	South Tuen Mun Govern		•	ool
	First Term Te			
	S5 Business, Accounting and Finand			
ът	(This Question-Answer E	SOOK CONSI	sts of 8 pa	ges)
	ximum marks: 60 (To be converted to 200 marks)			
	ne allowed: 1 hr		CI	N
Cla	ss: Name:		CI	ass No
Ans	swer ALL questions in this Question-Answer Book	•		
Par	rt A Multiple Choice qu	estions		(10 marks)
1.	Which of the following transactions have increase	ed the amo	unt of capi	tal?
(1)	The owner contributed a car to the business.		-	interest on a bank deposit.
(3)	Paid salaries in cash.			I money from the owner's uncle.
A.	(1) and (2) only B. (2) a	and (3) only		
C.	-	and (4) onl	У	
•			611 1 11	
2.	Which of the following transactions will affect the	e amount o	f liability	of a business?
A.	Assets introduced by the owner into the business			
B.	Goods sold to customers on credit			
C.	Machinery bought with its price settled two mont			
D.	Sales proceeds deposited into the business's bank	account		
3.	Which of the following transactions would have the of a firm?	he same ef	fect on the	balances of asset and liability
A.	Receiving a cheque of \$1,200 from a customer			
B.	Buying office equipment for \$1,000 and paying the	he vendor t	hree mont	hs later
C.	Paying office expenses of \$2,000 in cash			
D.	Receiving a loan of \$2,500 in cash, of which \$500	0 is used to	pay rent	on the proprietor's residence
4.	The internet can be used to			
(1)	expand the firm's market (2) reduce the firm	m's costs	(3)	recruit staff for the firm
A.	(1) and (2) only B. (1) a	and (3) only	У	
C.	(2) and (3) only D. (1),	(2) and (3)	only	
5.	Technology affects			
A.		supply of a	product	
C.	-	of the abov	-	

Part A			Multiple Choice questions					(10 marks)		
	1)		2)		3)		4)		5)	

Part B

 What is job analysis? Describe THREE ways in how an HR manager can make use of job analysis in human resources management. (6 marks)

Explain TWO problems associated with conducting an interview with an applicant. 2. (4 marks)

- Write up the accounts to record the following transactions between 1 August and 30 August 2017 in the T-accounts provided below: (20 marks)
- Aug 1 The owner started a trading business by putting \$20,000 into the business bank account and contributed a van valued at \$36,000.
 - 8 Bought machinery for \$5,500 on credit from Top Machines.
 - 10 Bought goods for 2,800 on credit from Sunny Trading.
 - 13 Sold goods for \$3,000 on credit to S Man.
 - 24 Returned a machine costing \$1,500 to Top Machines.
 - 28 Returned goods costing \$800 to Sunny Trading.
 - 29 S Man returned goods with an invoice value of \$600 and settled the balance by cheque.
 - 30 The owner took goods costing \$700 for personal use.
 - 31 Settled all creditors' accounts by cheque.

Aug	\$ Aug	\$

Aug	\$ Aug	\$

Aug	\$ Aug	\$

Aug	\$ Aug	\$

Aug	\$ Aug	\$

Aug	\$ Aug	\$

Aug	\$ Aug \$

Aug	\$ Aug	\$

Aug	\$ Aug	\$
Aug	\$ Aug	\$

Aug \$	Aug \$

Aug	\$ Aug	\$

Part C

Essay Questions

4a) Define the terms of permanent hire and temporary hire in human resources management. Compare the "terms of employment" of employment for employees employed under the above arrangement. (8 marks) 4b) Despite the need for a permanent employee, some companies prefer hiring temporary staff to fill their job vacancies. Discuss TWO advantages and TWO disadvantages associated with this practice.

