

# G.C.E. (A.L.) Support Seminar- 2016

## Business Studies I

*Two hours*

### Instructions :

- \* Answer **all** the questions.
- \* Select the correct answer for question no. **1 to 30** and write its number on the dotted line given.
- \* Write short answers for question no. **31 to 50** on the dotted line given.
- \* Each question carries **two** marks.

1. The productivity of the fisheries production can be increased through using the modern high-tech machines, the production of these machines are classified under

- |                                   |                                    |         |
|-----------------------------------|------------------------------------|---------|
| (1) Primary or agriculture sector | (2) Secondary or service sector    |         |
| (3) Primary or industrial sector  | (4) Secondary or industrial sector |         |
| (5) Tertiary or service sector    |                                    | (.....) |

2. Human wants vary from person to person, the main demographic factor that caused this is

- |                        |                         |         |
|------------------------|-------------------------|---------|
| (1) Income levels      | (2) Beliefs and customs |         |
| (3) Weather conditions | (4) Salary levels       |         |
| (5) Gender             |                         | (.....) |

3. Following table provides different types of goods and their features.

Good	Features
(A) Convenience	(1) Purchases through comparing prices and brands
(B) Shopping	(2) Intention of purchasing is not the consumption
(C) Industrial	(3) Purchases frequently without making comparisons

The correct answer that matches the good with its features is

- |                    |                    |         |
|--------------------|--------------------|---------|
| (1) A-1, B-2, C-3, | (2) A-2, B-1, C-3, |         |
| (3) A-3, B-1, C-2, | (4) A-2, B-3, C-1, |         |
| (5) A-3, B-2, C-1, |                    | (.....) |

4. The task environmental force that decides the existence of a business is

- |                         |                 |         |
|-------------------------|-----------------|---------|
| (1) Owners              | (2) Competitors |         |
| (3) Potential investors | (4) Customers   |         |
| (5) Suppliers           |                 | (.....) |

5. Following statements are related to the evolution of businesses

- (A) Businesses don't exist in direct production
- (B) Excess production can be seen in indirect production
- (C) Diversification is not focusing on different sectors within the business's scope
- (D) Division of labour resulted due to specialization

The correct statement/s are

- |                  |                  |         |
|------------------|------------------|---------|
| (1) A only       | (2) A and B only |         |
| (3) A and D only | (4) B and C only |         |
| (5) C and D only |                  | (.....) |

6. Following table provides the stakeholders and their reasons for the interest in business

Stakeholder	Reasons for the interest
(A) Owners	(1) Protection of the mortgage
(B) Managers	(2) To claim the loans
(C) Employees	(3) Market share
(D) Suppliers	(4) Job satisfaction
(E) Loan providers	(5) Success of the past decisions

The correct answer that matches stakeholders with their reasons for the interest

- (1) A-4, B-1, C-2, D-3, E-5 (2) A-3, B-4, C-1, D-5, E-2  
(3) A-2, B-5, C-3, D-1, E-4 (4) A-1, B-2, C-3, D-4, E-5  
(5) A-3, B-5, C-4, D-2, E-1 (.....)

7. Several types of taxes are given below

- (A) Income tax (B) Goods & Services Tax (GST) (C) Turnover tax  
(D) Debit tax (E) Wealth tax (F) Local commodity tax

Which of the above taxes are **not** implemented currently in Sri Lanka?

- (1) D, E and F (2) C, D and E  
(3) A, D and F (4) B, C and D  
(5) B, D and E (.....)

8. Currently many plastic containers are used in food packing. Which of the following symbol is used to identify the **most** unsuitable plastic bottle for consumption?

- (1)  (2)  (3)  (4)  (5)  (.....)

9. A direct relationship between the registration and legality **cannot be seen** in

- (1) Limited companies and partnership businesses (2) Partnership businesses and co-operatives  
(3) Limited companies and co-operatives (4) Sole proprietors and partnerships  
(5) Partnerships and state corporations (.....)

10. Which of the following answer gives **only** the sectors that were used to introduce the entrepreneurship concept to the world?

