

## BUSINESS MANAGEMENT &amp; 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. The overall control of a limited 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 organisation charts, explain the types of authority most suitable for the following:
    - a) The senior management of a large multinational company
    - b) An accountant's partnership
    - c) A small IT company
    - d) A local newsagents

[5 each]
  3.
    - a) Describe the main differences between private and public limited companies. [5 each]
    - b) Compare the most important features of general and limited partnerships. [5 each]
  4.
    - a) Describe the FOUR main types of production. [4 each]
    - b) Give examples where EACH of these types may be employed. [1 each]
  5.
    - a) Describe the factors which influence the size of the market for a particular good or service. [8]
    - b) What media outlets are most suitable for the following:
      - i A DVD player manufacturer
      - ii A fashion clothing retailer
      - iii An importer of cars

[4 each]
  6.
    - a) Identify the SEVEN possible methods of charging stock out to jobs. [1 each]
    - b) With the aid of a diagram, explain the concept of Economic Order Quantity. [10 + 3 for format of diagram]
  7. The Administration Manager of your organisation is considering alternative electronic methods of transmitting information. Describe, with examples:
    - a) internal electronic methods of communication
    - b) external electronic methods of communication

[10 each]
  8.
    - a) Briefly define the term **Risk Management**. [8]
    - b) With the aid of examples, describe any FOUR of the six main types of risk faced by organisations today. [12]

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