 Province of the

EASTERN CAPE

EDUCATION

**DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)**

**HOME SCHOOLING SELF-STUDY WORKSHEET**

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| **SUBJECT** | **BUSINESS STUDIES** | **GRADE** | **12** | **DATE** | **04/06/2020** |
| **TOPIC** | **BUSINESS VENTURES** | **TERM 1****REVISION** |  | **TERM 2 - 3 CONTENT** | **X** |
| **TIME ALLOCATION** | **30 MINUTES MARKS: 60** | **TIPS TO KEEP HEALTHY**1. **WASH YOUR HANDS** thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%.2. **PRACTICE SOCIAL DISTANCING** – keep a distance of 1m away from other people.3. **PRACTISE GOOD RESPIRATORY HYGIENE**: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use.4. **TRY NOT TO TOUCH YOUR FACE.** The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick. 5. **STAY AT HOME.**  |
| **INSTRUCTIONS** | INSTRUCTIONS AND INFORMATION 11. Answer ALL questions in the ANSWER BOOK.
2. 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
3. Read the instructions for each question carefully and take particular note of what is required.
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. Write neatly and legibly.
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| **QUESTION 1: BUSINESS VENTURES** |  |
| EC/SEPT 2018 |  |
| 1.1 | Give THREE examples of non-verbal presentation methods. | (3) |
|  |  |  |
| 1.2 | Read the scenario below and answer the questions that follow. |  |
|  |  |  |
|  | Roland, a financial manager, has to present his financial report at the next management meeting. He wants his presentation to be informative but is not sure if a PowerPoint presentation will be an effective visual aid to use. |  |
|  |  |  |  |
|  | 1.2.1 | Outline THREE aspects that Roland should consider when designing a multimedia presentation. | (6) |
|  |  |  |
|  | 1.2.2 | Explain the advantages of a PowerPoint presentation. | (6) |
|  |  |  |  |
|  | 1.2.3 | Discuss the factors that Roland should keep in mind during his presentation. | (6) |
|  |  |  |
| 1.3 | Identify the leadership styles applicable to EACH of the following situations: |  |
|  |  |  |
|  | 1.3.1 | Thabo rewards his employees for producing high-quality products and punishes them if targets are not met. | (6) |
|  |  |  |  |
|  | 1.3.2 | Ketso regularly requests employees to contribute ideas on how to increase business profits. |  |
|  |  |  |  |
|  | 1.3.3 | Zuko has the ability to influence others based on personal charm and inspiration |  |
|  |  |  |  |
|  | 1.3.4 | Lule introduced excessive and unnecessary rules in her business. (4 x 2 | (8) |
|  |  |  |  |
| 1.4 | Explain the role of personal attitude in successful leadership. | (6) |
|  |  |  |  |
| 1.5 | Analyse the impact of an autocratic leadership style on business. | (8) |
|  |  |  |
| 1.6 | Explain how the following factors can contribute to the success and/or failure of a non-profit company: |  |
|  |  |  |  |
|  | 1.6.1 | Capita | (4) |
|  |  |  |  |
|  | 1.6.2 | Management | (4) |
|  |  |  |  |
| 1.7 | Discuss any THREE benefits provided to employees by the Unemployment Insurance Fund (UIF). | (9) |
|  |  |  | **[60]** |
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