

**SENIOR CERTIFICATE EXAMINATION**  
**SENIORSERTIFIKAAT-EKSAMEN**



**OCTOBER / NOVEMBER**  
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**2004**

**BUSINESS ECONOMICS**

***BEDRYFSEKONOMIE***

**LG**

**402-3/0 (LS)**

BUSINESS ECONOMICS LG

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**GAUTENGSE DEPARTEMENT VAN ONDERWYS**

**SENIORSERTIFIKAAT-EKSAMEN**

**BEDRYFSEKONOMIE LG**

**TYD: 3 uur**

**PUNTE: 300**

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**INSTRUKSIES:**

- Beantwoord VRAAG 1 en enige VYF ander vrae.
  - Moet nie meer as SES vrae beantwoord nie.
  - Lees die instruksies by elke vraag deeglik deur en doen slegs wat verlang word.
  - Nommer elke vraag soos wat die vrae op die vraestel genommer is.
  - Begin elke vraag op 'n nuwe bladsy.
  - Voorsien elke vraag van 'n opskrif.
  - Behalwe waar daar ander instruksies gegee word, MOET antwoorde in volsinne wees.
- 
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**VRAAG 1**  
**VERPLIGTEND**

Kies die regte antwoord vir Vrae 1.1 tot 1.5 en skryf slegs die toepaslike letter langs die vraagnommer neer.

- 1.1 Wanneer 'n finansiële instelling soos 'n bank onderneem om die minimum inskrywing vir aandele te waarborg praat ons van \_\_\_\_\_ .
- A. ouditering  
B. spekulاسie  
C. notering  
D. onderskrywing (2)
- 1.2 'n Beheermaatskappy beheer 'n ander maatskappy indien dit meer as \_\_\_\_\_ van die aandeelkapitaal besit.
- A. 50%  
B. 51%  
C. 49%  
D. 100% (2)

**GAUTENG DEPARTMENT OF EDUCATION**  
**SENIOR CERTIFICATE EXAMINATION**

**BUSINESS ECONOMICS LG**

**TIME: 3 hours**

**MARKS: 300**

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**INSTRUCTIONS:**

- Answer QUESTION 1 and any FIVE other questions.
- Do not answer more than SIX questions.
- Read the instructions given for each question carefully and do only what is required.
- Number each question in accordance with the numbering system used in this question paper.
- Start the answer to each questions on a new page.
- Provide each question with a heading.
- Except where other instructions are given, answers MUST be in full sentences.

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**QUESTION 1**  
**COMPULSORY**

Choose the correct answer for Questions 1.1 to 1.5 and write down only the appropriate letter next to the question number.

- 1.1 When a financial institution such as a bank undertakes to guarantee the minimum subscription for shares, it is known as \_\_\_\_\_ .
- A. auditing  
B. speculation  
C. listing  
D. underwriting (2)
- 1.2 A controlling company controls another company when it owns more than \_\_\_\_\_ share capital in the controlled company.
- A. 50%  
B. 51%  
C. 49%  
D. 100% (2)

1.3 Watter **een** van die volgende ondernemings mag obligasies (skuldbriewe) uitreik om kapitaal te bekom?

- A. Private maatskappy
- B. Eenmansaak
- C. Vennootskap
- D. Publieke maatskappy

(2)

1.4 Wat is die betekenis van die begrip **monopolie**?

- A. Die prys van 'n besondere artikel is baie laag.
- B. 'n Groot aantal produsente kompeteer met mekaar.
- C. Daar bestaan geen vraag na 'n sekere artikel nie.
- D. Net een onderneming produseer en bied die produk op die mark aan.

(2)

1.5 'n Private maatskappy word in 'n publieke maatskappy omskep wanneer die \_\_\_\_\_ .

- A. maatskappy 'n eie regspersoonlikheid verkry
- B. statut geregistreer word
- C. bestuur deur hoogstens sewe direkteure behartig word
- D. statut deur 'n spesiale besluit só gewysig word

(2)

In die kolom links hieronder verskyn 'n lys definisies wat verband hou met bemerking. In die kolom regs word die onderskeie terme genoem. Skryf die vraagnommers, i.e. 1.6 – 1.10 **onder mekaar** in jou antwoordboek neer en slegs die **letter** van die term wat daarby pas, bv. 1.11 – F.