- (1) Military and transportation (2) Communication and military  
(3) Military and construction (4) Construction and communication  
(5) Communication and transportation (.....)

11. Nimali maintains her current account in Bank of Ceylon Ratnapura branch, and Lakshala maintains her current account in People's Bank Moratuwa branch. Lakshala intends to make a payment of Rs.50,000 to Nimali through a protected cheque. Which of the following bank's name should appear in the cheque's crossing?

- (1) Bank of Ceylon (2) People's Bank  
(3) Bank of Ceylon, Ratnapura (4) People's Bank, Moratuwa  
(5) People's Bank, Ratnapura (.....)

12. Following are some examples for business organizations

- (A) Jayamaha and Company (B) Perera (Pvt) Ltd  
(C) Dammika Company PLC (D) Eromeer Ltd

Which of the following answer group represents the correct order of the above business organizations

- (1) Partnerships, Private Limited Company, Non Listed Company, Listed Company  
(2) Partnerships, Non Listed Company, Listed Company, Private Limited Company  
(3) Non Listed Company, Private Limited Company, Partnerships, Listed Company  
(4) Partnership, Private Limited Company, Listed Company, Non Listed Company  
(5) Private Limited Company, Partnerships, Listed Company, Non Listed Company (.....)

13. Following statements have been given related to Insurance Principles

- (A) Insurable interest means the existence of the property gives economic benefits
- (B) Utmost good faith means that the insured understands the insurance terms correctly
- (C) Indemnity means not paying compensation to uninsured risks
- (D) Proximate cause differentiates the insurance from speculation
- (E) Contribution means that compensation payments are made proportionately according to the policy value

Which of the above statements are correct related to insurance principles

- (1) A, B and C only
  - (2) A, C and D only
  - (3) A, B, and E only
  - (4) B, C and D only
  - (5) C, D and E only
- (.....)

14. Which of the following is a flexible transportation method

- (1) Air transportation
- (2) Road transportation
- (3) Railway transportation
- (4) Sea transportation
- (5) Pipe transportation

(.....)

15. Savinda who is a graduate in mass media intends to start a new television channel, from which of the following institution should he obtain the license to register his television channel?

- (1) Sri Lanka telecom PLC
- (2) Telecommunication and Regulation Commission
- (3) Sri Lanka Rupavahini Corporation
- (4) Ministry of telecommunication and digital infrastructure
- (5) Company registration office

(.....)

16. X column gives the management levels and Y column provides the managers who are allocated to those management levels

X	Y
(A) Top Level Managers	(1) Supervisor
(B) Middle Level Managers	(2) Finance manager
(C) Lower Level Managers	(3) Human resource manager
	(4) Foreman
	(5) Chief executive officer
	(6) General Manager

The answer that correctly matches X and Y columns is

- (1) A-1, 2 B-3, 4 C-5, 6
  - (2) A-5, 6 B-3, 4 C-1, 2
  - (3) A-3, 5 B-2, 6 C-1, 4
  - (4) A-5, 6 B-2, 3 C-1, 4
  - (5) A-4, 6 B-2, 5 C-1, 3
- (.....)

17. Which of the following statement is correct?

- (1) Promotions and products at subsidize prices are monetary motivation methods
  - (2) Promotions and employee training are monetary motivation methods
  - (3) Promotions and performance awards are non-monetary motivation methods
  - (4) Promotions and products at subsidize prices are non-monetary motivation methods
  - (5) Promotions and employee training monetary motivation methods
- (.....)

18. Following table provides several production methods and features related to them

Production method	Features
A. Job production	1. Very high cost
B. Batch production	2. High production capacity
C. Flow production	3. Total market demand is not considered
	4. Job specialization is given with priority
	5. Wastage of resources are moderate
	6. Very low cost

The correct answer that matches the above two columns is

- (1) A-1,2 B-3,4 C-5,6                      (2) A-2,3 B-4,5 C-1,6                      (3) A-1,4 B-3,5 C-2,6  
(4) A-1,4 B-2,6 C-3,5                      (5) A-5,6 B-1,2 C-3,4                      (.....)

