

## Grade 7 EMS Worksheet

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### Assessment Task: Managing a business event

#### Running your business event (Group activity)

You have chosen a business idea for a business event that you have been planning. You have now finished your planning and are ready to run your business event.

1. State what your business event is. Run your business event and monitor your performance. Make adjustments if necessary.

#### Group assessment checklist

Criteria	Yes	No
Our group followed our checklist and timeline to run our business event.		
Our group ran a successful business event.		
Our group made money for our school through our business event.		
Our group satisfied a need in our community through our business event.		
Our group developed respect for each other and our clients.		
Our group developed tolerance and patience while working with each other and with other people.		
Our group showed good business ethics in running our business.		
Our group learned valuable entrepreneurial skills.		

2. Compile a questionnaire to obtain feedback on your business event. Include at least 10 questions and interview at least five people. Analyse and interpret your data so that you can draw valid conclusions about the feedback you obtained.

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### Teacher assessment rubric: questionnaire and feedback

Criteria					Marks
Compiling a questionnaire <b>[Marks out of 5]</b>	The learner compiled a questionnaire containing 10 or more questions.  [5 marks]	The learner compiled a questionnaire containing between seven and nine questions.  [4 marks]	The learner compiled a questionnaire containing fewer than seven questions.  [3 marks]	The learner compiled a questionnaire containing fewer than four questions.  [1-2 marks]	
People interviewed <b>[Marks out of 5]</b>	The learners interviewed at least five clients to get their feedback. [5 marks]	The learner interviewed four clients to get their feedback. [4 marks]	The learner interviewed three clients to get their feedback. [3 marks]	The learner interviewed only one or two clients to get their feedback. [1-2 marks]	
Analysing and interpreting the data and drawing conclusions <b>[Marks out of 5]</b>	The learner analysed and interpreted the data and drew valid conclusions.  [5 marks]	The learner analysed and interpreted the data and drew some valid conclusions.  [4 marks]	The learner attempted to analyse and interpret the data, but some of the conclusions weren't valid.  [3 marks]	The learner's analysis and interpretation of the data were inadequate and the learner failed to draw valid conclusions. [1-2 marks]	
<b>Total marks out of 15:</b>					

**Level 4: 11–15 marks (70–100%) – Outstanding**

**Level 3: 7–10 marks (50–69%) – Achieved**

**Level 2: 5–6 marks (35–49%) – Partially achieved**

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### 3. Evaluate your event.

How to evaluate your event:

- Hold a debriefing session after the event.
- Measure your event against the objectives you set out to achieve.
- Ask your clients how they experienced the event. (Questionnaire and feedback)
- Ask your team mates what their observations were.
- Ask your teacher what he/she thought of the event.
- Did you attract the clients you thought you would attract?
- Did everything go as planned?
- Did you complete everything on your checklist?
- Did you achieve everything in time according to the timeline?

### Group assessment checklist

Criteria	Yes	No
Our group followed the guidelines to evaluate our event.		
Our group held a successful debriefing meeting to evaluate our event.		
Our group found that our event was successful.		
Our group enjoyed working together on this project.		
Our group developed respect for each other and our diversity.		
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4. Write a report on the planning and the implementation of your business event.

### **Report writing format**

Your report should contain the headings below in bold (if typed) and underlined (if handwritten). The section between the 'Introduction' and 'Conclusion' forms the main body of your report.

#### **Title**

Choose a short, meaningful title (for example: Gr 7 Childminding project).

#### **Summary**

Summarise the main points, main conclusions and recommendations. Keep your summary short. (Although your summary appears below the title, you should write it last.)

#### **Introduction**

State the needs that you set out to fill in the community. State the purpose of your report.

#### **Explain the planning of the event**

Explain how you planned your event. Include problems you encountered and how you solved them.

#### **Method and results**

Explain how you went about setting up your business event. State how you organised and executed your event.

#### **Discussion**

Evaluate your business event. (E.g.: State whether you obtained the goals you had set out to obtain. State whether you are going to continue with your business event.)

#### **Conclusion**

Summarise your event. Explain the importance of your business event and how it satisfies a need in the community. Make recommendations about how you can continue with the event to ensure its sustainability.

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### Teacher assessment rubric: report

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Information contained in report <b>[Marks out of 5]</b>	The learner included all the relevant points in the report. [5 marks]	The learner included most of the relevant points in the report. [4 marks]	The learner included few of the relevant points in the report. [3 marks]	The learner left out most of the relevant points in the report. [1-2 mark]	
Language usage in report <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 other learners. [3 marks]	Little attempt to use correct language or no attempt to use own words. [1-2 marks]	
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### Suggested Solutions

Question number	Possible marks	Solution																						
1	None	<p>Rafiq's group chose to render a childminding service. Look at how they went about their tasks:</p> <p>We ran our business event. At the end of the first week we found that we also had to arrange for a cot to put in one end of the classroom, because we had a young child of 20 months who would be coming weekly on a Monday and Wednesday afternoon when her mother goes to gym. John's mother offered to give us an old cot that just needed some cleaning. We also found that giving the smaller children marshmallows is a messy business and decided to stick to fruit. The rest of our arrangements worked fine.</p>																						
2	None	<p>We compiled the following questionnaire to find out what our customers thought of our service:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Please evaluate the Gr 7 Childminding Service honestly:</th> </tr> <tr> <th style="width: 60%;">Question:</th> <th>Answer:</th> </tr> </thead> <tbody> <tr> <td>a) How often do you make use of our service?</td> <td></td> </tr> <tr> <td>b) Do you find the service to be friendly?</td> <td></td> </tr> <tr> <td>c) Does your child enjoy the time with us?</td> <td></td> </tr> <tr> <td>d) Are you satisfied with the supervision?</td> <td></td> </tr> <tr> <td>e) Do you find our rates competitive?</td> <td></td> </tr> <tr> <td>f) Is there anything you would like us to change?</td> <td></td> </tr> <tr> <td>g) Do you or your child have any specific needs that we should be aware of?</td> <td></td> </tr> <tr> <td>h) Would you recommend our service to other parents of small children?</td> <td></td> </tr> <tr> <td>i) If your answer in (g) was no, please explain how we can improve our service.</td> <td></td> </tr> </tbody> </table>	Please evaluate the Gr 7 Childminding Service honestly:		Question:	Answer:	a) How often do you make use of our service?		b) Do you find the service to be friendly?		c) Does your child enjoy the time with us?		d) Are you satisfied with the supervision?		e) Do you find our rates competitive?		f) Is there anything you would like us to change?		g) Do you or your child have any specific needs that we should be aware of?		h) Would you recommend our service to other parents of small children?		i) If your answer in (g) was no, please explain how we can improve our service.	
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3	None	According to the answers we found from our questionnaires, our event is very successful. It fills a need in the community and we are able to raise funds for the school. These were the two primary objectives we set for the event.

### Appendix of Assessment Tools

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