DEFINISIE		TERM	
1.6	Spesialiseer in die verkoop van 'n besondere produk of diens	A.	Verkoopsagent
1.7	Tree op vir enige persoon wat hul dienste verlang	B.	Makelaar
1.8	Koop die nodige grondstowwe of ander goedere namens fabrikante en handelaars	C.	Fabrieksverteenwoordiger
1.9	Gaan 'n langtermyn-kontrak met sy lasgewer aan	D.	Kommissie-agent
1.10	Verteenwoordig gewoonlik een of meer fabrikante	E.	Inkopies-agent

(10)

- 1.3 Which **one** of the following business undertakings may issue debentures to obtain capital?
- A. Private company
  - B. Sole proprietorship
  - C. Partnership
  - D. Public company
- (2)
- 1.4 What is the meaning of the concept **monopoly**?
- A. The price of a specific article is very low.
  - B. Many producers compete with one another.
  - C. There is no demand for a certain article.
  - D. Only one undertaking produces and sells an article on the market.
- (2)
- 1.5 A private company becomes a public company when the \_\_\_\_\_ .
- A. company obtains legal personality
  - B. Articles of Association is registered
  - C. management consists of a maximum of seven directors
  - D. Articles of Association is altered as such by special resolution
- (2)

A list of definitions in connection with marketing appears in the left-hand column below. In the right-hand column, various terms are mentioned. Write the question numbers, i.e. 1.6 - 1.10, **below** each other in your answer book and only the **letter** of the term you choose, i.e. 1.11 – F.

DEFINITION		TERM	
1.6	Specialises in the sale of one particular service or commodity	A.	Selling agent
1.7	Acts on behalf of anyone who requires their services	B.	Broker
1.8	Buys goods on behalf of manufacturers and merchants	C.	Factory representative
1.9	An agent who operates on an extended contractual basis	D.	Commission agent
1.10	Represents one or more manufacturers	E.	Buying agent

(10)

Kies die regte antwoord vir Vrae 1.11 – 1.15 uit die onderstaande lysie. Skryf die vraagnommers **onder mekaar** neer en slegs die **woord** wat jy gekies het daarnaas.

kontantbegroting, waarde, skuldbrief (obligasie)  
 bedryfskapitaal, onderkapitalisasie

- 1.11 \_\_\_\_\_ is dié deel van die totale kapitaal wat aangewend word om voorrade aan te koop, krediet toe te staan, lopende uitgawes te kan betaal, ens. (2)
- 1.12 'n \_\_\_\_\_ is 'n skriftelike erkenning van skuld wat 'n maatskappy uitreik aan 'n persoon by wie geld geleen word. Hierdeur word die eiendom van die maatskappy verpand en onderneem die maatskappy om 'n vasgestelde rente te betaal. (2)
- 1.13 Die doel van voorraadbeheer is om op enige tydstip in staat te wees om, sonder om voorraad te neem, die \_\_\_\_\_ en die grootte van die voorraad te kan bepaal. (2)
- 1.14 \_\_\_\_\_ is wanneer 'n onderneming nie genoeg kapitaal het om werksaamhede voort te sit nie. (2)
- 1.15 'n \_\_\_\_\_ word opgestel om die bedryfskapitaalbehoefte te beplan. (2)
- Toon aan of die volgende stellings WAAR of ONWAAR is:
- 1.16 **Stukproduksie** is die voordeligste wanneer die eindproduk groot en duur is, soos by die bou van skepe. (2)
- 1.17 Die punt waar die fabriek die beste ekonomiese werking bereik, word die **bedryfsoptimum** genoem. (2)
- 1.18 **Masjienbesetting** is die getal ure per dag wat die masjien vir produksie aangewend word. (2)
- 1.19 **Massaproduksie** vereis gespesialiseerde, eendoelige masjiene. (2)
- 1.20 Die **Suid-Afrikaanse Reserwebank** is die bewaarder van die goud van die land. (2)
- 1.21 Die **Land- en Landboubank** voorsien korttermyn-krediet aan boere bv. vir die aankoop van toerusting. (2)
- 1.22 Die **Wetenskaplike en Nywerheidsnavorsingsraad** dien as 'n belangrike skakel tussen belegger en bedryfsleier. (2)
- 1.23 Die **Johannesburgse Effektebeurs** is die bankier van die Staat. (2)
- 1.24 Die Johannesburgse Effektebeurs publiseer aandelepryse **weekliks**. (2)
- 1.25 Die **Suid-Afrikaanse Buro vir Standaarde** hou 'n swartlys van slegte betalers. (2)

**[50]**

Choose the correct answer to Questions 1.11 – 1.15 from the list below. Write the question numbers **below** each other and only the **word** of your choice next to it.

cash budget, value, debenture,  
working capital, under capitalisation

- 1.11 \_\_\_\_\_ is that portion of the total capital which is used to purchase stock, to finance credit, to pay current expenses, etc. (2)
- 1.12 A \_\_\_\_\_ is a document issued by a company to a person from whom it borrows money. This document is given as evidence of security over the property of the company which undertakes to pay a fixed rate of interest. (2)
- 1.13 The purpose of stock control is to determine the \_\_\_\_\_ and amount of stock at any time without actually having to take stock. (2)
- 1.14 \_\_\_\_\_ is when a firm has insufficient capital for carrying on its operations. (2)
- 1.15 \_\_\_\_\_ is drawn up in order to plan the working capital requirements. (2)

