

LEAVING CERTIFICATE EXAMINATION, 1996

BUSINESS ORGANISATION - ORDINARY LEVEL
(400 marks)

TUESDAY 11 JUNE - AFTERNOON - 2.00 - 4.30 p.m.

Only five questions to be attempted

Please note the allocation of marks per question

1. (a) Give **FOUR** reasons why a business would save money with a financial institution. (20 marks)
- (b) Name **FIVE** financial institutions in Ireland where an individual can deposit money. (25 marks)
- (c) What is a Current Account? Set out the advantages of having such an account. (40 marks)
[85 marks]
2. (a) Draw up a typical notice and agenda for the A.G.M. of "Jolly Roger and Co. Ltd." (30 marks)
- (b) Write up the minutes of the company's A.G.M. (30 marks)
- (c) Draw up a Pie Chart **OR** a Bar Chart to illustrate the following information.

Sales £'000	90	20	60	80	70	40
Product	Radios	Washing Machines	TV Sets	Driers	Videos	C.D. Players

(25 marks)
[85 marks]

3. (a) Describe briefly the **four** factors of production. (40 marks)
- (b) Set out **three** functions of a production manager. (15 marks)
- (c) What factors would a business person consider before deciding where to locate an industry? (30 marks)
[85 marks]
4. (a) What are the functions of wholesalers? (40 marks)
- (b) Why would a wholesaler always try to have a good stock control system? (35 marks)
[75 marks]

5. (a) What are the functions of the Stock Exchange? Name **three** Public Limited Companies on the Irish Stock Exchange. (25 marks)
- (b) Explain what is meant by (i) Dividend (ii) Rights Issue of shares and (iii) Company take-over. (45 marks)
[70 marks]
6. (a) Give **five** differences between a Private Limited Company and a Sole Trader, as forms of business organisation.
- Say which organisation you feel is best for business and why. (40 marks)
- (b) Draw an organisation chart to show how a large business might be organised into departments or functions. (30 marks)
[70 marks]
7. Explain **FOUR** of the following terms:
- (a) Credit Note,
(b) Working Capital,
(c) Average Clause,
(d) Export Credit Insurance,
(e) Work to Rule,
(f) Marketing Mix. [70 marks]
8. (a) Set out clearly the responsibilities that the manager of a modern office would have. (35 marks)
- (b) Describe what **THREE** of the following mean in relation to office administration:
- (i) Organisation and Methods,
(ii) Flexitime,
(iii) Postal Franking Machine,
(iv) Word Processing. (35 marks)
[70 marks]
9. (a) What is an **Entrepreneur**? Give an example of one. (20 marks)
- (b) Name **four** state sponsored bodies that help Irish business enterprises. Describe the functions of any **one** of them. (50 marks)
[70 marks]