



KV
ED
REF

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

SENIOR CERTIFICATE

BUSINESS STUDIES

COMMON TEST

SEPTEMBER 2021

MARKS : 100

TIME : 1½ Hours



This question paper consists of 8 pages.

INSTRUCTIONS AND INFORMATION

Read the following instructions carefully before answering the questions.

1. This question paper consists of THREE sections

SECTION A: COMPULSORY

SECTION B: Consists of THREE questions

Answer any TWO of the THREE questions in this section.

SECTION C: Consists of TWO questions

Answer ONE of the TWO questions in this section.

2. Read the instructions for each question carefully and take particular note of what is required.
3. 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.
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. Use the table below as a guide for mark and time allocation when answering each question.

SECTION	QUESTION	MARKS	TIME
A: Objective-type questions COMPULSORY	1	20	20 minutes
B: THREE direct/indirect- type questions CHOICE (Answer any TWO)	2	20	20 minutes
	3	20	20 minutes
	4	20	20 minutes
C: THREE essay-type questions CHOICE (Answer any ONE essay)	5	40	30 minutes
	6	40	30 minutes
TOTAL		100	90 minutes

7. Begin the answer to EACH question on a NEW page, for example QUESTION 1 – new page, QUESTION 2 – new page, et cetera.
8. You may use a non-programmable calculator, when applicable.
9. Write neatly and legibly.



SECTION A (COMPULSORY)**QUESTION 1**

- 1.1 Various options are provided as possible answers to the following questions. Write down the question number (1.1.1–1.1.5) and the correct letter next to it ONLY. Example: 1.1.6 A
- 1.1.1 An advantage of using own funds as a source of funding for a business is ...
- A low interest is paid on the funds
 - B no interest is paid on the funds
 - C low interest can be negotiated
 - D no interest is paid in the first year
- 1.1.2 ... is a detailed description of all activities that needs to be completed to execute a project successfully .
- A Timelines
 - B Work Breakdown Structure
 - C Project planning
 - D Business plan
- 1.1.3 An example of a written presentation is information in the form of a/an...
- A. data projector.
 - B. flip charts.
 - C. pie charts.
 - D. questionnaires
- 1.1.4 A ... is a visual presentation of a set of sales figure shown as a series of rectangles.
- A bar graph
 - B diagram
 - C line graph
 - D table
- 1.1.5 A document containing information organised in a narrative, graphic or tabular form.
- A. Analysis
 - B. Business Plan
 - C. Business Report
 - D. Information

**(5x2) [10]**

- 1.2 Complete the following statements by using the word(s) in the list below. Write only the word(s) next to the question number (1.2.1–1.2.5) in the ANSWER BOOK.

Equity capital ; non-verbal ; verbal ; dividend; venture capital;
trade credit ; interest ; angel funding ; posters; handouts



- 1.2.1 ... is the total amount of money and assets invested in a business by the owner that comes from own sources.
- 1.2.2 Financing provided by wealthy entrepreneurs to start up particular small businesses in return for a share in the business is known as...
- 1.2.3 All shareholders receive a portion of the profits called a...
- 1.2.4 A ... communication relates to speaking or an oral presentation
- 1.2.5 Generally used to advertise, to emphasise or to remind the audience.

(5x2) (10)

TOTAL SECTION A: [20]



SECTION B

Answer ANY TWO questions in this section.

NOTE: Clearly indicate the QUESTION NUMBER of each question that you choose. The answer to EACH question must start on a NEW page, for example QUESTION 2 on a NEW page, QUESTION 3 on a NEW page, et cetera.



QUESTION 2: (ENTREPRENEURIAL QUALITIES)

2.1 Read the scenario below and answer the questions that follow.

ZARA FLORIST (ZF)
Zara is the owner of a flower shop. Two years ago, she inherited money from her grandmother and used it to start her business. Her high degree of commitment enabled her to successfully establish her business on the market.

2.1.1 Identify the entrepreneurial quality displayed by Zara. Motivate your answer by quoting from the scenario above. (3)

Use the table below to answer QUESTION 2.1.1

Entrepreneurial Quality	Motivation
1.	

