



BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION

COMMERCE AND OFFICE PROCEDURES

25/2

Paper 2

October/November 2022

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

Sections A	Marks Scored
1	
2	
3	
Sections B	
4	
5	
6	
Total Marks	

This question paper contains 10 printed pages.

SECTION A

(30 Marks)

For
Examiner
Use

1. A retailer purchased a computer for P7 000 and sold it at a markup of 4%. Calculate the selling price. Show your working.

P..... (3)

2. Lolla has started a new business selling graduation gowns. She decided to open a current account for her business.

(a) Explain any **two** benefits to Lolla's business of operating a current account.

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(4)

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A006

(b) Describe any **two** sources of finance which Lolla may use.

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(c) Explain any **two** benefits to the community that Lolla's business may offer.

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A006



3. Ted wants to start a bakery business in Matloding village. He purchased the following equipment:

Item	Value P
Electric stove	3 200
Mixer	640
Three large bowls	2 420
Baking trays	800

Ted plans to produce 2 000 loaves of bread per week. He will incur the following expenses:

Rent for premises	3 000
Flour	2 500
Baking powder	270
Cooking oil	350
Salt	85
Sugar	440
Water	760
Electricity	1 100

(a) Calculate the value of Fixed, Variable and Unit Costs. Show your working.

(i) Fixed costs

P..... (1)

(ii) Variable costs

P..... (2)

(iii) Unit Cost

P..... (3)

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(b) After 6 months Ted prepared an Income Statement to find the net profit/loss.

Explain why it is important for him to know the net profit/loss.

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(2)

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A006

(c) On 31 August 2020, Ted of P O Box 64, Matloding, ordered from Kicks Hypermarket of Private Bag 0011, Ramosadi, the items below.

5 x 12.5 kg flour @ P85 each

3 x 1 kg baking powder @ P20 each

20 litres cooking oil @ P350

2 x 12.5 kg sugar @ P110 each

2 x 1 kg salt @ P11 each

(i) State the importance of an order.

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..... (1)

(ii) Show how Ted will prepare an Order Form for the supply of the items.

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Use

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Examiner's
Use

Handwriting practice area with 20 horizontal dotted lines.

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A006

(6)

SECTION B

(20 Marks)

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Examiners
Use

4. Lesego is the secretary at Tsogang JSS. She receives different types of mail.

(a) Describe how Lesego should deal with each of the following types of mail:

(i) Urgent mail

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..... (4)

(ii) Personal mail

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..... (2)

(b) Explain why Lesego should use a letter opener when handling incoming mail.

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..... (2)

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A006

5. Thabo Enterprise sells stationery and they use computers in their operations.

(a) Explain any **two** benefits to Thabo Enterprise of using computers.

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..... (4)

(b) Describe any **two** ways in which Thabo Enterprise should take care of their computers.

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..... (4)

Tshepo and Peter are employees at Thabo Enterprise. They have very good working relations.

(c) Explain **one** effect of their relationship on their work.

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A006

6. Identify the risks indicated by each of the safety signs below.

(a)



..... (1)

(b)



..... (1)

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