



BUSINESS STUDIES
GRADE 12
TERM 2 ACTIVITIES
SELF STUDY GUIDELINES

Dear grade 12 class of 2020

Greetings to all Business Studies grade 12 learners in the Gauteng province.

We have come to the end of term one 2020 academic year. We hope that you have done well in in the first term and that you are ready for the June paper 1 and 2 on topics that were covered during the first term.

The Gauteng Department of Education has developed term two notes and informal activities that consist of six topics namely:

- Investment securities
- Investment insurance
- Team performance and conflict management
- Business sectors
- Management and leadership
- Quality of performance

The above mentioned **TERM 2** topics are covered in paper 1 and 2 as follows:

PAPER 1	PAPER 2
BUSINESS ENVIRONMENTS & BUSINESS OPERATIONS	BUSINESS VENTURES & BUSINESS ROLES
BUSINESS ENVIRONMENTS Business sectors	BUSINESS VENTURES Investment securities Investment insurance Management and leadership
BUSINESS OPERATIONS Quality of performance	BUSINESS ROLES Team performance and conflict management

The above breakdown of the term 2 topics indicates that there are many topics that must be covered in this term. Therefore, you are requested to study the above topics at home alone during the March and April holidays. You need to be well prepared for the June paper 1 and 2, the preliminary and the 2020 NSC examinations.

Note that other paper 1 and 2 topics were covered in term one, while the remaining topics will be covered in term 3.

Please use the following guidelines to study the above term 2 topics:

TOPICS	GUIDELINES
Investment securities	<ul style="list-style-type: none"> • Study chapter 6 of your notes • Make sure that you understand and know each sub-topic. • Answer all questions in each sub-topic after studying. • Do not copy answers from your notes as this will not help you. • Try to answer all questions then mark your own work using the notes. • Refer to the 2020 term two activities week 10.

	<ul style="list-style-type: none"> You must study and answer all questions on securities from 31 March until 6 April 2020. Make sure that you know the meaning of action verbs by referring to the table below. You must also know how each question will be marked by referring to notes 12.1 & 12.2 below. All essay questions on securities must be answered including the introduction and conclusion.
Investment insurance	<ul style="list-style-type: none"> Study chapter 7 of your notes Make sure that you understand and know each sub-topic. Answer all questions in each sub-topic after studying. Refer to the 2020 term two activities. You must study and answer all questions on insurance from 7-15 April 2020 All essay questions on securities must be answered including the introduction and conclusion.
Team performance and conflict management	<ul style="list-style-type: none"> Study chapter 8 of your notes Make sure that you understand and know each sub-topic. Answer all questions in each sub-topic after studying. Refer to the 2020 term two activities. You must study and answer all questions on team performance from 16-22 April 2020 All essay questions on team performance and conflict management must be answered including the introduction and conclusion
Business sectors	<ul style="list-style-type: none"> Study chapter 9 of your notes Make sure that you understand and know each sub-topic. Answer all questions in each sub-topic after studying. Refer to the 2020 term two activities. You must study and answer all questions on business sectors from 23-30 April 2020 NOTE: This is a short chapter, there are no essay questions on this topic.
Management and leadership	<ul style="list-style-type: none"> Study chapter 10 of your notes Make sure that you understand and know each sub-topic. Answer all questions in each sub-topic after studying.

	<ul style="list-style-type: none"> • Refer to the 2020 term two activities. • You must study and answer all questions on management and leadership from 04-08 May 2020 • All essay questions on management and leadership must be answered including the introduction and conclusion
Quality of performance	<ul style="list-style-type: none"> • Study chapter 11 of your notes • Make sure that you understand and know each sub-topic. • Answer all questions in each sub-topic after studying. • Refer to the 2020 term two activities. • You must study and answer all questions on quality of performance from 11-15 May 2020 • All essay questions on quality of performance must be answered including the introduction and conclusion

You are also advised to refer to term two 2020 exam guidelines. Only focus on the last column on “what learners must know”. The exam guideline is also on the 3rd page of each chapter of the term 2 notes.

Mark your own responses in each activity. Refer to the table below on how to split or not split ticks in your responses to questions.

12.1 Do not split ticks on all questions that consist of the following action verbs: Advice, name, state, mention, outline, motivate, recommend and suggest.

NOTE: One mark must be awarded to the following action verbs:

- Name
- State
- List
- Mention
- Quote
- Motivate

Two marks must be awarded to the following action verbs:

- Advises
- Recommend
- Suggest

12.2 Split ticks on all questions that consist of the following action verbs: Define, describe, explain, discuss, elaborate, distinguish, differentiate, compare, tabulate, analyse and evaluate

NOTE: The first tick must be placed in the middle of each response and the last tick at the end of the response. This means that you need to provide full sentences for each response.

MEANING OF ACTION VERBS THAT ARE USED IN BUSINESS STUDIES

ACTION VERB	MEANING
Name	to state something - give, identify or mention
Outline	give a summary, using main points and leaving out minor details
Give	to state facts without discussions
Define	give the concise and clear meaning
Elaborate	Explain a little bit further
List	write an itemised series of concise statements / words
Identify	Identify by naming a concept from given scenarios or statements
Mention	This is similar to naming as this verb requires you to state something
Quote	Take the answer verbatim from the scenario
Discuss or Explain the positive impact	Supply positive responses only This means only give advantages
Discuss or Explain the negative impact	Supply negative responses only. This means only give disadvantages
Discuss or Evaluate or Analyse the impact	Supply positives and/or negatives This means you must give advantages or disadvantages or both.
Distinguish/Differentiate	Explain the differences between concepts The difference/distinction does not have to link but they must be clear
Calculate	Find an answer using mathematical methods This action verb will only be used when you are asked to calculate the average clause or simple and compound interest.
Classify	To arrange according to type or sort. This action verb is usually used when you must answer questions on business sectors and the extent of control of business environments.
Suggest/Recommend/Advise	Provide your own opinion with a valid argument
Motivate	This action verb is usually used when you have to quote from the scenario to motivate your answer.
tabulate/compare the differences between two concepts	Explain the differences between two concepts and they must link
Apply	Use knowledge or skill to solve a particular problem. This action verb is usually used when you have to apply the Porter's Five Forces, strategic management process, problem solving techniques, problem solving steps etc.
Analyse the effectiveness	Supply positives and/or negatives This means you must give advantages or disadvantages or both