2.1.2 State any THREE(3) other entrepreneurial qualities. (3)

2.2 Explain the following key success factors:

2.2.1 Profitability (4)

2.2.2 Sustainability (4)

2.3 Suggest strategies that businesses can use to remain profitable and sustainable. (6)

[20]



**QUESTION 3 (TRANSFORMING A BUSINESS PLAN INTO AN ACTION PLAN
AND STARTING A BUSINESS)**

3.1 Elaborate on the meaning of an action plan. (4)

3.2 Read the scenario below and answer the questions that follow.



ZODUMO BUSINESS ENTERPRISE(ZBE)

Zodumo won a tender to supply Personal Protective Equipments (PPEs) to schools. Zodumo was advised to draw up an action plan that will make her business successful. Zodumo outlined short – and long – term objectives of her plan. She also scheduled activities that needed to be completed first. Zodumo realized that an action plan will act as a monitoring tool that makes it possible to check the progress. An action plan will also help the business to reflect on what has happened before and what actions have not helped.

3.2.1 Identify the importance of an action plan from the scenario above. (4)

3.2.2 Explain other importance of an action plan. (4)

3.3 Discuss the advantages of Gantt Charts. (4)

3.4 Suggest reasons why businesses need funding. (4)

[20]



QUESTION 4: MISCELLANEOUS TOPICS

BUSINESS VENTURES (PRESENTATION OF BUSINESS INFORMATION AND STARTING A BUSINESS)

4.1 Read the statement below and answer the questions that follow.



JERTO PARTNERS(JP)

Jerry and Tom started a business as partners. They needed extra capital to run their business. They approached a bank to borrow money. They also negotiated with their suppliers to buy goods and pay at a later stage.

4.1.1 Identify the sources of funding from the scenario. Motivate your answer by quoting from the scenario above. (6)

Use the table below as a guide to answer QUESTION 4.1.1

SOURCE OF FUNDING	MOTIVATION

4.2 Explain the following factors that must be considered before start-up of a business.

4.2.1 Environmental changes (2)

4.2.2 Customer services (2)

4.3 Explain the difference between verbal and non-verbal communication. (4)

4.4 Advise a presenter on aspects that must consider when preparing a presentation. (6)

**TOTAL SECTION B: [40]
[80]**



SECTION C

Answer ONE question in this section.

NOTE: Clearly indicate the QUESTION NUMBER of the chosen question.
The answer to EACH question must start on a NEW page, for example QUESTION 5 on a NEW page, QUESTION 6 on a NEW page, etcetera.

QUESTION 5: (ENTREPRENEURIAL QUALITIES AND PRESENTATION)

Gordon is the marketing manager of Rontombi Manufacturers. He is planning to present a new marketing strategy to potential investors and has decided to use various visual aids, such as flyers to promote his marketing strategy. In order to be successful in his presentation, he needs to know how to respond to questions in a non-aggressive and professional manner and is also expected to compile a report after his presentation.

Write an essay in which you include the following aspects:

- Outline SIX types of visual aids.
- Discuss factors that must be considered when composing a flyer.
- Explain the steps that must be followed when writing a report.
- Recommend ways in which Gordon should respond to questions in a non-aggressive and professional manner.

[40]

QUESTION 6 : (TRANSFORMING A BUSINESS PLAN INTO AN ACTION PLAN AND STARTING A BUSINESS)

Businesses conduct various projects that require proper planning and coordination of activities. Business need to be well conversant with the project planning steps and the importance of timelines. They must also know how to construct a Gantt chart .

Keep the scenario in mind and write an essay in which you include the following:

- Outline the purpose of a business plan.
- Explain the project planning steps.
- Discuss the importance of timelines in project planning.
- Advise businesses on how to construct a Gantt Chart.



[40]

TOTAL SECTION C: [80]
TOTAL MARKS: [100]



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA



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MARKING GUIDELINES**

MARKS : 100

TIME : 1½ Hours

These marking guidelines consist of ... pages.



SECTION A

QUESTION 1

1.1

- 1.1.1 A ✓✓
- 1.1.2 C ✓✓
- 1.1.3 D ✓✓
- 1.1.4 A ✓✓
- 1.1.5 C ✓✓

(5 x 2) (10)

1.2

- 1.2.1 Equity capital. ✓✓
- 1.2.2 Angel funding. ✓✓
- 1.2.3 Dividend. ✓✓
- 1.2.4 verbal ✓✓
- 1.2.5 poster ✓✓

(5 x 2) (10)

TOTAL SECTION A: [20]

BREAKDOWN OF MARKS

QUESTION 1	MARKS
1.1	10
1.2	10
TOTAL	20



SECTION B

Mark **ONLY** the **FIRST TWO** questions answered in this Section.

