



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N460(E)(J4)H

NATIONAL CERTIFICATE

**ENTREPRENEURSHIP AND BUSINESS
MANAGEMENT N5
(First Paper)**

(4090315)

**4 June 2018 (X-Paper)
09:00–09:30**

CLOSED-BOOK EXAMINATION

This question paper consists of 5 pages and an answer sheet of 2 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N5
(First Paper)
TIME: 30 MINUTES
MARKS: 50

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
 2. Read ALL the questions carefully.
 3. Number the answers according to the numbering system used in this question paper.
 4. Write your EXAMINATION NUMBER on the ANSWER SHEET.
 5. Write neatly and legibly.
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SECTION A (COMPULSORY)**QUESTION 1**

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.1–1.5) on the ANSWER SHEET.

- 1.1 Leadership is about doing the right thing, while management is about doing things right.
- 1.2 Budgeting is part of the planning process.
- 1.3 The starting point in a decision-making process is the gathering of necessary data.
- 1.4 Some fax machines can also be used as low-volume printing machines.
- 1.5 A physical examination is when an employee has to go for a medical test.

(5 × 2)

[10]

QUESTION 2

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question (2.1–2.5) on the ANSWER SHEET.

- 2.1 Allocating tasks and responsibilities to employees:
- A Employer
 - B Manager
 - C Organising
 - D Authority
- 2.2 Costs that are the same per unit of production but increases in total when the volume of production increases:
- A Fixed costs
 - B Standard costs
 - C Increased costs
 - D Variable costs
- 2.3 To make sure that plans are carried out and desired results are achieved, the following is a necessity in all organisations:
- A Directing
 - B Control
 - C Staffing
 - D Organising

2.4 The main responsibility for the productivity of a business lies with the ...

- A workers.
- B quality of raw materials.
- C trade union.
- D management and equipment.

2.5 At a breakeven point ...

- A costs are the same.
- B total cost equals total fixed cost.
- C total income equals total expenses.
- D the business makes profit.

(5 × 2) [10]

QUESTION 3

Give ONE or TWO words for each of the following descriptions. Write only the word or words next to the question number (3.1–3.5) on the ANSWER SHEET.

- 3.1 Combined effort of individuals is far better than the sum of the individuals
- 3.2 Benefit of the drop in cost per units when larger volumes are produced
- 3.3 All members of an organisation are consulted before a decision is made
- 3.4 Act that covers workers in terms of working within acceptable safety standards and also protects workers who will be working in a dangerous environment
- 3.5 Sales equals variable costs + fixed costs

(5 × 2) [10]

QUESTION 4

4.1 Define each of the following terms:

- 4.1.1 Induction
- 4.1.2 Productivity
- 4.1.3 Performance appraisal
- 4.1.4 Position power
- 4.1.5 Budget

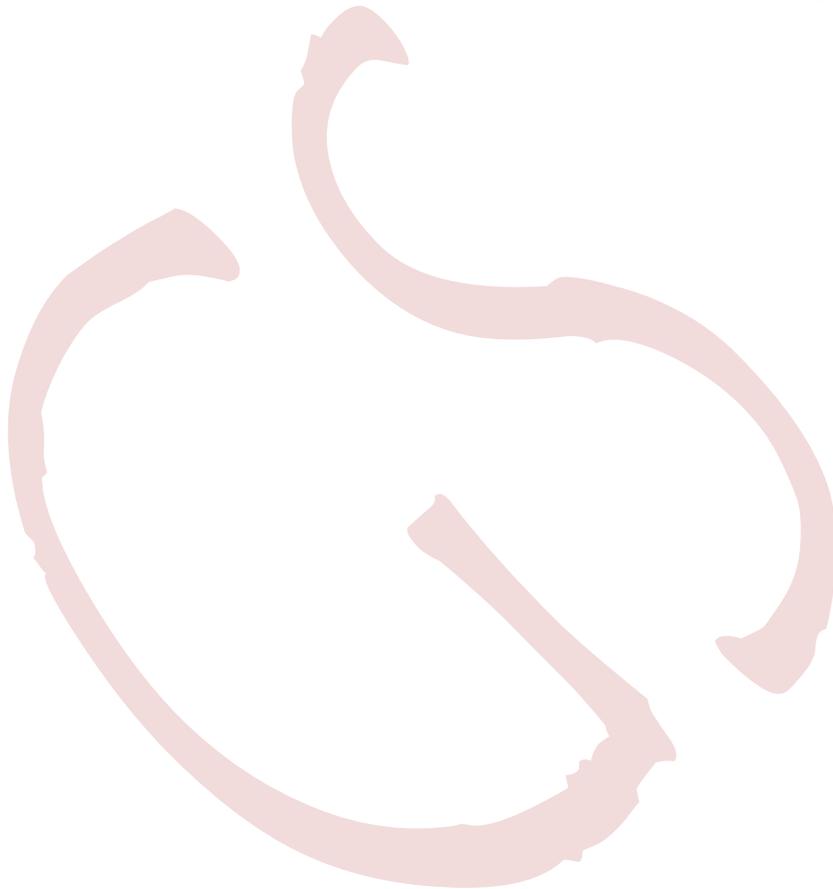
(5 × 2) (10)

4.2 Name THREE types of budgets that a business should compile when planning for the next year. (3 × 2) (6)

4.3 Give the characteristics of fixed economic order and time-fixed inventory. (2 × 2) (4)

[20]

TOTAL SECTION A: 50



ANSWER SHEET EXAMINATION NUMBER:

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SECTION A

QUESTION 1

- 1.1 _____
- 1.2 _____
- 1.3 _____
- 1.4 _____
- 1.5 _____

(5 × 2) [10]

QUESTION 2

- 2.1 _____
- 2.2 _____
- 2.3 _____
- 2.4 _____
- 2.5 _____

(5 × 2) [10]

ANSWER SHEET EXAMINATION NUMBER:

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QUESTION 3

- 3.1 _____
- 3.2 _____
- 3.3 _____
- 3.4 _____
- 3.5 _____

(5 × 2) [10]

QUESTION 4

- 4.1.1 _____
- 4.1.2 _____
- 4.1.3 _____
- 4.1.4 _____
- 4.1.5 _____
- 4.2 _____
- 4.3 _____

(5 × 2) (10)

(3 × 2) (6)

(2 × 2) (4)

[20]

TOTAL SECTION A: 50