19. The fixed cost per unit is Rs.50.00; the total variable cost is Rs.100,000.00; expected number of units to be manufactured is 1,000. What is the breakeven point if the manufacturer expects 25% profit from the selling price of the product.

- (1) 50 units                                      (2) 500 units                                      (3) 2,000 units  
(4) 5,000 units                                      (5) 50,000 units                                      (.....)

20. You have been given with the following levels of a product and examples for each level

Product level	Example
A. Core benefit	(1) Can write without an effort using the pen
B. Basic product	(2) Pen gives convenience to write
C. Expected product	(3) Time clock is available in the pen
D. Augmented product	(4) Writing in a pen
E. Potential product	(5) Giving a shape to the pen

Which of the following answer combination correctly matches the product level and the example

- (1) A-5, B-4, C-3, D-2, E-1                      (2) A-2, B-3, C-4, D-5, E-1                      (3) A-4, B-2, C-3, D-1, E-5  
(4) A-3, B-1, C-5, D-4, E-2                      (5) A-4, B-2, C-5, D-3, E-1                      (.....)

21. Which of the following statement is correct?

- (1) Product concept guilds businesses to reduce the product price and distribute it in the whole market  
(2) Production concepts pays attention not only on the product availability but also the quality  
(3) Marketing concept suggests that product promotion enables the business to earn success in a competitive market  
(4) Selling concept concentrates on business capabilities and resources and pay more attention on customer  
(5) Social marketing concept guilds a business to fulfill consumer needs and wants while ensuring consumer and social sustainability                      (.....)

22. Following statements are given related to the stages of product life cycle

- A. Sales increase slowly in the introduction stage  
B. Sales increase in the maturity stage  
C. An increase in profits seen in growth stage  
D. Sales revenue is very high in development stage  
E. Profits diminishes in the declining stage

Which of the above statements are correct

- (1) A, B and C                                      (2) B, C and D                                      (3) B, D and E  
(4) A, C and E                                      (5) C, D and E                                      (.....)

23. Following statements are given related to financial management decisions.

- A. Expenses are made on business renovation are long term investments  
B. Issuing corporate debentures is a short-term financing source  
C. Decisions related to debtors are short-term investments  
D. Delaying expenses is a long term investment decision

Which of the above statements are correct?

- (1) A and D only                                      (2) A and B only                                      (3) C and D only  
(4) B and C only                                      (5) A and C only                                      (.....)

24. Following statements are related to financing sources

- A. Bank overdrafts are direct financing sources
- B. Issuing debentures are beneficiary for a business with a high geared capital structure
- C. Issuing ordinary shares are not appropriate to a highly profitable business
- D. Selling spare assets are considered as an internal financing source

Select the answer group that gives the **correct and incorrect** statements orderly

- (1) A, B and C, D
- (2) B, C and A, D
- (3) C, D and A, B
- (4) A, D and B, C
- (5) A, C and B, D (.....)

25. Parties who needs to fulfill long-term financial requirements can fulfill them through participating in the

- (1) Financial market
- (2) Money market
- (3) Capital market
- (4) Secondary market
- (5) Primary market (.....)

26. Which of the following is a common information that appear in both the job description and job specification?

- (1) Qualification
- (2) Duty
- (3) Salary scale
- (4) Responsibilities
- (5) Designation (.....)

27. When an executive level employee is to be promoted to a higher position the seniority of the employee is decided based on

- (1) Total service period
- (2) Service period in current post
- (3) Service years could be completed in future
- (4) Leaves have been taken
- (5) Probation period (.....)

28. You have been given with the following statements related to Human Resource Management, the correct statement out of the following statements is

- (1) Induction means providing conceptual skills
- (2) Development means evaluation of employee suitability
- (3) Job description introduces the working environment to the employee
- (4) Overtime means the compulsory working hours that an employee should complete
- (5) Probation period means the time period to be completed before becoming permanent in the post (.....)