QUESTION 2

2.1.1

Entrepreneurial Quality	Motivation
1. High degree of commitment ✓✓	Her high degree of commitment enabled her to successfully establish her business on the market. ✓
Sub max (2)	Sub max (1)

Max (3)

2.1.2 **Other entrepreneurial qualities**

- Bid dreamers with a clear vision ✓
- Confidence in one's ability to succeed ✓
- Desire for responsibility ✓
- Willpower to overcome obstacles ✓
- Passion and ambition ✓
- Risk taking ✓
- Perseverance ✓
- Exceptional organisation skills ✓
- Flexibility/Ability to adapt quickly ✓
- High motivation/energy levels ✓
- Any other relevant answer related to other entrepreneurial qualities.

Max (3)

2.2 **Key success factors**

2.2.1 **Profitability**

- The business ✓ makes money. ✓
- The business manages money ✓ in such a way that sound return on investment can be guaranteed to investors. ✓
- The business attracts even more investors, ✓ which enables the business to expand its activities and to become even more profitable. ✓
- Any other relevant answer related to profitability as a success factor.

Max (4)

2.2.2 Sustainability

- The business can continue to exist despite all the challenges ✓ and threats it is confronted with. ✓
- The business must be able to continue without damage to the environment ✓ and the community in which it operates. ✓
- The business must consider the triple bottom line ✓; managing the three P's: profits, people and planet. ✓
- The sustainable business are more successful, attract and retain employees more easily ✓ and experience less financial and reputation risk. ✓
- The business should involve stakeholders in joint decisions- making, ✓ and learning from customers, employees and the surrounding community. ✓
- The business should have environmental management systems in place ✓ to minimise the effects of business activities on the environment. ✓
- The business should analyse the environmental ✓ and social impacts of the products and services the business uses and produces. ✓
- The business should be transparent, which means being willing to reveal exactly what the business does ✓ and what it stands for. ✓
- Any other relevant answer related to sustainability as a success factor. **Max (4)**

2.3 Strategies that businesses can use to remain profitable and sustainable

- Proper succession planning so that it can continue to exist despite all the challenges and threats it is confronted with. ✓✓
- Sound managing finances. ✓✓
- Effective management of scarce resources and employees. ✓✓
- Maintaining a solid customer base. ✓✓
- Monitoring the internal and external environment. ✓✓
- Behaving ethically and being socially responsible. ✓✓
- Increasing your own education so that you keep up with changing technologies in your industry. ✓✓
- Building on business success and learning from mistakes. ✓✓
- The business should be transparent, which means being willing to reveal exactly what the business does and what it stands for. ✓✓

Marking Guidelines

- Being environmentally aware and friendly, and consider the triple bottom line and managing the 3Ps , profit, planet and people. ✓✓
- Any relevant answer related to strategies businesses can use to business remain profitable.

Max (6)**[20]****BREAKDOWN OF MARKS**

QUESTION 2	MARKS
2.1.1	3
2.1.2	3
2.2.1	4
2.2.2	4
2.3	6
TOTAL	20



QUESTION 3**3.1. Meaning of an action plan**

- An action plan is a record of activities showing how those activities will be organised to achieve the goals set out in the business plan. ✓✓
- Is a planning and a monitoring tool that specifies what tasks must be done by whom, when and with what resources in order to reach specific goals. ✓✓
- Is a process that will help to focus ideas and to decide on the steps to achieve a particular goal. ✓✓
- Any other relevant answer related to meaning of an action plan.

