



**BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION**

COMMERCE AND OFFICE PROCEDURES

25/2



Paper 2

October/November 2023

Marks: 50

Time: 2 Hours

**Candidate
Full Names:**

Centre Number:

J	C				
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Candidate Number:

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33. 24.00

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	

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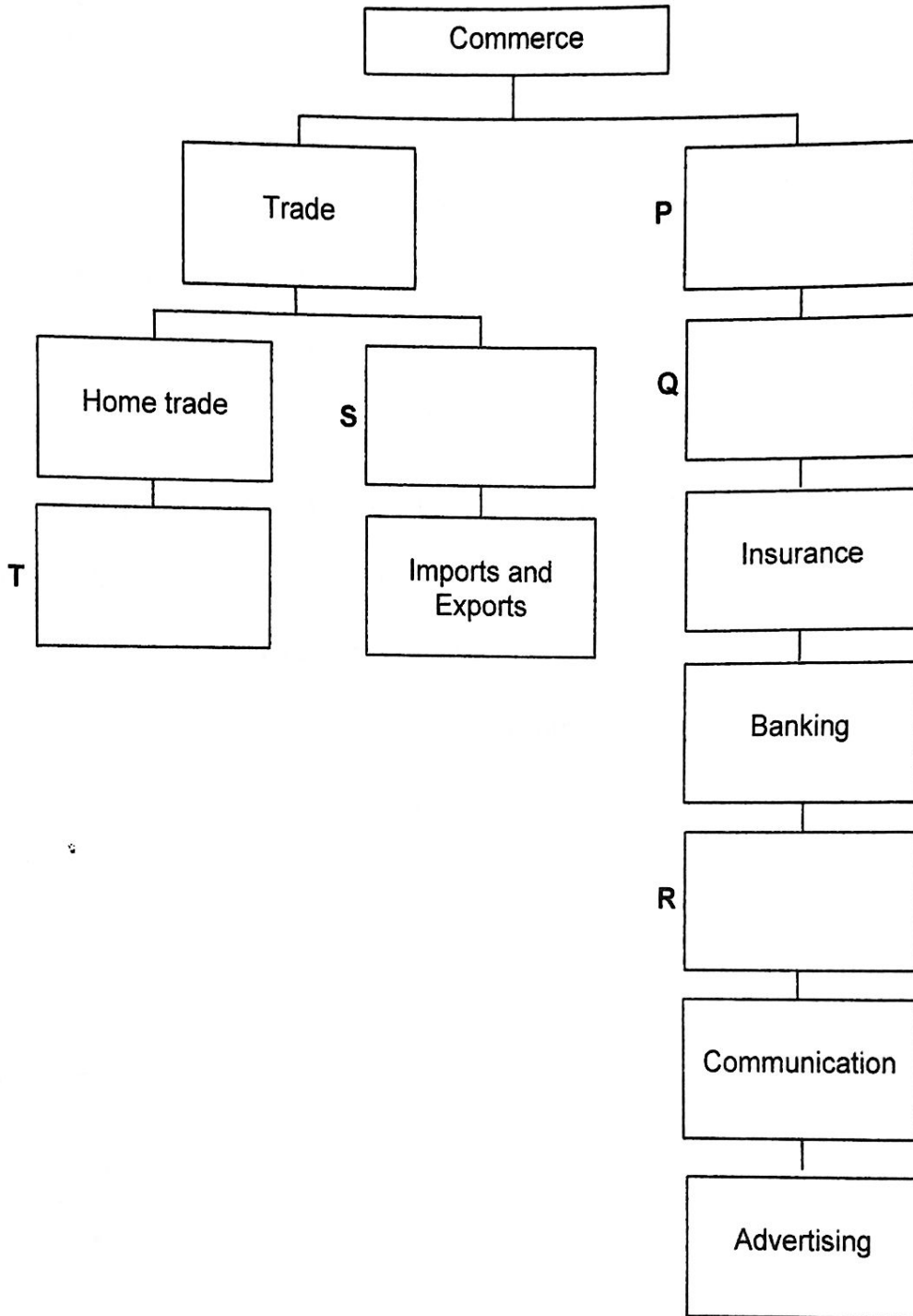
This question paper contains 8 printed pages.

SECTION A

(30 Marks)

1. (a) Below is an incomplete structure of the scope of commerce with some missing components labelled only as P, Q, R, S and T.

Complete the structure by filling in the missing components P, Q, R, S and T.



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(5)

(b) (i) Lesly is engaged in home trade. He operates a tuck-shop. Below are some of the items he sells.

pencils sugar shoe polish milk

Classify the items listed into needs and wants.

Needs	Wants
.....
.....
.....
.....
.....

(4)

(ii) Lesly keeps his daily cash sales in a savings account. He is concerned that his savings will be affected by inflation.

Describe any **two** possible effects of inflation on Lesly's savings.

.....

.....

.....

.....

.....

.....

.....

.....

.....

(4)

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3. On 30 A
the good
Westwood
10 cases o
1 bale of 1
10 boxes of
14% VAT

2. Malebogo Dingalo is employed at a rate of P17 per hour. For the month of June 2022, she worked for 180 hours. Her monthly deductions are as follows:

	P
• Income tax	150
• Pension	60
• Medical aid	140
• Union contribution	40
• Car insurance	70

(a) Describe the pay rate system which is used to calculate Malebogo's salary.

.....

.....

..... (2)

(b) Complete the pay slip for Malebogo Dingalo shown below.

Pay slip

Name: Malebogo Dingalo

Bank Name: Bank of GGH

Account Number: 78009265

Date: 27 June 2022

Earnings	Amount (P)	Deductions	Amount (P)
Basic salary			
Gross salary		Total deductions	
		Net salary	

(6)

(c) Identify any voluntary deduction from Malebogo's pay slip.

..... (1)

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Section B

- 4. (a) Describe the correct keyboarding posture in relation to the body parts listed below.

Back

.....

.....

Feet

.....

.....

Wrists

.....

.....

(3)

- (b) Outline the steps which should be followed when handling outgoing mail.

Step 1:

.....

Step 2:

.....

Step 3:

.....

Step 4:

.....

Step 5:

.....

(5)

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5. The conversation below describes how Tebogo and Neo perform their daily duties.



I am Tebogo. My duties include recording minutes using a computer.



I am Neo. I connect incoming phone calls to employees within the organisation.

(a) Identify the job titles for Tebogo and Neo.

Tebogo (1)

Neo (1)

(b) List six steps in the correct order, which Tebogo should follow in order to save typed minutes in a computer.

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

Step 6: (6)

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