29. Which of the following includes the features of good information

- (1) Relevancy / Accuracy / Completeness / Low cost
- (2) Relevancy / Accuracy / Completeness / Challenging
- (3) Accuracy / Completeness / Competitiveness / Qualitative
- (4) Completeness / Competitiveness / Low cost / Qualitative
- (5) Relevancy / Accuracy / Low cost / Qualitative (.....)

30. The following table gives information related to the content of a business plan and their descriptions

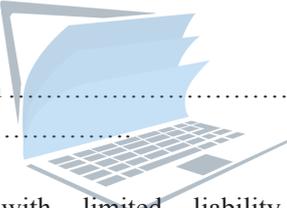
Content	Descriptions
A. Executive summary	1. Unique benefits towards customer are given
B. Business description	2. Competitor strategies are presented
C. Marketing plan	3. Environmental impact is explained
D. Operational plan	4. Guidance to the business plan is provided
E. Human Resource plan	5. Organizational structure and chart are explained

Which of the following answer correctly matches the business plan's contents and descriptions

- (1) A-1, B-2, C-3, D-4, E-5
- (2) A-3, B-4, C-5, D-1, E-2
- (3) A-2, B-3, C-4, D-5, E-1
- (4) A-4, B-5, C-1, D-2, E-3
- (5) A-4, B-1, C-2, D-3, E-5 (.....)

● Answer questions 31 to 40 by filling the blanks with suitable words

31. (a) Internal party who is needed to initiate and to conduct a business is ..... and an external parties who is needed for the long-term existence of the business is .....
- (b) The business can identify strengths and weaknesses through studying the ..... environment and studying the external environment enable them to identify ..... and .....
32. (a) Government expenses are classified as ..... and ....., and the government income is classified as ..... and .....
- (b) Effective leadership identified through evaluating internal environment is known as ..... and non-availability of talented employees in a business is a .....
33. (a) Consumer Affairs Authority and ..... are established under the Consumer Affairs Authority Act.
- (b) International consumers' day is on ..... and international customs day is on .....
34. (a) A private sector business with limited liability, legality and non-profit motive is ....., and a public sector business with legality and profit motive is known as .....
- (b) The business organizational that should implement a solvency test before a dividend payment to shareholders is known as .....
35. (a) Even though National Savings Bank is a licensed specialized bank in Sri Lanka it is permitted to participate in ..... activities.
- (b) Based on presenting a mortgage in applying a bank overdraft, they are classified into ..... and .....
36. (a) All the skills that should be developed by a manager were presented by ..... and the father of the scientific management is .....
- (b) The time period in between the ordering date and product delivering date is known as .....
37. (a) In two bin system when the stocks in the large bin is over it is considered as an example for ..... level.
- (b) The marketing concept that advices the management to give more attention on sales promotion is .....



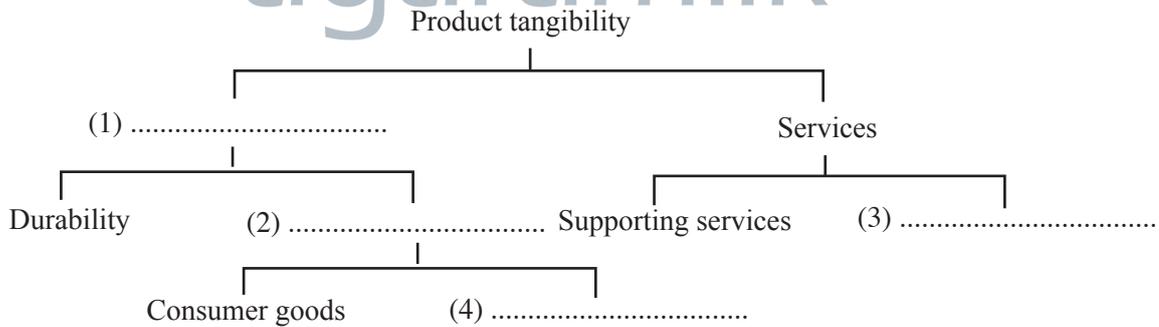
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38. (a) Any dispute between the employer and employees related to their professions is known as a .....
- (b) .....investigation is used to evaluate the applicant's social and family status as well as the school he educated, and the applicants capabilities to face challengers are evaluated through a .....
39. (a) When the credit capital has exceeds the equity capital it is known as .....
- (b) A limited company with high credit capital and profitability should use ..... as the most suitable financing source.
40. (a) Based on the geographical distribution networks are classified into ..... and .....
- (b) The most important section in a business plan that focuses on external parties is known as .....