Max (4)**3.2.1**

- Zodumo realized that an action plan will act as a monitoring tool that makes it possible to check the progress. ✓✓
- An action plan will also help the business to reflect on what has happened before and what actions have not helped. ✓✓

Max (4)**3.2.2 Other importance of an action plan**

- It enables projects ✓ to be achieved within the specified time. ✓
- It helps the person responsible ✓ for achieving certain goals to be organised. ✓
- It is a control measure ✓ against which standards and performance can be measured. ✓
- It prioritises activities ✓ according to importance. ✓
- It turns plans ✓ into actions. ✓
- Identify problems ✓ that could occur. ✓
- Acts as a monitoring tool ✓ that makes it possible to check the progress. ✓
- Enables businesses to transfer ✓ their plans into actions. ✓
- Enables businesses to think logically ✓ and identify gaps in the plan. ✓
- Serves as a monitoring tool ✓ to check its progress. ✓
- It provides an opportunity for reflection ✓ of what has happened before and what actions have not helped. ✓
- Can bring together individuals/experts ✓ that are knowledgeable in the area of work. ✓
- Clarifies the objective and provides ✓ the opportunity to identify areas that need



change. ✓

- Builds consensus ✓ as everyone involved can contribute their ideas. ✓
- Creates ownership/accountability ✓ by creating a sense of individual and collective ownership for the action plan. ✓
- Clarifies timescales that need to be done ✓ in order to achieve a particular objective. ✓
- It identifies measures of success ✓ by providing a way of measuring progress towards that goal. ✓
- Any other relevant answer related to importance of an action plan

Max

(4)

3.3 Advantages of Gantt Charts

- Easy to prepare ✓ and understand. ✓
- Events are shown ✓ in a chronological order. ✓
- The time needed for an activity ✓ is shown visually. ✓
- Managers and team members ✓ can see which activities run concurrently. ✓
- Team members can see who is responsible ✓ for each activity. ✓
- They show progress ✓ on an activity and enable managers to monitor progress. ✓
- Interrelated tasks ✓ can be used at a glance. ✓
- Any other relevant answer related to advantages of Gantt charts.

Max (4)

3.4 Reasons why businesses need funding.

- Cover the start-up costs including premises/machinery/raw materials etc. ✓✓
- Run the business and have enough money to pay employees/suppliers of raw material etc. ✓✓
- Pay for cost of input such as wages, telephone other expenses. ✓✓
- Expand the business as the orders/sales increase and bigger premises need to be established. ✓✓
- Any other relevant answer related to reasons why businesses need funding.

Max (4)

[20]





BREAKDOWN OF MARKS

QUESTION 2	MARKS
3.1	4
3.2.1	4
3.2.2	4
3.3	4
3.4	4
TOTAL	20



QUESTION 4: MISCELLANEOUS**BUSINESS VENTURES****4.1****4.1.1**

SOURCES OF FUNDING	MOTIVATION
Bank loan√√	They approached the bank to borrow money.√
Trade credit√√	They also negotiated with their suppliers to buy goods and pay at a later stage.√
Submax. (4)	Submax. (2)

Max (6)**4.2 Factors that must be considered before start-up of a business.****4.2.1 Environmental changes**

- Continue to network and research √to avoid changes in the business environment which may upset the business operations.√
- Consider the risk√ and success factors . √
- Plan for risks √and minimise the impact . √
- Any other relevant answer related to environmental changes. **Max (2)**

4.2.2 Customer services

- Make an effort to satisfy√ the needs of customers. √
- Change the action plan√ accordingly to accommodate the needs of customers. √
- Establish a good relationship√ with customers. √
- Any other relevant answer related to customer services. **Max (2)**



4.3 Difference between verbal and non-verbal communication

VERBAL	NON-VERBAL
<ul style="list-style-type: none"> • Exchange information√ using oral presentation/spoken. • Information can be heard.√ • Information cannot√ be stored. √ • Any other relevant answer related to verbal communication. 	<ul style="list-style-type: none"> • Communicate by means√ of printed media. √ • Communication √can be read. √ • Communication can be stored. √ • Any other relevant answer related to non-verbal communication.
Sub Max (2)	Sub Max (2)

Max (4)

4.4 Factors to consider when preparing a presentation

- Know your audience. √√
- Use simple language. √√
- Clear purpose/objective of presentation. √√
- Include visual aids. √√
- Proofread the report to ensure it is error free.
- Use bright colours to increase visibility. √√
- Structure information in a logical sequence. √√
- Use a legible font and font size. √√
- Select a suitable background. √√
- Add special effects e.g. sound/animation. √√
- Any other relevant answer related to the factors that the presenter must consider when designing a presentation.

Max (6)

[20]

BREAKDOWN OF MARK ALLOCATION

4.1.1	6
4.2.1	2
4.2.2	2
4.3	4
4.4	6
TOTAL	20

SECTION C

Mark only the First question answered in this Section.