State whether the following statements are TRUE or FALSE:

- 1.16 **Jobbing** is the most beneficial when the final product is large and expensive, e.g. in the building of ships. (2)
- 1.17 The point at which the factory reaches the best economic operation is called the **operating optimum**. (2)
- 1.18 **Machine utilisation** is the number of hours per day that the machine is used for production. (2)
- 1.19 **Mass production** uses specialised single-purpose machinery. (2)
- 1.20 The **South African Reserve Bank** is the custodian of the country's gold. (2)
- 1.21 The **Land and Agricultural Bank** grants short-term credit to farmers e.g. for purchasing equipment. (2)
- 1.22 The **Council for Scientific and Industrial Research** serves as an important link between investors and entrepreneurs. (2)
- 1.23 The **Johannesburg Stock Exchange** serves as the state bank. (2)
- 1.24 The Johannesburg Stock Exchange publishes share prices **weekly**. (2)
- 1.25 The **South African Bureau of Standards** keeps a blacklist of bad payers. (2)

**[50]**

**VRAAG 2**  
**ONDERNEMINGSVORME**

- 2.1 Gee VIER kenmerke van elk van die volgende ondernemingsvorme:
- 2.1.1 'n Eenmansaak 4 x 2 = (8)
- 2.1.2 'n Vennootskap 4 x 2 = (8)
- 2.1.3 'n Private maatskappy 4 x 2 = (8)
- 2.1.4 'n Publieke maatskappy 4 x 2 = (8)
- 2.2 Noem VIER aspekte wat in 'n vennootskapsooreenkoms voorkom. 4 x 2 = (8)
- 2.3 Definieer die volgende terme:
- 2.3.1 Statuut (3)
- 2.3.2 Prospektus (3)
- 2.3.3 Minimum inskrywing (4)
- [50]**

**VRAAG 3**  
**DIE BEMARKINGSFUNKSIE**

- 3.1 Kies die korrekte antwoord. Skryf slegs die letter van jou keuse, **A** of **B**, langs die vraagnommer neer.
- 3.1.1 Een van die doelwitte van die bemarkingsprogram is om die \_\_\_\_\_ te bepaal.
- A. doelmark                      B. produksie-instrumente 1 x 2 = (2)
- 3.1.2 Goedere wat geproduseer word met die doel om die finale verbruiker se behoeftes te bevredig is \_\_\_\_\_.
- A. nywerheidsgoedere      B. verbruikersgoedere 1 x 2 = (2)
- 3.1.3 Goedere wat in die produksieproses gebruik word, word \_\_\_\_\_ genoem.
- A. uitsoekgoedere              B. nywerheidsgoedere 1 x 2 = (2)
- 3.1.4 Verpakkings wat voortdurend wissel, is \_\_\_\_\_ verpakking.
- A. kaleidoskopiese              B. spesialiteits- 1 x 2 = (2)
- 3.1.5 Wanneer 'n vervaardiger 'n handelsmerk aan 'n hele reeks produkte koppel, word dit 'n \_\_\_\_\_ handelsmerk genoem.
- A. individuele                      B. gemeenskaplike 1 x 2 = (2)
- (10)**



**QUESTION 2**  
**FORMS OF OWNERSHIP**

- 2.1 Give FOUR characteristics of each of the following forms of ownership:
- |                         |         |     |
|-------------------------|---------|-----|
| 2.1.1 A sole trader     | 4 x 2 = | (8) |
| 2.1.2 A partnership     | 4 x 2 = | (8) |
| 2.1.3 A private company | 4 x 2 = | (8) |
| 2.1.4 A public company  | 4 x 2 = | (8) |
- 2.2 Name FOUR aspects included in a partnership agreement. 4 x 2 = (8)
- 2.3 Define the following terms:
- |                               |  |     |
|-------------------------------|--|-----|
| 2.3.1 Articles of association |  | (3) |
| 2.3.2 Prospectus              |  | (3) |
| 2.3.3 Minimum subscription    |  | (4) |
- [50]**

