

Grade 7 EMS Worksheet

Assessment Task: Planning a business event

The importance of planning for a business event (Individual activity)

Write a paragraph about the importance of planning for a business event.

Self-assessment checklist

Criteria	Yes	No
I could write a paragraph on the importance of planning a business event.		
I included several factors that we need to plan for.		
I understand that to plan is the responsible and prudent thing to do.		
I appreciate that we are all different and don't all plan well, but know that we can improve our planning skills.		

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Suggested Solutions

Question number	Possible marks	Solution
1	None	<p>Read Susan’s paragraph on the importance of planning:</p> <p>Planning for a business event is very important if you want your event to be a success. There are several things you should do when planning. You have to organise all the factors of production so that you can produce your product or service. This includes planning your capital. You should find out what equipment you will need and how you will pay for the equipment. Next you have to plan for the raw materials you will need to produce your product or service. Whether you are rendering a service or producing a product, you have to plan how you will obtain and pay for your raw materials. You also have to plan your labour. You need to decide how tasks and responsibilities will be delegated. It is important that everybody knows what they are supposed to do and how to do it. Everybody should also know the timeframes of their involvement. Another important part of planning involves marketing your event. If people don’t know about your event, they can’t buy your product or service. It is also very important to plan for contingencies. Unexpected things could happen for which you should be prepared.</p>

Appendix of Assessment Tools

Self-assessment checklist

Criteria	Yes	No
I could write a paragraph on the importance of planning a business event.		
I included several factors that we need to plan for.		
I understand that to plan is the responsible and prudent thing to do.		
I appreciate that we are all different and don’t all plan well, but know that we can improve our planning skills.		