QUESTION 5: BUSINESS VENTURES (PRESENTATION)**5.1 Introduction**

- Business managers need to present information about their business to stakeholders. ✓
- Visual aids combine pictures and sound that will enhance the quality of the presentation. ✓
- Visual aids can help to convey a large amount of facts in a short time. ✓
- A flyer is a leaflet seldom in colour that it is used by Global Enterprises to advertise services and products.
- The purpose of a verbal presentation is to exchange information between the presenter and the audience. ✓
- Any other relevant introduction related to types of visual aids/composing flyer/report writing/responding to questions and answer in a professional manner.

(Any 2 x 1) (2)

5.2 Types of visual aids

- Data projector/PowerPoint ✓
- Overhead projector ✓
- Interactive whiteboards/Smartboards ✓
- Hand-outs/Flyers/Brochures ✓
- Posters/Signs/Banners/Portable advertising stands/Flags ✓
- Flip charts/White boards ✓
- Tables/Graphs/Diagrams ✓
- Any other relevant answer related to types of visual aids.

NOTE: Mark only the first SIX.

Any (6 x 1) (6)

5.3 Factors to consider when composing a flyer

- Write a title ✓ that will attract the reader's attention. ✓
- Use graphics ✓ to attract attention. ✓
- Focus on the benefits ✓ of the products or services. ✓
- Identify points ✓ clearly. ✓
- Keep it simple ✓ with white space. ✓
- Use text boxes ✓ if space allows. ✓



- Do not use ✓ too many words. ✓
- Let someone ✓ proofread the contents. ✓
- Use bright paper and black text ✓ if budget does not allow for colour printing. ✓
- Offer a discount ✓ on the product or service. ✓
- Any other relevant answer related to factors to consider when composing a flyer.

Max (14)

5.4 Steps in report writing

- Analyse the problem ✓, prepare a written problem statement to clarify the task. ✓
- Anticipate the audience and issues ✓, it could be distributed to people whom it was not intended. ✓
- Prepare a work plan ✓, start early and allow time for brainstorming and preliminary research. ✓
- Do research in order to gather data ✓ do not depend on the internet. ✓
- Organise, analyse, interpret and illustrate the data ✓, consider the purpose. ✓
- Put together the first draft of the report ✓, print the first draft and read sometime later. ✓
- Revise, proofread and evaluate ✓, ask a colleague to read the report. ✓
- Any other relevant answer related to steps that must be followed when writing a report.

NOTE: The steps need not to be in a specific order.**Max (14)**

5.5 Ways to respond to questions in a non-aggressive and professional manner

- Gordon must stand up throughout the feedback session. ✓✓
- Be polite, confident and courteous/humorous. ✓✓
- Listen and then respond. ✓✓
- Make sure that you understand the question/s before responding. ✓✓
- Acknowledge good questions. ✓✓
- Rephrase questions if uncertain. ✓✓
- Gordon must not get involved in a debate. ✓✓
- Do not avoid the question, if you do not know the answer, refer the question to the audience or the employees ✓✓ /Rectify if incorrect answers are given. ✓✓
- Address the whole audience and not only the person asking the question. ✓✓
- Provide feedback as soon as possible after the observed event. ✓✓
- Gordon must be direct, honest, sincere. ✓✓



- She must use simple language and support what you say with an example/keep the answer short and to the point. √√
- Presenter must encourage questions from the audience. √√
- Do not allow any one member of the audience to dominate the discussion. √√
- Note/write down the questions asked to be able to respond correctly. √√
- Gordon should address questions in an orderly manner. √√
- Any other relevant answer related to how Gordon may respond to feedback in a professional manner. **Max (12)**

5.6 Conclusion

- A well-prepared presentation creates a good impression and will attract potential investors. √√
- A good presentation promotes the image of the business/ owner/management. √√
- Being professional during a presentation/feedback/questions session should contribute to the success of the presentation. √√
- Any other relevant conclusion related to visual aids/factors composing a flyer/steps in report writing/ways to respond to question in a non-aggressive and professional manner.

