



ZIMBABWE SCHOOL EXAMINATIONS COUNCIL
General Certificate of Education Ordinary Level

COMMERCIAL STUDIES

4065/2

PAPER 2 PROJECT

NOVEMBER 2020 SESSION

INSTRUCTIONS TO CANDIDATES

Write your name, Centre number and candidate number the folder you have produced.

Follow instruction given on the learner's guide.

The project is to done over terms in forms 4 i.e. Term 1 and 2.

This project consists of 6 printed pages and 2 blank pages.

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1. One of the major problems faced by sole traders is lack of proper documentation. You have been approached by a group of sole traders in your community to design a number of business document for them.
 - (a) Design five (5) business documents to be used by a sole trader in their order of execution. [60]
 - (b) Explain in detail the purpose of each document. [15]
 - (c) Explain the importance of business documents to a sole trader. [8]

TEACHER'S GUIDE

- (a) Project should be submitted to ZIMSEC by the end of term 2 of Form 4.
- (b) Learners should use folders with dividers.
- (c) Learners should create any (5) five business documents.
- (d) For each business documents, the learner should give a brief description specifying the following:
 - (i) Purpose
 - (ii) Sender
 - (iii) Receiver
- (e) Learners should explain the importance of business documents in general.
- (f) Learners should acknowledge source of material e.g. textbooks internet and newspaper.
- (g) Teachers should mark using making guide provided.
- (h) Project format
 - (i) Introduction/background
 - (ii) Designs and description
 - (iii) Importance of business documents
 - (iv) Conclusion and recommendations
 - (v) Reference

LEARNER'S GUIDE

- (a) Use a folder for your project.
- (b) Create dividers and labels.
- (c) Create any **five (5)** documents used in business transactions.
- (d) Documents can be created in the following ways:
 - (i) Design using appropriate computer software.
 - (ii) Drawing
 - (iii) Downloading
 - (iv) Cuttings

SCHOOL MARKING GUIDE

(a)

Design	Logo or name of company
	Address
	Date
	Price or amount
	Type of goods or services
	Quantity
	Suitability or appropriateness
	Appeal
	Reference number
	Creativity (12 marks x 5) 60 marks

[60]

(b)

Description of each document	Purpose
	Sender
	Receiver
	1 point one mark 3 x 5 (15 marks)

[15]

(c)

Importance of documents to a sole trader	four (4) points stated and explained One point developed 2 marks (4 x 2) 8 marks
Folders and Dividers	Folder (1) Divider (1) Label (1)
Conclusion	Any relevant summary of the project (5)
Reference	Any four sources (4)
Project Total	100 marks

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