



DECEMBER 2017

BUSINESS MANAGEMENT & ADMINISTRATION

Instructions to candidates:

- a) Time allowed: Three hours (plus an extra ten minutes' reading time at the start – do not write anything during this time)
- b) Answer any FIVE questions
- c) All questions carry equal marks. Marks for each question are shown in []
1. Overall control of a limited liability company is maintained by the board of directors on behalf of the shareholders. Explain the directors' role as:
- a) managers of the company
 - b) business administrators within the company
- [10 each]
2. With the aid of line organisation charts, evaluate the types of authority most suitable for the following:
- a) The senior management of a large multinational corporation
 - b) An accountant's partnership
 - c) A small IT company
 - d) A local convenience store
- [5 each]
3. a) Describe which type of business enterprise would be appropriate for the following:
- i A plumber working on their own
 - ii A small estate agency
 - iii A small family brewing business
 - iv A large hotel chain
- [3 each]
- b) Evaluate the main differences between private and public limited liability companies. [8]
4. You are a trainee manager of a manufacturing company and the human resources manager has asked you to appraise:
- a) how you would introduce work study into your organisation [10]
 - b) the benefits which might be the result of its introduction to your organisation [10]
5. a) Describe the factors which influence the size of the market for a good or service of your choice. [8]
- b) Evaluate the most appropriate selling media for the following:
- i A smartphone manufacturer
 - ii A multinational clothing retailer
 - iii An importer of luxury cars
- [4 each]
6. a) Analyse the relationship between the purchasing department and other departments of a business. [10]
- b) Evaluate the following aspects of purchasing:
- i Approved suppliers
 - ii Economic order quantities
- [5 each]
7. a) With the aid of a suitable diagram, explain how the five-point plan can be used in the design of a person specification. [8]
- b) Appraise the benefits of a formal induction training programme to both new employees and the organisation. [12]
8. a) Define the term **delegation**. [8]
- b) With the aid of suitable diagrams, evaluate how it should be effectively undertaken. [12]

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