



FutureManagers
SIYAFUNDA • SIYAKHULA

Guide to the Entrepreneurship and Business Management N4 Examination

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4 HAS TWO QUESTION PAPERS

Paper 1 covers Module 1 – 8 and is a **CLOSED BOOK** examination and is a 30-minute examination for 50 marks. The **CLOSED BOOK** examination consists of short response questions like:

- True or False
- Missing Word
- Matching Columns
- Short Definitions
- Multiple Choice

Paper 2 covers Module 1 – 8 and is an **OPEN BOOK** examination and is a 2 ½ hour examination for 150 marks. Students are allowed to take in **FIVE** resources, references.

Students may take the following into the **OPEN BOOK** examination, and these include:

- Textbook
- Study Guide
- Notes or File (Note that past examination papers and marking guidelines are not allowed in the exam venue)
- Dictionary
- Calculator



(Note: There are specific resources including this document, can be printed, and placed in the Notes or File)

Paper 1 and Paper 2 outcomes (marks) are added together to get a mark out of 200.

The question paper should be set with certain weightings for different kinds of questions. The following weightings are applicable to EBM N4

Recall	Application	Comprehension	Synthesis	Analysis or Evaluation
20 – 25 %	20 – 30 %	25 – 30 %	10 – 20 %	10 – 20 %
For example: • List • Label • Write • State • Describe • Find • Match • Complete	For example: • Calculate • Apply • Make • Illustrate • Show • Solve • Solve • Interpret	For example: • Identify • Discuss • Describe • Research • Observe • Outline • Report • Reorganise	For example: • Design • Construct • Plan • Prepare • Formulate • Develop • Forecast • Product	For example: • Criticise • Investigate • Appraise • Compare • Categorise • Examine • Contrast • Debate

Often students think that an OPEN BOOK EXAM is easy and that you don't need to study for the examination. This is not true! It is important to study and cover all of the content. An understanding of the content will help the student to apply this knowledge to practical situations (e.g. case studies and application of knowledge)

It is important that you prepare for the OPEN BOOK EXAM.

The tips below will help you to prepare for the examination:

- 1.** Understand the format of the question paper and what is expected of you. Remember that the OPEN BOOK EXAM consists of a number of questions. Students must choose which questions to answer. Read through the questions and select the questions that you are best able to answer.



- 2.** Study and preparation is critical for an OPEN BOOK EXAM. You must study and prepared. Remember that the exam will require you to apply knowledge and require you to use higher levels of thinking. This means that you must understand the content.



- 3.** It is important to organise your reference resources. Make sure that your file is organised and well labelled. Use post it notes to highlight certain important sections of your textbook. This will prevent wasted time in paging through notes and the textbook to look for information. Well organised and prepared resources will help you find the information quickly.



- 4.** Make a formula sheet with important formulas that you may need. This will help you while doing calculations.

 **Sales Formula** =  Number of Units Sold x Average Selling Price Per Unit 

- 5.** Make a list of important definitions that you may need. This can be a quick reference for you.



- 6.** Read through all of the chapters ahead of time and know where to find important information.



7.

Make sure that you are familiar with the relevant headings and sub-headings.

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8.

Prepare study notes, summaries, or mind maps to help you to organise.



9.

PRACTICE!

Use past exam papers to practice timing and answering questions.

Refer to the Future Managers WEBSITE or use the QR CODE to access additional resources.



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Good Luck for your examinations!