(1 x 2) (2)

[40]

BREAKDOWN OF MARKS

Details	Maximum	Total
Introduction	2	Max 32
Types of visual aids	6	
Factors to consider when composing a flyer	14	
Steps in report writing	14	
Ways to respond to question in non-aggressive and professional manner	12	
Conclusion	2	
INSIGHT		
Layout	2	Max 8
Analysis, interpretation	2	
Synthesis	2	
Originality/Examples	2	
TOTAL MARKS		40

LASO – For each component:

Allocate 2 marks if all requirements are met.

Allocate 1 mark if some requirements are met.

Allocate 0 marks where requirements are not met at all.

QUESTION 6: TRANSFORMING A BUSINESS PLAN INTO ACTION PLAN**6.1 Introduction**

- Project planning steps enable businesses to monitor the implementation of the project. ✓
- Timelines enable businesses to put all team's work in one place and improve accountability. ✓
- Businesses use Gantt charts to track project schedules and prioritise important items. ✓
- Any other relevant introduction related to project planning/project planning steps/timelines/Gantt chart.

Any (2x1) (2)**6.2 Purpose of a business plan**

- Offers direction of a proposed business. ✓✓
- A written document which gives a comprehensive overview of a proposed business. ✓✓
- Explain the business objectives, how it will operate, how the finances, resources will be handled and what the business aims to achieve. ✓✓
- Used to check the performance. ✓✓
- A tool used to sell or market the business. ✓✓
- To identify possible strengths, weaknesses, opportunities and threats. ✓✓
- Used to convince other people of the profitability of the business, such as applying for finance for a bank.
- Any relevant answer related to purpose of a business plan.

Max (12)**6.3 Project planning steps**

- Define the scope ✓ of the plan to be done e.g. what is the purpose, first and last activities ✓
- Identify project ✓ supporters. ✓
- Break the project ✓ down into activities. ✓
- Set time frames ✓ and determine how long each activity takes. ✓
- Set milestones targets ✓ e.g. what are main completion point. ✓
- Determine accountabilities/person responsible ✓ for the decision made. ✓
- Calculate the financial, human/technical resources ✓ that will be needed. ✓
- Plot the activity schedule ✓ into a Gantt chart. ✓
- Execute ✓ the project plan. ✓



- Monitor progress.✓
- Communicate and review✓ project progress.✓
- Keep records✓ of all activities.✓
- Any other relevant answer related to project planning steps.

Note: Steps do not need to be in order

Max (14)

6.4 Importance of timelines in project planning



- They help the planners✓ to project dates in advance. ✓
- Assists in determining the sequence✓/order in which activities tasks must be completed.✓
- Keeps information✓ in the order that it has to be in.✓
- Assists project management✓ in meeting their targets and exceeding client expectations.✓
- Project managers tools✓ to get their jobs done✓, many of which are specific to a single company or product.✓
- Any other relevant answer related to importance of timelines in project planning.

Max (10)



Marking Guidelines

6.5 Constructing a Gantt Chart

- Write down all the activities that must be carried out to complete a project.√√
- Decide how much time you will need for each activity.√√
- Determine which activities need to be completed before another activity can be started and which activities can be carried out simultaneously.√√
- Draw up a table with a row for each activity and columns in days/weeks. These columns indicate the timeline.√√
- Write each activity in order down the rows, in the left-hand column.√√
- Any other relevant answer related to constructing a Gantt chart.

Max (10)

6.6 Conclusion

- Every project needs a roadmap with clearly defined goals that should not change after the first phase of the project has been completed. √√
- All stakeholders benefiting from the outcome or involved in executing the project should be during the initial project planning process. √√
- Businesses need to determine the risks involved in each project undertaken .√√
- Gantt charts enable businesses to control a large number of activities and ensure that all activities are completed on set schedules. √√
- Any other relevant conclusion related to project planning/project planning steps/timelines/Gantt chart.

(1 x 2) (2)

[40]



Marking Guidelines

BREAKDOWN OF MARKS

Details	Maximum	Total
Introduction	2	Max 32
Purpose of a business plan	12	
Project planning steps	14	
Importance of timelines in project planning	10	
Constructing a Gantt Chart	10	
Conclusion	2	
INSIGHT		
Layout	2	Max 8
Analysis, interpretation	2	
Synthesis	2	
Originality/Examples	2	
TOTAL MARKS		40

LASO – For each component:

Allocate 2 marks if all requirements are met.

Allocate 1 mark if some requirements are met.

Allocate 0 marks where requirements are not met at all.

