



BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION

COMMERCE AND OFFICE PROCEDURES

25/4

COMMERCE AND ACCOUNTING

26/4

SAMPLE PAPER 4

October/November

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. Answer **ALL** questions.
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	
Questions	Marks Scored
(a) - (c)	
(d) - (e)	
(f)	
(g)	
(h) - (i)	
Total	

This question paper contains 6 printed pages.

The Form 2 E students of Purity Junior Secondary School have realised that the majority of teachers in the school use plastic bags for their shopping. The bags cause littering if not disposed off properly. The students came up with an idea of making shopping bags which they would sell to their teachers. The bags will be made from empty maize meal bags which they will buy cheaply from the school kitchen and would be used for a longer period of time.

Below is the presentation of their initial product idea and the finalised idea through stages 1 to 3.



Stage 1



Stage 2



Stage 3

- (a) Suggest and explain how the business idea might have been developed as shown by the stages.

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..... (2)

- (b) Explain any **two** ways in which the idea to use empty maize meal bags would positively impact the business environment.

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..... (4)

- (c) (i) Which strategy could the students use to promote their shopping bags?

..... (1)

- (ii) Give **one** reason for your answer to (c)(i).

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..... (1)

(d) Analyse the **two** SWOT elements listed below for their shopping bags.

(i) Weakness

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..... (2)

(ii) Opportunity

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..... (2)

(e) Before they could start the business, the Form 2E students carried out a market research.

Describe any **three** pieces of information which the students might have obtained from carrying out the market research.

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..... (6)

(f) After the market research data analysis, the students decided to start a business named Comfy Bags Company. A meeting was called to come up with a production plan.

(i) State a possible objective for the company.

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..... (1)

(ii) Explain any **two** reasons why it is important for Comfy Bags Company to come up with a production plan.

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..... (4)

(iii) Name any **two** key elements which the Company should include in its production plan.

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..... (2)

(iv) The Chairperson of the meeting emphasised the need to record minutes during the meeting.

Explain why it is important for Comfy Bags Company to record minutes of the meeting.

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..... (2)

- (g) In February 2019, the Company started operating.
The table below shows the materials bought for the month.

Material	Quantity	Price (P)
Covering cloth	12 m	8 per m
Lining	10 m	5 per m
Zips	10	20 each
Fabric glue	20 bottles	24.95 per bottle
Buttons	20	10.95 each
Empty maize meal bags	10	2 each

- (i) Calculate the total cost of the materials bought in February 2019.
Show your working.

P.....(3)

Each bag requires the following materials to produce:

- 1½ m covering cloth
- ½ m lining material
- 2 buttons
- 1 bottle of fabric glue
- 1 empty maize meal bag
- 1 zip

- (ii) Calculate the cost of producing one bag. Show your working.

P.....(3)

(h) (i) State any **two** benefits to Comfy Bags Company of having a good organisational structure.

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..... (2)

(ii) Describe any **two** documents which the Production Department may keep as a record for the Company.

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..... (4)

(i) State any ethical issue which Comfy Bags Company need to observe under the Marketing Department.

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..... (1)