



Oxford Cambridge and RSA

**Tuesday 7 June 2016 – Afternoon**

**GCSE APPLIED BUSINESS**

**A243/01 Working in Business**



Candidates answer on the Question Paper.

**OCR supplied materials:**

None

**Other materials required:**

- A calculator may be used

**Duration: 1 hour 30 minutes**



Candidate forename		Candidate surname	
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Centre number						Candidate number			
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**INSTRUCTIONS TO CANDIDATES**

- Write your name, centre number and candidate number in the boxes above. Please write clearly and in capital letters.
- Use black ink. HB pencil may be used for graphs and diagrams only.
- Answer **all** the questions.
- Read each question carefully. Make sure you know what you have to do before starting your answer.
- Write your answer to each question in the space provided. If additional space is required, you should use the lined page(s) at the end of this booklet. The question number(s) must be clearly shown.
- Do **not** write in the bar codes.

**INFORMATION FOR CANDIDATES**

- The number of marks is given in brackets [ ] at the end of each question or part question.
- The total number of marks for this paper is **80**.
- The quality of your written communication will be assessed in questions marked with an asterisk (\*).
- This document consists of **16** pages. Any blank pages are indicated.



A calculator may  
be used for this  
paper

**Text 1**

*Brenda Flynn Ltd (BF Ltd)* sells expensive sports cars. It also services and repairs the cars which it has sold. It has branches in Birmingham (UK), New York (USA), Rome (Italy) and Sydney (Australia). Its head office is also located in Birmingham (UK).

*BF Ltd* has a high reputation for its good quality customer service.

**1 Refer to Text 1.**

(a) Tick (✓) the name given to *BF Ltd*'s organisational structure.

Flat

Geographical

Matrix

[1]

(b) Describe the organisational structure which you identified in **part (a)**.

.....  
.....  
.....  
.....

[2]

**Text 2**

*BF Ltd* uses a number of different forms of communication. Some of these are:

- telephone calls to potential customers
- promotional emails to existing customers
- a letter enclosing a contract of employment which is sent to a new member of staff
- the *Brenda Flynn Ltd* Annual General Meeting
- a notice to staff detailing vacancies
- a weekly video-conference meeting between the branch managers
- the *BF Ltd* in-house newsletter.

**2 Refer to Text 2.**

(a) Choose **two** forms of **written** communication from the list above and explain how each is likely to be used by *BF Ltd*.

Choice 1 .....

Explanation .....

.....

.....

.....

.....

Choice 2 .....

Explanation .....

.....

.....

.....

.....

[6]

(b) Identify **one** advantage and **one** disadvantage to *BF Ltd* of using written communication.

Advantage .....

.....

Disadvantage .....

.....

[2]

**Text 3**

Xavier Windsor is a finance assistant at the Birmingham branch of *BF Ltd*. Xavier uses certain financial documents. Some of these are:

- purchase order
- invoice
- statement of account
- remittance advice slip.

Xavier also prepares the Birmingham branch profit and loss statement for the branch manager.

**3 Refer to Text 3.**

(a) The following is part of an invoice for promotional materials purchased by the marketing functional area of the Birmingham branch of *BF Ltd*.

Complete the unshaded boxes on the invoice below. The first row on the invoice has been completed for you.

Quantity	Reference	Description	Unit Price		Total	
			£	p	£	p
5	F456	Flyer (200 in each pack)	13	50	67	50
6	P643	Poster (100 in each pack)	12	50		
400	P450	Pens	00	10		
300	M657	Model Cars	10	00		
			Sub Total			
			VAT@20%			
			Total			

[6]

**(b)\*** Evaluate the consequences for *BF Ltd* if financial documents are **not** checked for accuracy.

• [8]

(c) Draw a line linking each document to its correct purpose. You must draw **three** lines.

Document	Purpose
Purchase Order	Identifies the invoices which are being paid.
Remittance Advice Slip	Reduces the amount owed due to the return of damaged goods.
Statement of Account	Shows what one business wants to buy from another business.