(12 marks)

End-of-Question-Answer Book

South Tuen Mun Government Secondary School <u>First Term Test 2017-2018</u> <u>S5 Business, Accounting and Financial Studies Management Module</u> <u>Marking Scheme</u>

Part	t A	Multiple Choice Questions:					(10 ו	marks)		
1)	Α	2)	С	3)	В	4)	D	5)	D	

Par	t B Short Questions (3	0 marks)
		Marks
1	Job analysis is a procedure used to determine the duties and skill requirements of a job and the characteristics of the person that should be hired for it.	2
	The outcomes of job analysis are a job description and a job specification.	1
	Job description provides information about a job's duties, responsibilities, reporting	2
	relationships, and working conditions. Job specification lists the knowledge, abilities and skills required to perform the job satisfactorily.	1
	An HR manager can use the information provided by the job description and job	1
	specification as a basis for screening applicants in the staffing process.	
	Tota	l: 6 marks
2	Conducting an interview with an applicant may be subject to various interviewer biases including:	
) The interviewer may have a tendency to recruit people similar to him.	
) The interviewer may have a tendency to jump to a conclusion based on first impressions only.	
) Some interviewers may over-focus on a particular strength or weakness of an	
	applicant, thereby failing to assess the applicant's overall suitability and capability.	
	(Any two of the above, 2 marks for each point)	
	Tota	I: 4 marks

Part 1	В	Short Questions	5	(20 mark	s)
3.		Ba	ank		
Aug		\$	Aug		\$
1	Capital	20,000	31	Sunny Trading	2,000
29	S Man	2,400	"	Top Machine	4,000
			l		
		v	an		
Aug		\$			\$
Aug 1	Capital	ъ 36,000	Aug		Φ
1	Capitai	50,000			
		Ca	pital		
Aug		\$	Aug		\$
			1	Bank	20,000
			"	Van	36,000
		Macl	hinery		
Aug		\$	Aug		\$
8	Top Machines	5,500	24	Top Machines (returned)	1,500
	1	,		1	,
		T.~ M	achina		
			achine	0	
Aug		\$	Aug		\$
24	Machinery (returned)	1,500	8	Machinery	5,500

31	Bank	4,000
		I
		Purchases

	T ut chubeb							
Aug		\$	Aug		\$			
10	Sunny Trading	2,800	30	Drawings	700			

Sunny Trading					
Aug		\$	Aug		\$
28	Returns Outwards	800	10	Purchases	2,800
31	Bank	2,000			
		Sa	ales		
Aug		\$	Aug		\$
			13	S Man	3,000

S	Man	
S		

Aug		\$	Aug		\$
13	Sales	3,000	29	Returns inwards	600
			"	Bank	2,400

Returns Outwards

Aug \$	Aug 28 Sunny Trading	\$ 800
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	Drawings					
Aug		\$	Aug	\$		
30	Purchases	700				

Aug		\$	Aug \$
30	S Man	600	

		Marks	
4a	Permanent hire means recruiting a person as a regular or permanent staff member.		
	A person employed under this arrangement is usually entitled to the same employee		
	benefits (e.g., medical insurance, annual leave) that other staff at the company have.		
	Temporary hire means recruiting a person for a specified and usually short period.		
	The terms of employment for a person employed under this arrangement are usually less	2	
	favourable (e.g., lower salary, fewer employee benefits) than that for permanent staff.		
	Total:	8 marks	
łb	Advantages of hiring temporary staff to fill job vacancies are as follows:		
) It gives the company the flexibility to employ workers when needed.		
) The company can save on the costs of employee benefits, e.g., medical insurance, retirement benefits, etc.		
	(3 marks each with elaborations, max 6 marks)		
	Disadvantages of hiring temporary staff to fill job vacancies are as follows:		
	J Temporary staff may require higher pay rates than permanent staff.		
) The company will have a higher staff turnover rate. This might increase training costs for the company.	6	
	J Temporary staff may not feel a sense of belonging to the company. They will be less		
	committed to their job. This might affect their job performance and the company's productivity as a whole.		
	(Any two of the above, 3 marks for each point)		
	Total:	12 mark	