**QUESTION 3**  
**THE MARKETING FUNCTION**

- 3.1 Choose the correct answer. Write down only the letter of your choice, **A** or **B** next to the question number.
- 3.1.1 One of the objectives of the marketing programme is to facilitate the \_\_\_\_\_ .
- |                  |                           |         |     |
|------------------|---------------------------|---------|-----|
| A. target market | B. production instruments | 1 x 2 = | (2) |
|------------------|---------------------------|---------|-----|
- 3.1.2 Goods produced with the direct aim of satisfying the needs of the consumer are called \_\_\_\_\_ .
- |                     |                   |         |     |
|---------------------|-------------------|---------|-----|
| A. industrial goods | B. consumer goods | 1 x 2 = | (2) |
|---------------------|-------------------|---------|-----|
- 3.1.3 Goods used in the production process are called \_\_\_\_\_ .
- |                 |                     |         |     |
|-----------------|---------------------|---------|-----|
| A. select goods | B. industrial goods | 1 x 2 = | (2) |
|-----------------|---------------------|---------|-----|
- 3.1.4 Continually changing packaging is called \_\_\_\_\_ packaging.
- |                  |               |         |     |
|------------------|---------------|---------|-----|
| A. kaleidoscopic | B. speciality | 1 x 2 = | (2) |
|------------------|---------------|---------|-----|
- 3.1.5 When a manufacturer uses one trademark for a whole range of products it is called \_\_\_\_\_ .
- |                            |                     |         |     |
|----------------------------|---------------------|---------|-----|
| A. an individual trademark | B. common trademark | 1 x 2 = | (2) |
|----------------------------|---------------------|---------|-----|

**(10)**

**P.T.O.**

- 3.2 Noem VYF vereistes vir 'n goeie handelsmerk. 5 x 2 = (10)
- 3.3 Die vervaardiger kan nie eensydig 'n besluit oor prysbepaling neem nie. Hy moet deeglik met die belang en reaksie van VYF belanghebbende partye rekening hou. Noem die VYF partye. 5 x 2 = (10)
- 3.4 Dui aan of die volgende stellings WAAR of ONWAAR is:
- 3.4.1 Die pers is 'n geskikte medium vir die adverteer van goedere vir **alledaagse gebruik** soos klere, kos en medisyne. 1 x 2 = (2)
- 3.4.2 Televisie spreek tot die **massas**. 1 x 2 = (2)
- 3.4.3 Die radio kan gebruik word in **flitsaankondigings**. 1 x 2 = (2)
- 3.4.4 Strooibiljette word soms gesien as **gemorspos**. 1 x 2 = (2)
- 3.4.5 Direkte pos kan **nie gebêre** word nie. 1 x 2 = (2)
- (10)**
- 3.5 Noem die VIER beleidsinstrumente in bemarking. 4 x 2 = (8)
- 3.6 Vul die ontbrekende woord in. Skryf net die vraagnommer en die woord neer.
- 3.6.1 Indien 'n vervaardiger die enigste verkoper van 'n produk is, staan dit bekend as \_\_\_\_\_ mededinging. 1 x 2 = (2)
- [50]**

#### **VRAAG 4**

#### **DIE FINANSIËLE FUNKSIE**

- 4.1 Voltooi die volgende sinne. Gebruik die onderstaande woorde in die blokkie. Skryf slegs die ontbrekende woord teenoor die korrekte vraagnommer neer.

Bankreferensie Kreditaansoekvorm Werkgewer Sakekamers Kredietagentskappe
--

- 4.1.1 \_\_\_\_\_ : inligting wat die bank oor die voornemende kliënt verskaf (2)
- 4.1.2 \_\_\_\_\_ : hulle versamel inligting oor debiteure (2)
- 4.1.3 \_\_\_\_\_ : hou 'n swartlys van swak betalers (2)
- 4.1.4 \_\_\_\_\_ : kan inligting verskaf oor die inkomste en betroubaarheid van die werknemer (2)
- 4.1.5 \_\_\_\_\_ : moet so opgestel word dat tersaaklike inligting oor die voornemende debiteur verkry kan word (2)
- (10)**

- 3.2 Give FIVE requirements of a good trade mark. 5 x 2 = (10)
- 3.3 The manufacturer cannot take a one-sided decision on pricing. It is essential that the reaction of FIVE interested parties also be taken into consideration. Name the FIVE parties. 5 x 2 = (10)
- 3.4 State whether the following statements are TRUE or FALSE:
- 3.4.1 Print media is a suitable medium for advertising goods for **everyday use**, such as clothing, food and medicines. 1 x 2 = (2)
- 3.4.2 Television reaches a **large section** of the community. 1 x 2 = (2)
- 3.4.3 The radio can be used for **short announcements**. 1 x 2 = (2)
- 3.4.4 Handbills suffer from the stigma of being classed as "**junk mail**". 1 x 2 = (2)
- 3.4.5 Direct post **cannot be filed** for future references. 1 x 2 = (2)  
**(10)**
- 3.5 State the FOUR policy instruments in marketing. 4 x 2 = (8)
- 3.6 Fill in the missing word. Write down the question number and only the answer.
- 3.6.1 If the manufacturer is the only seller in the market, it is known as \_\_\_\_\_ competition. 1 x 2 = (2)  
**[50]**

**QUESTION 4**  
**THE FINANCIAL FUNCTION**

- 4.1 Complete the following sentences. Make use of the words provided in the block. Write down only the missing word next to the correct question number.