● When answering questions 41 to 50, write the most specific answers in the space provided.

41. What are the sub sections of industrial sector in the Gross Domestic Production classification in Sri Lanka?
- (1) .....
- (2) .....
- (3) .....
- (4) .....

42. Complete the following product classification



43. Write **four** bases that are used in business classification
- (1) .....
- (2) .....
- (3) .....
- (4) .....
44. Write **four** consumer responsibilities
- (1) .....
- (2) .....
- (3) .....
- (4) .....

45. Write **four** reasons for the popularity of Electronic Mail as a communication method used in businesses?

- (1) .....
- (2) .....
- (3) .....
- (4) .....

46. Financial controlling is needed for existence of businesses, write **four** tools that are used in financial controlling.

- (1) .....
- (2) .....
- (3) .....
- (4) .....

47. Controlling process is needed to ensure that the business has achieved all their expected goals. Write the **four** steps that are related to controlling process

- (1) .....
- (2) .....
- (3) .....
- (4) .....

48. Write **four** principles that are used in the planning in the management process

- (1) .....
- (2) .....
- (3) .....
- (4) .....

49. Write **four** criteria that can be used in human resource management in order to evaluate employee performances

- (1) .....
- (2) .....
- (3) .....
- (4) .....

50. Write **four** profitability ratios used in businesses

- (1) .....
- (2) .....
- (3) .....
- (4) .....

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# G.C.E. (A.L.) Support Seminar- 2016

## Business Studies II

Three hours

### Instructions :

\* Answer five (05) questions selecting at least **two** questions from each part.

## Part I

1. (i) (a) Write **four** characteristics of a successful business. **(2 marks)**  
(b) Name **four** challenges that are faced by businesses presently. **(2 marks)**
- (ii) (a) Good is the most important factor even in a service providing business, explain this statement using examples. **(2 marks)**  
(b) What are the differences between goods and services? **(2 marks)**
- (iii) (a) State **four** stakeholders who are interested in a restaurant located in your area. **(2 marks)**  
(b) Briefly explain the reason that cause the business to be interested on those stakeholders. **(2 marks)**
- (iv) (a) "Fulfilling social responsibilities have become a hidden advertising method for most of the businesses", explain this statement with examples. **(2 marks)**  
(b) Write **four** parties that the business should pay attention when fulfilling social responsibilities. **(2 marks)**
- (v) (a) "Providing infrastructure facilities for the development of businesses is one of the main government task", write **four** infrastructure facilities that are provided by the government to businesses. **(2 marks)**  
(b) Write **four** main economic goals that any government intends to achieve through developing businesses. **(2 marks)**
- (Total 20 marks)**
2. (i) (a) Write **four** benefits that can be earned by the Sri Lankan economy through implementing national standard system. **(2 marks)**  
(b) "Due to competitive business activities trade malpractices are increasing presently"  
1. Name **two** trade malpractices **(1 mark)**  
2. What is the consumer right that related to informing consumers on trade malpractices? **(1 mark)**
- (ii) All organizations in the society are not business organizations.  
(a) How does a business organization differ from an organization? **(2 marks)**  
(b) Name **four** factors that are considered by a franchisor before selecting a franchisee for his business. **(2 marks)**
- (iii) According to the Company Act No. 7 of 2007,  
(a) What are the main types of companies that can be incorporated in Sri Lanka? **(1 mark)**  
(b) What is the certificate issued to certify that a limited company has been registered? **(1 mark)**  
(c) When a private limited company is converted into a public limited company, what are the advantages both the former shareholders and the company can earn? (Write two each) **(2 marks)**

