

WARNING

You must return this section with your answer book at the end of the examination, otherwise marks will be lost.

Candidate's Examination Number



Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2008

BUSINESS STUDIES – ORDINARY LEVEL

TUESDAY, 10 JUNE 2008 – MORNING, 9.30 a.m. - 12.00 p.m.

SECTION A (100 marks)

Answer all 20 questions. Each question carries 5 marks.

Calculators may be used.
Make and Model of Calculator Used:



1. What do the following letters stand for? (*Write each answer in full in the space provided.*)

PRSI	
AGM	

2. Place the following customers' names in alphabetical order:

MARY O'DONOVAN MARIE O'DOHERTY MAEVE O'DOWD MYRA O'DONOHUE

(i)	
(ii)	
(iii)	
(iv)	

3. Fill in the **two** missing Ps of marketing in the spaces provided:

		PROMOTION	PLACE
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4. Name the currency which is legal tender in each country below:

Country	Currency
FRANCE	
JAPAN	
USA	

5. Describe **two** uses of a computer in the running of a school:

(i)

(ii)

6. Which **one** of the following is a **Visible Import** for Ireland?

French tourists coming to Ireland on a fishing holiday.

Irish wholesalers buying i-phones from manufacturers in USA.

Irish supporters going to the Olympic Games in China.

(Tick (✓) the most appropriate box.)

7. The following figures are from the books of Farley Ltd for the year ending 31 December 2007:

Cash in Bank €15,250 Premises €70,000 Machinery €25,800 Purchases €63,950

In the following extract from the Balance Sheet of Farley Ltd on that date, enter and total the Fixed Assets:

Extract from Balance Sheet of Farley Ltd as on 31-12-07	
FIXED ASSETS	€
TOTAL FIXED ASSETS	

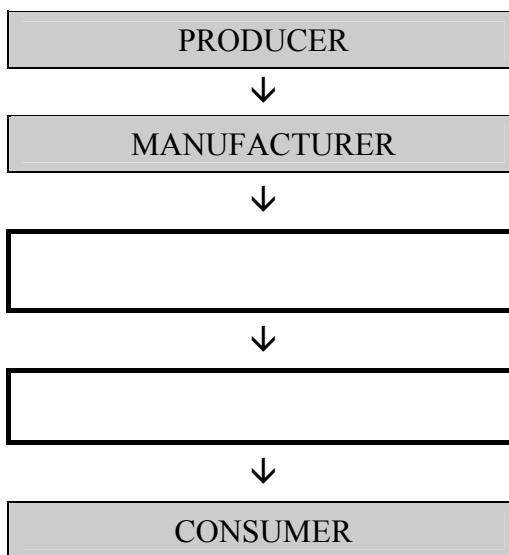
8. In **each** space below, write the most appropriate document name from the following list:

INVOICE QUOTATION ORDER STATEMENT DELIVERY NOTE

(Two of the documents above do not refer to any of the explanations below.)

	DOCUMENT	EXPLANATION
(i)		This gives advance information on the price of the goods and the terms of sale.
(ii)		This is a summary of a month's transactions sent by a seller to a customer.
(iii)		This shows the quantity, description, price and total cost of the goods purchased.

9. Fill in the **two** blank spaces in the following Chain of Distribution:



10. **Column 1** is a list of industrial relations terms. **Column 2** is a list of possible explanations for these terms. *(One explanation does not refer to any of the terms.)*

Column 1 – Terms	Column 2 – Explanations
1. Shop Steward	A. Employees in dispute withdraw their labour
2. Strike	B. Employees laid off as no work is available
3. Redundancy	C. Employees refuse to do any overtime
	D. Employees' elected representative in a Trade Union

Match the two lists by placing the letter of the correct explanation under the relevant number below:

1.	2.	3.

11. Indicate which of the following countries are in the European Union by ticking (✓) YES or NO in each case:

	YES	NO
POLAND		
ARGENTINA		
ITALY		

12. In each space below, write the most appropriate word from the following list:

LAPTOP HARDWARE MONITOR SOFTWARE MODEM

(Two of the words above do not complete any of the sentences below.)

- (i) The programs stored on a computer are called _____.
- (ii) A common name for a portable computer is a _____.
- (iii) Another name for a visual display unit is a _____.
13. Complete the following cash receipt by calculating (i) the total due and (ii) the amount of change out of €10.

LOWCOST STORES Ltd MULLINGAR	
	€
BREAD	1.50
CHEESE	1.70
MAGAZINE	1.49
SPAGHETTI	1.29
(i) TOTAL DUE	
CASH	10.00
(ii) CHANGE	

14. Complete the following sentence:

In insurance, **indemnity** means

15. A taxi firm is preparing its Operating Statement (Income and Expenditure/Profit and Loss Account) and Balance Sheet at the end of its financial year. Show whether each item listed should be in the Operating Statement or in the Balance Sheet.