Bank reference  
 Application form for credit  
 Employer  
 Chambers of commerce  
 Credit agencies

- 4.1.1 \_\_\_\_\_ : information by the prospective buyer's bank (2)
- 4.1.2 \_\_\_\_\_ : gathers information on debtors (2)
- 4.1.3 \_\_\_\_\_ : keeps a black list of bad payers (2)
- 4.1.4 \_\_\_\_\_ : can give information according to the income and reliability of the employee (2)
- 4.1.5 \_\_\_\_\_ : must be compiled in such a way that all the relevant information about the prospective client can be gained (2)  
**(10)**

(10)

- 4.2 Pas **Kolom A** by **Kolom B**. Skryf slegs die **vraagnommers** onder mekaar neer en die korrekte **letter** uit **Kolom B** daarnaas.

Kolom A	Kolom B
4.2.1 Geregistreerde kapitaal	(a) Een van die gelyke dele waarin die kapitaal van 'n onderneming verdeel is
4.2.2 Onaflosbare skuldbrief	(b) Verkoop van debiteure se skuld aan 'n finansiële instelling
4.2.3 Faktorisering van debiteure	(c) Die hoofsom van die skuld word nooit terugbetaal nie, maar rente word jaarliks betaal
4.2.4 Minimum inskrywing	(d) Die nominale waarde van al die kapitaal wat 'n maatskappy deur middel van aandele mag uitreik
4.2.5 Aandele	(e) Die waarde van die aandele wat verkoop moet word voordat 'n maatskappy mag begin sake doen

5 x 2 = (10)

- 4.3 Noem VYF bronne van inligting oor die kredietwaardigheid van 'n voornemende koper. 5 x 2 = (10)
- 4.4 Noem DRIE redes vir kontantaanhouding. 3 x 2 = (6)
- 4.5 Noem TWEE faktore wat 'n invloed op die winsgewendheid van voorraad het. 2 x 2 = (4)
- 4.6 Noem VYF faktore wat die bedryfskapitaalbehoefte van 'n onderneming bepaal. 5 x 2 = (10)

[50]

### VRAAG 5 VERSEKERING EN DIE ADMINISTRATIEWE FUNKSIE

- 5.1 Dui aan of die volgende stellings WAAR of ONWAAR is.
- 5.1.1 Prysveranderings is 'n **versekerbare risiko**. 1 x 2 = (2)
- 5.1.2 Brandversekering is 'n kontrak vir die skadeloosstelling teen verliese as gevolg van **brand**. 1 x 2 = (2)
- 5.1.3 'n Onderneming kan homself verseker teen verliese gelyk as gevolg van veranderings in **mode**. 1 x 2 = (2)
- 5.1.4 Alle produksiewerksaamhede is voortdurend aan **gevare** (risiko's) blootgestel. 1 x 2 = (2)
- 5.1.5 Die hoofogmerk van lewensversekering is om **sekuriteit te verskaf**. 1 x 2 = (2)

(10)

b.o.

- 4.2 Match **Column A** with **Column B**. Write down only the **question number** below each other and the correct **letter** from **Column B**.

<b>Column A</b>	<b>Column B</b>
4.2.1 Registered capital	(a) One of the equal parts into which the capital of an undertaking is divided
4.2.2 Irredeemable debenture	(b) A financial institution that purchases bills receivable from businesses
4.2.3 Factoring of debtors	(c) The capital amount is never repayable but interest is paid annually
4.2.4 Minimum subscription	(d) The nominal value of all the capital the company may raise by issuing shares
4.2.5 Shares	(e) The value of all the shares the company must sell before commencing business

5x2= (10)

- 4.3 State FIVE sources of information about the financial status of a prospective buyer. 5 x 2 = (10)
- 4.4 State THREE reasons for keeping cash. 3 x 2 = (6)
- 4.5 State TWO factors that will influence the rate of turnover of the stock. 2 x 2 = (4)
- 4.6 State FIVE factors which determine the working capital requirements of an undertaking. 5 x 2 = (10)