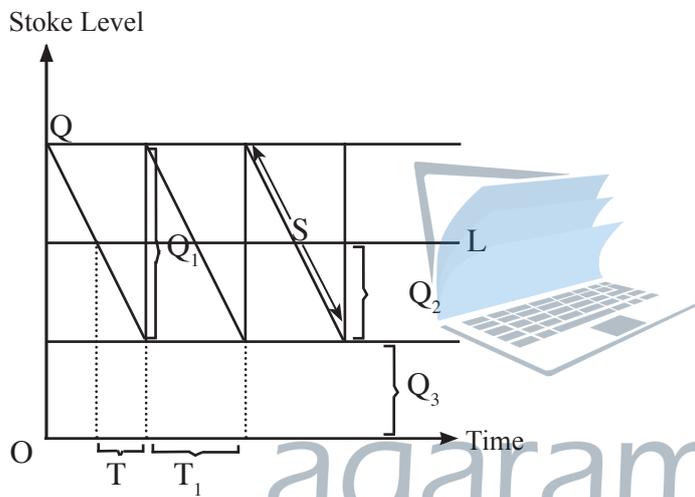
- (iv) (a) It is a challenge for a co-operative society to compete with other types of businesses, discuss. **(2 marks)**
- (b) “New trends of entrepreneurships are implemented under four main sectors”, name those four sectors **(2 marks)**
- (v) (a) Briefly explain the influencing powers belongs to small businesses in the field of business. **(2 marks)**
- (b) Most of the small businesses that are started fail within a shorter period. Give **four** reasons for such failures. **(2 marks)**
- (Total 20 marks)**

3. (i) (a) Name the interest rate that is paid by the central bank to commercial bank when their excess funds are deposited in the central bank. **(1 mark)**
- (b) What is the minimum capital requirement that should be maintained by licensed commercial and licensed specialized banks in Sri Lanka? **(1 mark)**
- (c) How does a licensed specialized bank differ from a licensed commercial bank? **(2 marks)**
- (ii) (a) What do you mean by credit rating? **(2 marks)**
- (b) Name **two** credit rating organizations that function in Sri Lanka **(2 marks)**
- (iii) (a) Who are the parties eligible to cross a cheque? **(2 marks)**
- (b) Who is authorized cancel a crossing and how is it done? **(2 marks)**
- (iv) (a) Write **two** main criteria that are considered in paying compensation to an insured property. **(2 marks)**
- (b) What do you mean by liability insurance? Write **two** types of main liability insurance policies that can be obtained. **(2 marks)**
- (v) Transportation modes that are used in Sri Lanka are getting modernized continuously, is it sufficient to use only the modern vehicle to increase the efficiency in a transportation system? Explain **(4 marks)**
- (Total 20 marks)**

4. (i) (a) Write **two** parties each included under both internal and external communication of a business. **(2 marks)**
- (b) State separately the advantages and disadvantages of verbal communication. **(2 marks)**
- (ii) (a) Classify the wholesalers who function in the market. **(2 marks)**
- (b) What are the services that are provided by wholesalers to the manufacturer? **(2 marks)**
- (iii) (a) Name the reasons for the existence of international trade. **(2 marks)**
- (b) Name **four** barriers of freetrade except custom duty. **(2 marks)**
- (iv) Harindra who has already earned a publicity in the local apparel market intends to sell his products to foreign countries. Explain the benefits and problems that he has to face with. **(4 marks)**
- (v) (a) State **four** functions of the department of customs in Sri Lanka. **(2 marks)**
- (b) Write **two** organizations and regional trade agreements that have been signed to minimize the barriers of international trade and to develop it. **(2 marks)**
- (Total 20 marks)**

## Part II

5. (i) “There is a close relationship between the management levels of a business and managers’ skills”, explain. **(4 marks)**
- (ii) (a) Manager has to face with many challengers due to dynamic changers that happen in the business environment, name **four** skills that a manager should improve to face with them. **(2 marks)**
- (b) “Decision making is an important function within the overall management process”, what are the steps that should be followed in the decision making process? **(2 marks)**
- (iii) (a) State the importance of the motivation as a sub function of leading process for businesses. **(2 marks)**
- (b) Write **two** examples each for both feedforward and feedback controlling. **(2 marks)**
- (iv) (a) How does the production management differ from operation management? **(2 marks)**
- (b) Write **two** examples each for ordering and holding cost factors. **(2 marks)**
- (v) Following graph explains the stock levels and time intervals related to them.



