

Grade 7 EMS Worksheet

Assessment Task: Planning

Facts about planning (Individual activity)

Match the facts in column A with the facts in column B.

[10 marks]

| Column A | Column B |
|--|---|
| a) Planning allows you to be flexible in your business. | (i) You can project the income of your business. |
| b) Some activities you plan monthly. | (ii) In it you will identify the threats, which include your competition. |
| c) When you budget you also plan. | (iii) These businesses are small and cannot afford an extended organisational structure. |
| d) Planning your staff organisation is important. | (iv) A business can only achieve its aim if it functions well and in an orderly fashion. |
| e) When planning you draw up a SWOT analysis. | (v) Such structures have people at top management and middle management, as well as several departments. |
| f) Small and micro enterprises usually have only an owner, who also manages the business. | (vi) The Chief Executive Officer reports to the Board of Directors, but is in charge of the daily running of the company. |
| g) Large corporations have an intricate organisational structure. | (vii) When you see that a certain plan won't work, you can adapt. |
| h) In a large company the board of directors usually make the big decisions. | (viii) This helps to create order in the business because people know what their job is. |
| i) In a business, organisation is important so that people know what they are responsible for. | (ix) This is called short-term planning. |
| j) The aim of a business is to make a profit. | (x) It allows you to see how many employees to recruit and appoint. |

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Suggested Solutions

| Question number | Possible marks | Solution |
|-----------------|----------------|---|
| 1 | 10 | a) (vii) b) (ix) c) (i) d) (x) e) (ii) f) (iii) g) (v) h) (vi) i) (viii) j) (iv) |