**[50]**

**QUESTION 5**  
**INSURANCE AND THE ADMINISTRATIVE FUNCTION**

- 5.1 State whether the following statements are TRUE or FALSE.
- 5.1.1 Changes in price are an **insurable risk**. 1 x 2 = (2)
- 5.1.2 Fire insurance is a contract of indemnity against losses arising from **fire**. 1 x 2 = (2)
- 5.1.3 An undertaking can insure itself against losses incurred as a result of changes in **fashion**. 1 x 2 = (2)
- 5.1.4 All the agencies of production are menaced by **risks**. 1 x 2 = (2)
- 5.1.5 The main principle of life insurance is **to provide security**. 1 x 2 = (2)

**(10)**

5.2 Noem VYF voordele van versekering. 5 x 2 = (10)

5.3 Voltooi die volgende sinne deur die onderstaande woorde te gebruik. Skryf slegs die ontbrekende woord teenoor die korrekte vraagnommer neer.

versekering	inkomste
gesedeer	herversekering
ongelukke	subrogasie
derdeparty-versekering	

5.3.1 Versekeringspolisse kan aan banke \_\_\_\_\_ word as sekuriteit vir lenings. 1 x 2 = (2)

5.3.2 Die hoofdoel van werkloosheidsversekering is om werknemers te beskerm teen verlies van \_\_\_\_\_. 1 x 2 = (2)

5.3.3 Die hoofdoel van werkliede-skadeloosstelling is dus om werknemers en werkgewers te dek teen ongeskiktheid om te werk vanweë \_\_\_\_\_. 1 x 2 = (2)

5.3.4 \_\_\_\_\_ is die reg wat 'n persoon verkry om in die plek van 'n ander persoon op te tree. 1 x 2 = (2)

5.3.5 Versekeringsmaatskappye is dikwels nie in staat om die volle risiko verbonde aan groot risiko-polisse alleen te dra nie. Wanneer dit gebeur, plaas hulle die gedeelte van die risiko wat hulle nie kan dra nie by 'n professionele \_\_\_\_\_ maatskappy. 1 x 2 = (2)  
**(10)**

5.4 Noem DRIE voordele van sentralisering. 3 x 2 = (6)

5.5 Noem VYF faktore wat die besluit om te sentraliseer of te desentraliseer kan beïnvloed. 5 x 2 = (10)

5.6 Omskryf die volgende terme:

5.6.1 Data 1 x 2 = (2)

5.6.2 Inligting 1 x 2 = (2)

**[50]**

5.2 State FIVE advantages of insurance. 5 x 2 = (10)

5.3 Complete the following sentences by using the words provided. Write only the missing word next to the correct question number.

insurance	earnings
ceded	reinsurance
injuries	subrogation
third-party insurance	

5.3.1 Insurance policies can be \_\_\_\_\_ to banks as security for loans. 1 x 2 = (2)

5.3.2 The main purpose of the unemployment insurance scheme is to insure workers against loss of \_\_\_\_\_. 1 x 2 = (2)

5.3.3 The main purpose of workmen's compensation is to cover both the employees and the employer in case of \_\_\_\_\_ sustained. 1 x 2 = (2)

5.3.4 \_\_\_\_\_ is the right which one person obtained to stand in the place of another. 1 x 2 = (2)

5.3.5 Insurance companies are often unable to retain for their own account the full risk of large risk policies. When this happens, they place a portion of the risk which they cannot retain with a professional \_\_\_\_\_ company. 1 x 2 = (2)  
**(10)**

5.4 State THREE advantages of centralisation. 3 x 2 = (6)

5.5 State FIVE factors that can influence the decision to centralise or decentralise. 5 x 2 = (10)

5.6 Describe the following terms:

5.6.1 Data 1 x 2 = (2)

5.6.2 Information 1 x 2 = (2)  
**[50]**

**VRAAG 6**  
**DIE PRODUKSIEFUNKSIE**

- 6.1 Vul die ontbrekende woorde in. Gebruik die woorde in die blokkie. Skryf slegs die ontbrekende woord teenoor die korrekte vraagnommer neer.

