> <u>person for employment</u>	2
For Markers Use Only		Q39 Total

QUESTION 40

a)	<u>& behavior for current jobs</u> i. <u>Training - focus on short term skills, knowledge</u> ii. <u>Development - focus on long term abilities</u> <u>for future job.</u>	2
b)	<u>Process of selecting employees already</u> <u>within the organisation to fill vacancies</u>	1
c)	<u>EEO - Equal Employment Opportunities</u>	1
d)	i. <u>Work itself</u> ii. <u>Recognition of responsibility</u> iii. <u>Growth & Advancement</u>	3
For Markers Use Only		Q40 Total