



DECEMBER 2017

BUSINESS MANAGEMENT & ADMINISTRATION

Instructions to candidates:

- a) Time allowed: Three hours (plus an extra ten minutes' reading time at the start – do not write anything during this time)
 - b) Answer any FIVE questions
 - c) All questions carry equal marks. Marks for each question are shown in []
-
- 1. Overall control of a limited liability company is maintained by the board of directors on behalf of the shareholders. Explain the directors' role as:
 - a) managers of the company
 - b) business administrators within the company[10 each]
 - 2. With the aid of line organisation charts, evaluate the types of authority most suitable for the following:
 - a) The senior management of a large multinational corporation
 - b) An accountant's partnership
 - c) A small IT company
 - d) A local convenience store[5 each]
 - 3. a) Describe which type of business enterprise would be appropriate for the following:
 - i A plumber working on their own
 - ii A small estate agency
 - iii A small family brewing business
 - iv A large hotel chain[3 each]
 - b) Evaluate the main differences between private and public limited liability companies. [8]
 - 4. You are a trainee manager of a manufacturing company and the human resources manager has asked you to appraise:
 - a) how you would introduce work study into your organisation [10]
 - b) the benefits which might be the result of its introduction to your organisation [10]
 - 5. a) Describe the factors which influence the size of the market for a good or service of your choice. [8]
 - b) Evaluate the most appropriate selling media for the following:
 - i A smartphone manufacturer
 - ii A multinational clothing retailer
 - iii An importer of luxury cars[4 each]
 - 6. a) Analyse the relationship between the purchasing department and other departments of a business. [10]
 - b) Evaluate the following aspects of purchasing:
 - i Approved suppliers
 - ii Economic order quantities[5 each]
 - 7. a) With the aid of a suitable diagram, explain how the five-point plan can be used in the design of a person specification. [8]
 - b) Appraise the benefits of a formal induction training programme to both new employees and the organisation. [12]
 - 8. a) Define the term **delegation**. [8]
 - b) With the aid of suitable diagrams, evaluate how it should be effectively undertaken. [12]

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Chandresh Agrawal, Nandini Books



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Table of Contents Business Management And Administration Icm Past Paper

1. Understanding the eBook Business Management And Administration Icm Past Paper
 - The Rise of Digital Reading Business Management And Administration Icm Past Paper
 - Advantages of eBooks Over Traditional Books
2. Identifying Business Management And Administration Icm Past Paper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Business Management And Administration Icm Past Paper
 - User-Friendly Interface
4. Exploring eBook Recommendations from Business Management And Administration Icm Past Paper
 - Personalized Recommendations
 - Business Management And Administration Icm Past Paper User Reviews and Ratings
 - Business Management And Administration Icm Past Paper and Bestseller Lists
5. Accessing Business Management And Administration Icm Past Paper Free and Paid eBooks
 - Business Management And Administration Icm Past Paper Public Domain eBooks
 - Business Management And Administration Icm Past Paper eBook Subscription Services
 - Business Management And Administration Icm Past Paper Budget-Friendly Options

6. Navigating Business Management And Administration Icm Past Paper eBook Formats
 - ePub, PDF, MOBI, and More
 - Business Management And Administration Icm Past Paper Compatibility with Devices
 - Business Management And Administration Icm Past Paper Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Business Management And Administration Icm Past Paper
 - Highlighting and Note-Taking Business Management And Administration Icm Past Paper
 - Interactive Elements Business Management And Administration Icm Past Paper
8. Staying Engaged with Business Management And Administration Icm Past Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Business Management And Administration Icm Past Paper
9. Balancing eBooks and Physical Books Business Management And Administration Icm Past Paper
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Business Management And Administration Icm Past Paper
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Business Management And Administration Icm Past Paper
 - Setting Reading Goals Business Management And Administration Icm Past Paper
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Business Management And Administration Icm Past Paper
 - Fact-Checking eBook Content of Business Management And Administration Icm Past Paper
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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