



**BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION**

COMMERCE AND OFFICE PROCEDURES

25/2

Paper 2

October/November 2019

Marks: 50

Time: 2 Hours

**Candidate
Full Names:**

Centre Number:

J	C				
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Candidate Number:

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INSTRUCTIONS

1. Write your full names and examination number in the spaces provided above.
2. There are two sections, **A** and **B**. Answer **ALL** questions in each section.
3. All answers must be written in the spaces provided.
4. Show all the necessary working.
5. Calculators may be used in this paper.

FOR EXAMINER'S USE ONLY

Section A	Marks Scored
1	
2	
3	
Section B	
4	
5	
Total Marks	

This question paper contains 10 printed pages.

(30 Marks)

SECTION A

1. Boago Enterprises is a small business which produces and sells popcorns. During the month of June 2018, the business incurred the following operational expenses.

	P
Salaries	1 000
Rent	300
Salt	75
Cooking oil	350
Spices	50
Popcorn maize	500
Packaging material	120

(a) What is meant by operational expenses?

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..... (1)

(b) Calculate the total variable costs for Boago Enterprises. Show your working.

P..... (2)

(c) Boago Enterprises produced 400 packets of popcorns in the month of June.

(i) Calculate the unit cost of production for a packet of popcorn.

Show your working.

P..... (3)

884

A012



(ii) The selling price of popcorn per packet is P8.

Calculate the revenue received in the first week if 100 packets were sold.
Show your working.

P..... (2)

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2. Earth Link (Pty) Ltd is a newly established Limited Company.

(a) Explain how Earth Link (Pty) Ltd benefits from limited liability.

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..... (2)

(b) Earth Link (Pty) Ltd needs a warehouse in running its business.

Explain **two** benefits that Earth Link (Pty) Ltd may enjoy by having a warehouse.

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..... (4)

(c) Describe how Earth Link (Pty) Ltd could use any **two** elements of the AIDA principle to design an advertisement.

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..... (4)

(d) The government intends to nationalise Earth Link (Pty) Ltd.

Explain **one** disadvantage of this intention by the government.

.....
.....
..... (2)

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3. Bisto General Dealer of Private Bag 123, Seduma, returned some goods to Zigzag Wholesalers of Private Bag 7891, Bokwena. On 10 July 2018, Zigzag Wholesalers sent a credit note to Bisto General Dealer for the following goods which were returned:

- 5 x 10 kg Rice at P100 each
- 4 x 3 kg Macaroni at P80 each

A trade discount of 20% was given on all goods supplied.

(a) Explain any **two** reasons that might have made Bisto General Dealer to return the goods supplied by Zigzag Wholesalers.

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(4)

SECTION B

(20 Marks)

4. Ms B Masedi is a Senior Supplies Officer while Mr Molefe Thomas is a Supplies Officer at Morning Side Secondary School. On 22 May 2018, boxes of note books fell on Mr Thomas and injured his right leg while he was packing them on a shelf. An ambulance was called and the nurse treated Mr Thomas for shock before he was taken to Healthwise Hospital for an X-ray. Ms Masedi was then asked to complete an accident report form to record what happened.

(a) Outline the steps in the correct order which Ms Masedi should follow to report the accident.

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(4)

A012

(b) Below is an Accident Report form which was partially filled by Ms Masedi. Complete it by filling in the missing information.

**ACCIDENT REPORT FORM
FOR MORNING SIDE SECONDARY SCHOOL**

This form must be completed following all accidents or injuries to employees or visitors at Morning Side Secondary School. After completing the form, please submit it to the Health and Safety Officer.

Injured Person(s)

Surname: Thomas

Title: (Mr/Mrs/Miss)

Other Names: Molefe

Date of Birth: 08/07/74

Home Address: P O Box 12, Bokone

Complete if applicable

Department: Supplies Department Position Held:.....

Date of accident:..... Time of accident: 12:30

Place of accident: Morning Side Secondary School

Details of the accident and any injuries. What happened?

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.....

First Aid treatment given.....

Details of Injury. He sustained an injury on the right leg which was then swelling.

Was the injured person taken to hospital? Yes/No.

If yes where? Healthwise Hospital.

Names of any persons present at the time of the accident

1. Ms B. Masedi

2.

Name of person reporting:.....

Department: Supplies Department

Signature: *B. Masedi*

Date:

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- (b) The Academic Committee of Boikago Junior Secondary School through the regional office, is planning a dinner dance for all teams that received medals at a Practical Subjects Fair. The committee wishes to invite all staff members and students in the school as well as the five neighbouring schools.

State and give reasons for the appropriate type of written communication that should be used to invite the following groups:

- (i) The committee invites students and staff of Boikago Junior Secondary School.

..... (1)

Reason.....

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..... (1)

- (ii) The regional office invites the neighbouring schools.

..... (1)

Reason.....

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..... (1)

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A012