[3]

(d) Xavier Windsor, finance assistant, has been asked to create the Profit and Loss Statement for the Birmingham branch of *BF Ltd* for the month ending 30 April 2016.

Using the figures below, complete the unshaded boxes in the Profit and Loss Statement for the Birmingham branch of *BF Ltd* for the month ending 30 April 2016.

• Sales of cars	£350 000
• Wages	£30 000
• Revenue from servicing and repairs	£60 000
• Other costs	£25 000

Profit and Loss Statement for the Birmingham branch of <i>Brenda Flynn Ltd</i> 30 April 2016		
		£
Sales	1.	
	2.	
Total Sales		
Cost of Sales		£230 000
Gross Profit		
Expenses		
1.		
2		
Net Profit/Loss		

[7]

(e) Xavier Windsor was given the wrong figures for the sales of cars. It should have been £100 000 more than the original figure.

(i) What would be the effect of this increase in sales on gross profit **and** net profit?

.....  
.....  
.....  
.....  
.....

[2]

This error would also change the figures in *BF Ltd*'s balance sheet.

(ii) Explain how this change to *BF Ltd*'s balance sheet will affect the business.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

[4]

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**PLEASE DO NOT WRITE ON THIS PAGE**

**Text 4**

Brian Flynn, the Branch Manager, has asked the customer service functional area of the Birmingham branch of *BF Ltd* to find out what customers feel about the quality of the branch's customer service.

The following data was collected.

Type of customer service	Poor (%)	Satisfactory (%)	Good (%)	Excellent (%)
Follow up call after the sale of the car	10	10	30	50
One year guarantee	0	0	10	90
Additional five year guarantee	80	10	10	0
Servicing and repairs	40	40	10	10
Online service booking	95	5	0	0

**4 Refer to Text 4.**

(a) Suggest **one** method of primary (field) market research which *BF Ltd* could have used to obtain the customers' views on the quality of the Birmingham branch's customer service. Explain **one** advantage and **one** disadvantage to *BF Ltd* of using the suggested method.

Method of primary (field) market research .....

Advantage .....

.....  
.....  
.....  
.....  
.....

Disadvantage .....

.....  
.....  
.....  
.....  
.....

[5]

10

(b)\* Create an email to be sent to Brian Flynn which evaluates the quality of the customer service provided by the Birmingham branch of *BF Ltd*. Recommend and justify ways in which the Birmingham branch of *BF Ltd* could improve the quality of its customer service.

You will need to use the customer service data in **Text 4**. Add an appropriate subject to the email.

Use the email format **on the opposite page** to write the email. You **may** use the space below to draft your email. You will **not** receive marks for the draft. **[8]**

Working space for draft:

To: BrianFlynn@BFLtd.co.uk

CC:

Bcc:

Subject:

## Text 5

The marketing and sales functional area of *BF Ltd* has been asked to research the most effective ways of promoting the sales of cars at *BF Ltd*.

## 5 Refer to Text 5.

**(a)\*** Recommend and justify the most effective way of promoting the sales of cars at *BF Ltd.*

. [8]

13

(b) Complete the following sentence by using three of the words from the list below. Use each word only once.

advertisements

mislead

packaging

offend

The Advertising Standards Authority guidelines ensure that all .....

do not ..... , cause harm or .....

[3]

(c) Explain how the Trade Descriptions Act would impact on *BF Ltd*.

.....

.....

.....

.....

.....

[2]

## Text 6

Beatrice Goldsmith is the Administration and ICT Assistant at *BF Ltd*. She has been asked to review and update the following procedures:

- Emergency procedures information
- Procedures for greeting visitors/customers.

## 6 Refer to Text 6.

(a) Identify **five** items which Beatrice Goldsmith should include on *BF Ltd*'s emergency procedures information sheet.

1 .....

.....

3 .....

4.....

5 .....

[5]

**(b)** Recommend and justify a suitable procedure for greeting visitors/customers at *BF Ltd.* [8]

**END OF QUESTION PAPER**

**ADDITIONAL ANSWER SPACE**

If additional space is required, you should use the following lined page(s). The question number(s) must be clearly shown in the margin(s).



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