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- 6.1.1 \_\_\_\_\_ behels die sistematiese beheer van materiaal, vakmanskap, masjiene en werkstoestande in die produksieproses. 1 x 2 = (2)
- 6.1.2 \_\_\_\_\_ het te doen met die wetenskaplike ontleding van werksmetodes om doeltreffender metodes te vind. 1 x 2 = (2)
- 6.1.3 \_\_\_\_\_ behels 'n noukeurige ontleding van al die werkverrigting, organisering van werksplekke en benutting van masjiene om 'n beter werksmetode te vind. 1 x 2 = (2)
- 6.1.4 \_\_\_\_\_ wil menslike werksprestasies meet. 1 x 2 = (2)
- (8)**
- 6.2 Dui aan of die volgende stellings WAAR of ONWAAR is.
- 6.2.1 Die ontwerp van 'n fabriek behoort gerig te wees op die daarstelling van **gunstige produksietoestande**. 1 x 2 = (2)
- 6.2.2 'n Goeie fabrieksuitleg skep **minder spanning en uitputting** vir die werkers. 1 x 2 = (2)
- 6.2.3 **Meer hantering van voorraad en gereedskap** vind plaas as die fabriek goed beplan is. 1 x 2 = (2)
- 6.2.4 Die fabrieksuitleg moet voldoen aan die vereistes van die **Masjien- en Beroepsveiligheidswet**. 1 x 2 = (2)
- 6.2.5 **Standaardmasjiene** word volgens die behoeftes en voorskrifte van 'n bepaalde fabrikant gebou. 1 x 2 = (2)
- 6.2.6 Die keuse en ontwerp van die produk is deel van die **korttermyn-besluite** van die onderneming. 1 x 2 = (2)
- 6.2.7 **Gehaltebeheer** spoor werkers aan om vinniger te werk. 1 x 2 = (2)



**QUESTION 6**  
**THE PRODUCTION FUNCTION**

- 6.1 Fill in the missing words. Make use of the words in the block. Give only the missing word next to the correct question number.

quality control  
work study  
method study  
work measurement  
production control

- 6.1.1 \_\_\_\_\_ involves the systematic control of the material, workmanship, machines and working conditions in the production process. 1 x 2 = (2)
- 6.1.2 \_\_\_\_\_ has to do with the scientific analysis of work methods in order to find better and more effective methods. 1 x 2 = (2)
- 6.1.3 \_\_\_\_\_ involves an accurate analysis of all work performances, organisation of the work places and the utilization of machinery to find a better and more efficient working method. 1 x 2 = (2)
- 6.1.4 \_\_\_\_\_ is an attempt to assess human performances. 1 x 2 = (2)  
**(8)**
- 6.2 State whether the following sentences are TRUE or FALSE.
- 6.2.1 The design of a factory should be aimed at creating the most **favourable production** arrangement. 1 x 2 = (2)
- 6.2.2 A good factory layout will create **less stress and exhaustion** for the workers. 1 x 2 = (2)
- 6.2.3 **More handling of stock and tools** will take place if there is a proper factory layout. 1 x 2 = (2)
- 6.2.4 The factory layout must comply with the requirements of the **Machinery and Occupational Safety Act**. 1 x 2 = (2)
- 6.2.5 **Standard machines** are designed and built according to the requirements and specifications of a particular manufacturer. 1 x 2 = (2)
- 6.2.6 The design and choice of the product are part of the **short-term decisions** of the company. 1 x 2 = (2)
- 6.2.7 **Quality control** encourages workers to work faster. 1 x 2 = (2)

- 6.2.8 By roetebepaling moet 'n **werksplan** daargestel word om leiding aan die werkers te gee. 1 x 2 = (2)
- 6.2.9 **Voortgangsbeheer** – opvolgwerk om te kontroleer of alle prosesse korrek uitgevoer is. 1 x 2 = (2)
- 6.2.10 **Voorkomende instandhouding** word uitgevoer voordat masjiene breek. 1 x 2 = (2)
- (20)**
- 6.3 Noem VYF voordele wat 'n goeie fabrieksuitleg vir die werkers inhou. 5 x 2 = (10)
- 6.4 Noem VYF voordele van massaproduksie. 5 x 2 = (10)
- 6.5 Noem EEN basiese produksiesoort. 1 x 2 = (2)
- [50]**

### VRAAG 7 DIE FUNKSIE VAN ALGEMENE BESTUUR

- 7.1 Noem die VIER **basiese** elemente van die bestuurstaak. 4 x 2 = (8)
- 7.2 Noem die DRIE **vlakke** van bestuur. 3 x 2 = (6)
- 7.3 Watter tipe **besluite** word op elke bestuursvlak geneem? 3 x 2 = (6)
- 7.4 Noem DRIE **eienskappe** waaroor 'n goeie algemene bestuurder moet beskik. 3 x 2 = (6)
- 7.5 Die gesag van die opdraggewer en die verantwoordelikheid van die opdragontvanger is duidelik afgebaken met die **lynorganisasie-bestuur**. Gee 'n skematiese voorstelling om bogenoemde stelling te staaf. 4 x 2 = (8)
- 7.6 Noem VIER **nadele** van die funksionele organisasiestruktuur. 4 x 2 = (8)
- 7.7 Kommunikasie-middele binne 'n onderneming kan sekere **forme** aanneem. Noem VIER forme. 4 x 2 = (8)
- [50]**

