

## Grade 7 EMS Worksheet

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### Assessment Task: Characteristics of a Manager

#### Formal Assessment Task

#### Activity 1: Management, leadership and the role of processes in a business (Individual Activity)

Read the case study below and answer the questions that follow.

Lucy Tshabalala applied for a job at Marsbar Sweet Factory as a personnel manager. She is told that she would be responsible for the Human Resources Department. Lucy knows that she will be able to do the job, because she has the characteristics of a good leader and manager. Lucy is told she would be responsible for organising the business personnel structure and compiling job descriptions.

- a) What does a personnel manager do? [1 mark]
- b) Name eight character traits Lucy must have to make her a good personnel manager. [8 marks]
- c) Explain why it is important that a personnel manager compile job descriptions when organising the personnel structure of a business. [2 marks]
- d) Name four of the six processes in the Human Resources Department Lucy would be responsible for. [4 marks]

[Total: 15 marks]

#### Activity 2: Technology and recordkeeping (Individual activity)

Do research about the use of technology in business, especially pertaining to the storage of documents. Bring your resources to class. Write an essay to explain how a business can make use of technology to store records and to improve administration in the business. Explain the impact on productivity.

[20 marks]

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Use the essay template below.

### How to write an essay:

The first paragraph of an essay consists of the introduction. In the introduction you tell people what you will be telling them about in the essay. The body of the essay consists of several paragraphs in which you state the different points you want to convey (each in its own paragraph). You will state the facts of each point and explain them in the body. The last part of the essay is the conclusion. In the conclusion you will summarise the supporting information and show how you reached your conclusion. In short, remember: In the introduction you tell people what you are going to tell them. In the body, you tell them. Then in the conclusion, you tell them what you have told them!

Make use of these tips:

- Once you have a topic, prepare an outline of ideas to include in your essay.
- You will be responsible for supplying facts in your essay, so ensure that your facts are correct.
- Use your own words to explain the facts in your essay; don't just copy them out of the content you have learned.
- Use examples to explain what you mean, if necessary.
- Use appropriate terminology and avoid using slang.
- Be concise and relevant.
- Every paragraph should answer the question asked.
- Pay attention to your grammar usage and spelling in the essay.

### Guidelines for the structure of this essay:

Introduction: Introduce the main topic and main sections of the essay.

Paragraph 1: Explain what technology there is available to use in a business to improve administration.

Paragraph 2: Describe the advantages and disadvantages of the different types of technology.

Paragraph 3: Describe the importance of storing documentation of a business.

Paragraph 4: Describe how the different technologies can be used to store business documents.

Conclusion: How technology helps to improve productivity in a business.

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### Teacher assessment rubric: essay

Criteria					Marks
Collect, analyse and organise information on how financial statements help a business to make decisions <b>[Marks out of 5]</b>	The learner shows exceptional skill in collecting, analysing and organising information. The learner included at least eight to ten facts. [5 marks]	The learner shows very good skill in collecting, analysing and organising information. The learner included at least six to seven facts. [4 marks]	The learner shows satisfactory skill in collecting, analysing and organising information. The learner included at least four to five facts. [3 marks]	The learner shows little skill in collecting, analysing and organising information. The learner included three or fewer facts. [1-2 marks]	
Inclusion of all points <b>[Marks out of 5]</b>	The learner included all the points required in the essay and expanded on them all. [5 marks]	The learner included all the points required in the essay and expanded on some of them. [4 marks]	The learner included all the points required in the essay. [3 marks]	The learner did not include all the points required in the essay. [1-2 marks]	
Content and structure <b>[Marks out of 5]</b>	The content is correct and well structured. [5 marks]	The content is mostly correct and well structured. [4 marks]	The essay contains a few factual errors but is fairly well structured. [4 marks]	The essay contains many factual errors and is poorly structured. [1-2 marks]	
Language use in essay <b>[Marks out of 5]</b>	Excellent language usage with no mistakes. Own words used. [5 marks]	Good language usage with only a few mistakes (fewer than five). Own words mostly used. [4 marks]	Acceptable language usage with more than five mistakes. Some sentences are copied from the lesson. [3 marks]	Little attempt to use correct language or no attempt to use own words. [1-2 marks]	
<b>Total mark out of 20:</b>					

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**Level 4: 15–20 marks (70–100%) – Outstanding**

**Level 3: 10–14 marks (50–69%) – Achieved**

**Level 2: 7–9 marks (35–49%) – Partially achieved**

**Level 1: 1–6 marks (1–34%) – Not achieved**

### Activity 3: What we learn from a statement of net worth (Individual activity)

Study the statement of net worth below of Marsbar Sweet Factory on 31 August 2012 and indicate whether the statements that follow are true or false. Explain your answer every time in one sentence.

