



BOTSWANA EXAMINATIONS COUNCIL  
JUNIOR CERTIFICATE EXAMINATION

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<b>COMMERCE AND OFFICE PROCEDURES</b>	<b>25/4</b>
<b>COMMERCE AND ACCOUNTING</b>	<b>26/4</b>
<b>SAMPLE PAPER 4</b>	

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# **MARKING SCHEME**

<p><b>(a)</b></p>	<p><b>They used creativity</b> They were able to use their creative minds/imagination to cover the sacks of maize meal/empty maize meal bags with a beautiful cloth, fitted the buttons for support and made a handle for easy carrying of groceries.</p>	<p><b>1 mark</b>  <b>1 mark</b>  <b>Max 2</b></p>
<p><b>(b)</b></p>	<p><b>Reduce littering</b> They would be reducing the amount of bags that would otherwise be all over the place if not disposed off properly. By so doing they would be taking care of the environment.</p> <p><b>Provision of shopping bags</b> They would be assisting teachers with shopping comfort since they would be able to use the bags over a long period of time.</p>	<p><b>1 mark</b>  <b>1 mark</b>  <b>1 mark</b>  <b>1 mark</b>  <b>Max 4</b></p>
<p><b>(c) (i)</b></p> <p><b>(ii)</b></p>	<p>Discounts</p> <p>They could be giving cash discount to encourage the customer to pay promptly thus increasing sales.</p> <p><b>OR</b> Using samples/displays</p> <p>The bags would be displayed at a strategic location within the school, preferably, the staff room. This would enable the teachers who are the target market, to appreciate the bags and possibly place an order or buy, hence increase sales.</p> <p><b>OR</b> Advertising on staff notice board The advertisement can be easily noticed by teachers who are the target market.</p>	<p><b>1 mark</b>  <b>1 mark</b>  <b>1 mark</b>  <b>1 mark</b>  <b>1 mark</b>  <b>1 mark</b>  <b>Max 2</b></p>
<p><b>(d) (i)</b></p> <p><b>(ii)</b></p>	<p><b>Weakness</b> Lack of business skill The Form 2E are targeting the teachers only which shows lack of skill. As a result, there would not be enough sales. Non-teaching staff as well as students may also be interested in buying their bags. Therefore the business may fail to meet the demand as it has initially underestimated the market size.</p> <p><b>Opportunity</b> Wider market The Form 2E students did not include students as their target market. There is an opportunity to grow their market by including the students.</p>	<p><b>1 mark</b>  <b>1 mark</b>  <b>1 mark</b>  <b>1 mark</b></p>



<p><b>(iii)</b></p> <p><b>(iv)</b></p>	<p>Any elements of a production plan</p> <ul style="list-style-type: none"> <li>• Material ordering</li> <li>• Human resource/personnel</li> <li>• Bottlenecks</li> </ul> <p>To have a record which would be referred to.</p> <p>The minutes reminds the students/Company owners of any action items that have to be done so that nothing is forgotten or left out.</p> <p>Legal requirement It is a legal requirement that companies write and maintain updated minutes so the Company will have to adhere to the requirements.</p>	<p><b>Any two 1 mark each Max 2</b></p> <p><b>1 mark</b></p> <p><b>1 mark</b></p> <p><b>1 mark</b></p> <p><b>1 mark</b></p> <p><b>Max 2</b></p>																																																
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