



BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION

COMMERCE AND OFFICE PROCEDURES

25/2

Paper 2

October/November 2021

Time: 2 Hours

Marks: 50

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	
6	
Total Marks	

This question paper contains 8 printed pages.

SECTION A

1. (a) Explain the importance of the types of discounts stated below.

(i) Trade discount to the buyer

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

(ii) Cash discount to the seller

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

(b) Mr Morupisi plants different vegetables which he sells to the local retailers. He normally offers credit facilities to his regular customers.

(i) Identify the **two** stages of production which Mr Morupisi is involved in.

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

(ii) State any **two** advantages to Mr Morupisi of selling on credit.

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..... (2)

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(c) List the procedure which a Company should follow when calling a business meeting.

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..... (4)

3. Sunshine (Pty) Ltd has opened an account with Alpha Commercial Bank. The Bank performs certain functions on behalf of Sunshine (Pty) Ltd.

(a) Describe any **two** functions Alpha Commercial Bank could be offering to Sunshine (Pty) Ltd.

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..... (4)

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Tebogo Diano intends paying Sunshine (Pty) Ltd an amount of P1 500 by cheque on 16 November 2020.

- (b) Complete the cheque below which will be issued to Sunshine (Pty) Ltd as if you were Tebogo Diano.

	<u>A/C PAYEE ONLY</u>	18-14165			
PAY:		<table border="1"><tr><td> </td><td> </td><td> </td></tr></table> DD MM YYYY			
THE SUM OF		<table border="1"><tr><td> </td></tr></table>			
.....	 T. Diano			
⑆ 243 ⑆ ⑆ 00005 ⑆ 123 ⑆ 123 ⑆ 456 ⑆ 78 ⑆					

(5)

SECTION B

140 Mar 60

4. (a) State any **two** services provided in an office.

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.....
.....

(2)

(b) Name and explain any **two** facilities that a building plan designer must include when drawing an office plan to ensure a safe and healthy office environment.

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.....
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(4)

(c) Complete the table below by stating the use of the mail room equipment given.

Mail room equipment	Use
Paper folding machine	
Scale	

(2)

5. Below is a presentation of a filing method.

Patient number: 501
502
503
504
505

(a) (i) Name the filing method.

..... (1)

(ii) Give a reason for your answer in (a)(i).

.....
..... (1)

(b) State any **four** characteristics of a good filing method.

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..... (4)

Marks,

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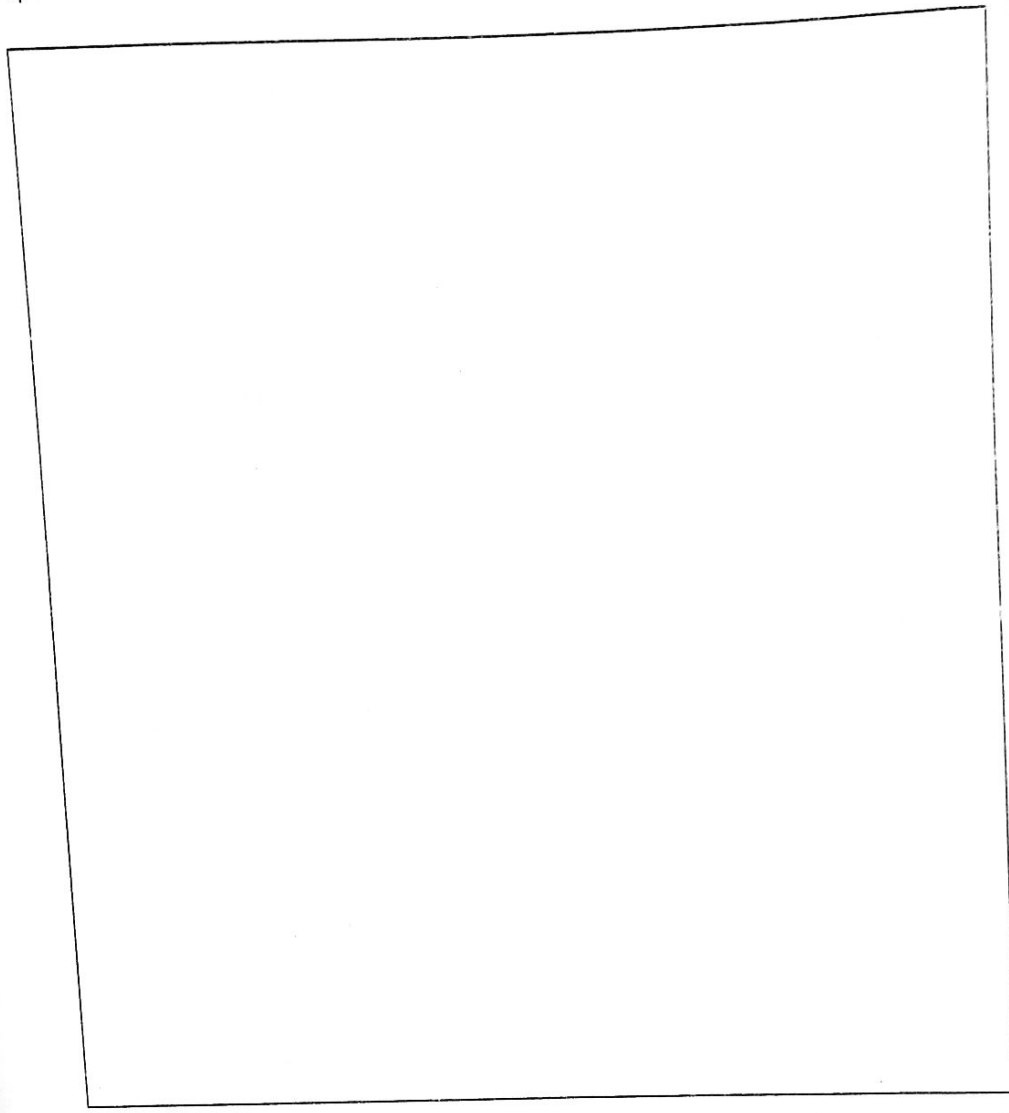
A00C

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6. You are employed as a receptionist at Boikago Investment (Pty) Ltd. On the 14 October 2019, the following visitors came to the premises:

- Mr Dirang of Mani Enterprise came at 0900 hours to see Miss Moima and left at 1015 hours.
- Miss Molwane of Sunlight Tuckshop came at 1100 hours to see the Personnel Manager, Mr Mogwase. She left at 1130 hours.
- Mr Oaja from Oaja & Associates, reported at 1130 hours to see the General Manager, Ms Dire and left at 1200 hours.
- Miss Kiko from Kgapi Leather Works, arrived at 1400 hours to see the Purchasing Manager, Mr Moumakwa. She left the office at 1445 hours.

Draw and complete a Visitors' Register for Boikago Investment (Pty) Ltd in the space below.



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(6)