### VRAAG 8 DIE ONDERNEMING EN SY OMGEWING EN ONDERNEMINGSVORME

- 8.1 Noem VYF funksies van 'n sakekamer. 5 x 2 = (10)
- 8.2 Noem VYF funksies van die Suid-Afrikaanse Buro vir Standaarde. 5 x 2 = (10)
- 8.3 Noem VYF voordele van 'n vennootskap. 5 x 2 = (10)
- 8.4 Noem VYF sake wat in die vennootskapskontrak bespreek moet word. 5 x 2 = (10)

- 6.2.8 In determining the route, a **plan of work** is to be drawn up as a guide to the workers.  $1 \times 2 = (2)$
- 6.2.9 **Progress control** – this involves the follow-up work to ensure that the plans are correctly executed.  $1 \times 2 = (2)$
- 6.2.10 **Preventive maintenance** is performed prior to breakdown of machinery.  $1 \times 2 = (2)$   
**(20)**
- 6.3 State FIVE advantages of a proper factory layout for the workers.  $5 \times 2 = (10)$
- 6.4 State FIVE advantages of mass production.  $5 \times 2 = (10)$
- 6.5 State ONE basic type of production.  $1 \times 2 = (2)$   
**[50]**

**QUESTION 7**  
**THE FUNCTION OF GENERAL MANAGEMENT**

- 7.1 State the FOUR **basic** elements of the management task.  $4 \times 2 = (8)$
- 7.2 State the THREE **levels** of management.  $3 \times 2 = (6)$
- 7.3 What kind of **decisions** are taken at each level of management?  $3 \times 2 = (6)$
- 7.4 State THREE **qualities** that a general manager must have.  $3 \times 2 = (6)$
- 7.5 With the **line organisation structure** there is a clear line with regard to the authority who gives orders and the people who receive them. Prove this statement with a schematic diagram.  $4 \times 2 = (8)$
- 7.6 State FOUR **disadvantages** of the functional organizational structure.  $4 \times 2 = (8)$
- 7.7 Means of communication within the undertaking can take different **forms**. State FOUR forms.  $4 \times 2 = (8)$   
**[50]**

**QUESTION 8**  
**THE ENTERPRISE AND ITS ENVIRONMENT AND FORMS OF OWNERSHIP**

- 8.1 State FIVE functions of a chamber of commerce.  $5 \times 2 = (10)$
- 8.2 State FIVE services of the South African Bureau of Standards.  $5 \times 2 = (10)$
- 8.3 State FIVE advantages of a partnership.  $5 \times 2 = (10)$
- 8.4 State FIVE aspects that must be discussed in the partnership agreement.  $5 \times 2 = (10)$

- 8.5 Die Registrateur reik slegs die sertifikaat van inlywing uit nadat sekere dokumente ingedien is. Noem VYF van die dokumente.  $5 \times 2 =$  (10)  
**[50]**

**VRAAG 9**  
**ALGEMEEN**

- 9.1. Noem DRIE wetlike vereistes waaraan 'n prospektus moet voldoen.  $3 \times 2 =$  (6)
- 9.2 Noem VIER soorte aandele.  $4 \times 2 =$  (8)
- 9.3 Noem VIER onbillike en onetiese reklame-metodes of -praktyke.  $4 \times 2 =$  (8)
- 9.4 Gee 'n skematiese voorstelling van die VYF basiese distribusiekanale.  $5 \times 2 =$  (10)
- 9.5 Noem VIER maniere waarop produsente groothandelaars kan uitskakel.  $4 \times 2 =$  (8)
- 9.6 Noem VIER voordele van die informele sektor.  $4 \times 2 =$  (8)
- 9.7 Dui aan of die volgende stelling WAAR of ONWAAR is.
- 9.7.1 Reklameveldtogte word deur die konsessieverskaffer gereël. (2)  
**[50]**

**TOTAAL: 300**

**EINDE**

- 8.5 The Registrar will only issue the certificate of incorporation after he has received certain documents. Name the FIVE documents.  $5 \times 2 =$  (10)  
**[50]**

**QUESTION 9**  
**GENERAL**

- 9.1 State THREE legal requirements with which a prospectus must comply.  $3 \times 2 =$  (6)
- 9.2 State FOUR kinds of shares.  $4 \times 2 =$  (8)
- 9.3 Name FOUR unethical and unfair advertising practices.  $4 \times 2 =$  (8)
- 9.4 Draw a schematic diagram of the FIVE basic channels of distribution.  $5 \times 2 =$  (10)
- 9.5 State FOUR ways in which producers can bypass wholesalers.  $4 \times 2 =$  (8)
- 9.6 Name FOUR advantages of the informal sector.  $4 \times 2 =$  (8)
- 9.7 State if the following statement is TRUE or FALSE.
- 9.7.1 Advertising campaigns are arranged by the franchiser. (2)  
**[50]**

**TOTAL: 300**

**END**