Write separately what is meant by the Q, Q<sub>1</sub>, Q<sub>2</sub>, Q<sub>3</sub>, T, T<sub>1</sub>, L and S in the above graph. **(4 marks)**  
**(Total 20 marks)**

6. (i) (a) Write **four** steps of the organizing function. **(2 marks)**
- (b) Briefly explain the concepts accountability and responsibility. **(2 marks)**
- (ii) (a) What do you mean by planning the operational layout? **(2 marks)**
- (b) Explain the importance of a layout plan in production institute. **(2 marks)**
- (iii) (a) “Quality of a product consist of many components”, write **four** components that are included under product quality. **(2 marks)**
- (b) Briefly explain the followings.
1. Total quality management
  2. Statistical process control **(2 marks)**
- (iv) (a) Name the **four** main pillars of the marketing concept. **(2 marks)**
- (b) “In marketing management not only the salesmen are considered as marketers”, explain with examples. **(2 marks)**
- (v) (a) Explain the main reasons that have cause the emergence of the holistic marketing concept. **(2 marks)**
- (b) Explain the relationship between the marketing and customer concepts. **(2 marks)**  
**(Total 20 marks)**

7. (i) (a) Briefly explain the term marketing. **(1 marks)**  
(b) What do you mean by market segmentation? Write **four** requirements that should be fulfilled in effective market segmentation? **(3 marks)**
- (ii) (a) "Price is an important variable within the marketing mix", explain **(2 marks)**  
(b) Write **four** factors that are considered in determining the price of a product. **(2 marks)**
- (iii) The manufacturer uses the brand to differentiate his products in a competitive market.  
(a) Explain the relationship and difference between the brand and trade mark. **(2 marks)**  
(b) Write **two** advantages each that can be earned by both the producer and customer through a brand. **(2 marks)**
- (iv) Finance managers main responsibility is to generate and invest funds effectively in the business.  
(a) Write **four** functions of a finance manager **(2 marks)**  
(b) Write **two** each internal and external finance sources available to business to generate funds. **(2 marks)**
- (v) Following information is related to a limited company
- |                         |           |
|-------------------------|-----------|
| Stocks as at 01-01-2015 | Rs.80,000 |
| Purchases in 2015       | Rs.60,000 |
| Stock as at 31-12-2015  | Rs.30,000 |
- (a) Calculate the stock turnover ratio for year 2015. **(2 marks)**
- (b) Following information has been provided related to a A Ltd and B Ltd
- |                    | A          | B          |
|--------------------|------------|------------|
| Capital investment | Rs.300,000 | Rs.120,000 |
| Sales              | Rs.600,000 | Rs.360,000 |
| Net profit         | Rs.60,000  | Rs.40,000  |
- Calculate the profitability ratio of A Ltd and B Ltd and also identify the most successful business. **(2 marks)**
- (Total 20 marks)**

8. (i) (a) Write **four** functions related to Human Resource Management. **(2 marks)**  
(b) What do you mean by E- Recruitment? What are the advantages a business can earn through it? **(2 marks)**
- (ii) Human resource is important to achieve the organizational goals effectively.  
(a) Write **four** unique features that can be identified in human resource **(2 marks)**  
(b) What is meant by Labour productivity? **(1 mark)**  
(c) Explain the term collective agreement. **(1 mark)**
- (iii) (a) Trade Unions are permitted by the Sri Lankan constitutions, write **two** job sectors trade unions cannot be established **(2 marks)**  
(b) What is meant by Information system? **(2 marks)**
- (iv) Write **four** types of information systems based management level and the usage. **(4 marks)**
- (v) (a) Write **four** advantages of preparing a business plan? **(2 marks)**  
(b) Name the main types of financial statements that should be included under the financial plan of a business plan. **(2 marks)**
- (Total 20 marks)**