#### Statement of net worth of Marsbar Sweet Factory on 31 August 2012

Fixed assets			Owner's capital	250 000	
Land	R250 000		Profit	41 500	
Buildings	R350 000		<b>Total owner's equity</b>		291 500
Equipment	R120 000		<b>Total liabilities</b>		485 000
Total fixed assets		720 000	Long-term liabilities	420 000	
Current assets		56 500	Short-term liabilities:		
Debtors	3 500		Creditors (supplies)	65 000	
Cash in bank	53 000				
			<b>Total owner's equity</b>		
			<b>+</b>		
<b>Total assets</b>		<b>776 500</b>	<b>total liabilities</b>		<b>776 500</b>

- The statement of net worth of Marsbar Sweet Factory is applicable for the period ending on 31 August 2012. [2 marks]
- The total assets of the business are worth R776 500. [2 marks]
- The business would be able to pay off its short-term creditors with its current assets. [2 marks]
- The value of the fixed assets is less than that of the long-term liabilities. [2 marks]
- The profit increases the owner's equity. [2 marks]

[Total: 10 marks]

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### Activity 4: Class test

1. How does planning ahead in a business allow you to be flexible? [2 marks]
2. Explain the difference between short-term, medium-term and long-term planning in a business. [3 marks]
3. What does the acronym SWOT stand for? [4 marks]
4. Name three forms of financial control in a business. [3 marks]
5. Name four different leadership styles. [4 marks]
6. Name three kinds of business documents a business should store. [3 marks]
7. What does ICT mean? [1 mark]
8. Name one fixed asset and one current asset in a business. [2 marks]
9. What does a statement of net worth tell you? [1 mark]
10. Name two functions of the human resources department in a business. [2 marks]

[Total: 25 marks]

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### Suggested Solutions

Question number	Possible marks	Solution
1	15	<p>a) A personnel manager is responsible for managing the human resources of a business and for applying legislation that has to do with labour matters. [1 mark]</p> <p>b) She should be action-oriented; able to act decisively; fair; treat people with respect; a multi-tasker; able to work under difficult circumstances; admit to being wrong and be willing to take advice; respect confidentiality; open; honest; keep her promises; recognise valuable contributions by colleagues; be trustworthy. (any eight) [8 marks]</p> <p>c) So that the employer knows what to expect of the employee and so that the employee knows what his or her job entails and what is expected of him or her. [2 marks]</p> <p>d) Recruitment, selection, placement, induction, training, labour relations. (any four) [4 marks]</p>
2	20	Individual essays.
3	10	<p>a) False, a statement of net worth is compiled for a specific date. [2 marks]</p> <p>b) True, indicated on the last line of the statement. [2 marks]</p> <p>c) False, the current assets are less than the short-term liabilities. [2 marks]</p> <p>d) False, the value of the fixed assets is R720 000, whereas the value of the long-term liabilities is R420 000. [2 marks]</p> <p>e) True, it is added to the capital to give total owner's equity. [2 marks]</p>
4	25	<p>1. When you plan ahead, you can foresee problems or plans that won't work. You can then adapt your plans or way of thinking to overcome the problems you see. [2 marks]</p> <p>2. Short-term planning is planning that is done monthly, medium-term planning is done for a year at a time, and long-term planning is done for longer periods, such as five years. [3 marks]</p> <p>3. S = Strengths W = Weaknesses O = Opportunities T = Threats [4 marks]</p>

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		<p>4. Budgeting; recording of transactions in journals; banking and handling cash; credit control; tax; asset management; stock control. (any three) [3 marks]</p> <p>5. Autocratic leadership; democratic leadership; free-rein leadership; charismatic leadership. [4 marks]</p> <p>6. Copies of invoices, receipts, credit notes, debit notes, bank statements, deposit slips, till slips, paid cheques, stock sheets, orders, financial statements, copies of important correspondence and agreements and creditors and debtors lists. (any three) [3 marks]</p> <p>7. Information and communication technology [1 mark]</p> <p>8. Fixed assets: buildings, equipment, vehicles. (any one) Current assets: cash on hand, debtors, trading stock. (any one) [2 marks]</p> <p>9. It gives you the financial position of the business on a specific date. [1 mark]</p> <p>10. The human resources department:</p> <ul style="list-style-type: none"> <li>• manages the organisation of manpower</li> <li>• administers personnel matters</li> <li>• manages personnel matters</li> <li>• manages labour matters</li> <li>• manages industrial matters (any two) [2 marks]</li> </ul>
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### Appendix of Assessment Tools

#### Teacher assessment rubric: essay

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