		OPERATING STATEMENT	BALANCE SHEET
(a)	Telephone costs		
(b)	Bank overdraft		
(c)	Petrol and diesel costs		

Tick (✓) the appropriate space in **each** case.

16. Answer *either* (A) or (B):

(A) Balance the following Cash Account and bring down the balance at the end of the month:

Dr				Cash Account				Cr
Date	Details	F	Total	Date	Details	F	Total	
2008			€	2008			€	
Apr 1	Balance	b/d	285	Apr 12	Purchases	GL1	195	
19	Sales	GL2	370	24	Heating	GL7	220	

OR

(B) Balance the following Cash Account by completing the last three lines of the 'Balance' column:

Cash Account					
Date	Details	F	Dr	Cr	Balance
2008			€	€	€
Apr 1	Balance	b/d			285
12	Purchases	GL1		195	
19	Sales	GL2	370		
24	Heating	GL7		220	

17. From the following Income and Expenditure Account of a club for the year ending 31 December 2007, calculate the difference between Total Income and Total Expenditure. Indicate whether the balance is a **surplus** or a **deficit**:

Income & Expenditure Account for year ending 31-12-07	
	€
Total Income	94,345
Total Expenditure	89,760

18. In **each** space below, write the most appropriate word from the following list:

CASH RECOVERABLE OWN COLLATERAL DEBT INSTALMENT

(Two of the words above do not complete any of the sentences below.)

- (i) Hire Purchase is a system of paying for goods by _____ but you do not _____ them until the final one is paid.
- (ii) A Bad Debt is a _____ which is not _____.
19. John Hickey received his wages in cash. His employer used the least number of notes and coins possible when putting the cash in John's pay envelope. Using the Note/Coin Analysis Slip below, calculate John's total wage:

NOTE/COIN ANALYSIS												
€100	€50	€20	€10	€5	€2	€1	50c	20c	10c	5c	2c	1c
3		2							1		2	

Answer	
TOTAL WAGE	€

Workings

20. Complete the following sentence:

One of the legal documents which are prepared when forming a private limited _____ is called _____ of Association.

For examiner use only:	Total Marks for Section A		Cumulative total c/f:	
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For use with SECTION B – Question 1

1. (A)

HAYES HOUSEHOLD	JULY	AUG	SEPT	OCT	TOTAL
PLANNED INCOME	€	€	€	€	€
Jim Hayes – Salary					
Carol Hayes – Salary					
Child Benefit					
A. TOTAL INCOME					
PLANNED EXPENDITURE					
<i>Fixed</i>					
House mortgage					
House insurance premium					
Health insurance premium					
Subtotal					
<i>Irregular</i>					
Household expenses					
Transport costs					
Education costs					
Light and heat					
Telephone costs					
Subtotal					
<i>Discretionary</i>					
Birthday costs					
Entertainment costs					
Holiday costs					
Subtotal					
B. TOTAL EXPENDITURE					
Net Cash (A – B)					
Opening Cash					
Closing Cash					

1. (B)	Insurance Premium:
1. (C)	One examples of a company which provides health insurance in Ireland:

For examiner use only:	Total b/f:		Total for Question 1:		Cumulative total c/f:	
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For use with SECTION B – Question 3

(A)	Write the letter that Raymond O'Driscoll sent to Michael Byrne on 1 March 2008.	For Office Use Only

For use with SECTION B – Question 3 (continued)

		For Office Use Only	

(B)	Explain briefly what paying by Credit Card or by Laser means.		


(C)	Name two agencies who could assist Raymond if he was unhappy with the response received from MB Electrics Ltd. In each case, write one sentence to explain how the agency could help Raymond.		
	(i)		
	(ii)		

For examiner use only:	Total b/f:		Total for Question 3:		Cumulative total c/f:	
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For use with SECTION B – Question 4

(A) Calculate the amount in euro that Michael Brown would have to send so that his son would receive £300 Sterling.		For Office Use Only	
Answer: €	Workings:		

(B) Complete the "To send money" Form.

<h1>To send money</h1>			
Destination (city, country): _____	Amount: _____	€	
Amount in words: _____			
Receiver			
First Name(s):	First	Middle	
Last Name:			
Address:			
	Telephone No: () _____		
Sender			
First Name(s):	First	Middle	
Last Name:			
Address:			
	Telephone No: () _____		
Will the receiver have valid ID? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If no, provide a Test Question – Limit 4 words</i>			
<i>Question:</i> _____			
<i>Answer:</i> _____			
<i>Customer's Signature:</i> _____			
<i>Date:</i> _____			

For use with SECTION B – Question 4 (continued)

(C)	(i) Calculate the fee which Michael Brown was charged.	For Office Use Only	
		Answer: €	Workings:

	(ii) Calculate the total amount he had to hand in to the cashier at An Post.		
		Answer: €	Workings:

(D)	(i) Give three reasons why people should save money.		
	(a)		
	(b)		
	(c)		

	(ii) Name two services provided by An Post for saving money.		
	(a)		
	(b)		

	(iii) Name two types of financial institution, other than An Post, in which people may place the money they have saved.		
	(a)		
	(b)		

For examiner use only:	Total b/f:		Total for Question 4:		Cumulative total c/f:	
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(A) Invoice

Time Wholesalers Ltd			INVOICE No. 1477	
Carlton Industrial Estate, Drogheda, Co. Louth				
Telephone: 041-7957443		VAT Reg. No. IE 6285531		
Fax: 041-7957492				
e-mail: timewholesalers@camcor.ie				
				Date: _____
				Your Order No.: _____
QUANTITY	DESCRIPTION	CODE No.	PRICE EACH €	TOTAL €
Carriage Paid E & O E			Total (Excluding VAT)	
			Trade Discount	
			Subtotal	
			VAT	
			Total (Including VAT)	

Workings:

For use with SECTION B – Question 5 (continued)

(B) Cheque and Counterfoil

Date		AIB Bank 93-74-22	
To		HIGH STREET, DUNDALK, Co. LOUTH	Date _____
Balance	€ 11,500.00	Pay	or order euro euro euro
This Cheque	€	€	
New Balance	€	DOLMEN LTD	
800573		 800573 937422 79667418	

(C) Bank Account

Dolmen Ltd – Bank Account							
Dr							Cr
Date	Details	F	€	Date	Details	F	€

OR

Dolmen Ltd – Bank Account						
Date	Details	F	Dr	Cr	Balance	
			€	€	€	

(D) A Department Store is	For Office Use Only	

For examiner use only:	Total b/f:		Total for Question 5:		Cumulative total c/f:	
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For use with SECTION B – Question 6
Petty Cash Book

(A)

Dr											Cr
Date	Details	Total	Date	Details	Voucher No.	Total	Postage	Stationery	Cleaning	Repairs	Other
2008		€	2008			€	€	€	€	€	€

Workings:

For use with SECTION B – Question 6 (continued)

(B)	How much money will Rita receive from the chief cashier to enable her to start the following month with an imprest of €250?		For Office Use Only	
	Answer: <p align="center">€</p>	Workings:		

(C)	Explain two of the following terms: Petty Cash Voucher Imprest Overheads Toll Charges			
	(i)			
	(ii)			

For examiner use only:	Total b/f:		Total for Question 6:		Cumulative total c/f:	
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For use with SECTION B – Question 7

(A)	(i) Give three reasons why a business person would use air transport.	For Office Use Only	
	(a)		
	(b)		
	(c)		

	(ii) Calculate how long the flight from Dublin to Brussels takes for each of the airlines?		
	Airline:	Fine Air	Wing Airlines
	Answers:		
	Workings:		

(B)	(i) Calculate the total cost of the flight for Linda with each of the airlines.		
	Airline:	Fine Air	Wing Airlines
	Answers:		
	Workings:		
	Fare		
	Airport taxes		
	Booking charge		
	Check in fee		
	Travel insurance		
	Bag check-in charge		

For use with SECTION B – Question 7 (continued)

(B)	(ii) On the basis of cost, which Airline would you recommend Linda to fly with?	For Office Use Only
	Answer:	

(C)	Complete, in full, each sentence below using the most appropriate explanation.		
	(i) A market is		
	(ii) Market research is		
	(iii) A questionnaire is		
	(iv) Test marketing is		
	(v) Branding is		

Space is provided on the next page for the answer to Question 8.

For examiner use only:	Total b/f:		Total for Question 7:		Cumulative total c/f:	
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For use with SECTION B – Question 8

(A)	(i) Give three examples of Primary Production.	For Office Use Only	
	(a)		
	(b)		
	(c)		

	(ii) Explain, with the use of an example, what is meant by Secondary Production		

	(iii) Give four examples of the Service industry.		
	(a)		
	(b)		
	(c)		
	(d)		

(B)	(i) In Economics, explain the difference between needs and wants. Give two examples of each.		
	Needs:		
	Examples of Needs:		
	Wants:		
	Examples of Wants:		

For use with SECTION B – Question 8 (continued)

(B)	(ii)	Explain two of the factors of production.	For Office Use Only	
	(a)			
	(b)			

(C)	(i)	Draft the National Budget of the Rainland Government for 2008.		
			(ii)	Indicate whether it is a 'surplus' or a 'deficit' budget.

(i) National Budget of the Rainland Government for 2008			
		€	€
	INCOME		
	EXPENDITURE		
(ii)			

REMEMBER TO RETURN THIS COMPLETED SECTION 'A' WITH YOUR ANSWER BOOK

For examiner use only:	Total b/f:		Total for Question 8:		Cumulative total c/f:	
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