



BUSINESS STUDIES

GRADE 10

ANNUAL TEACHING PLAN (ATP)

2025

To all Grade 10 Teachers

AS PER NATIONAL CIRCULAR S11 OF 2017: THE SPLITTING OF THE BUSINESS STUDIES EXAMINATION QUESTION PAPER FROM ONE PAPER INTO TWO PAPERS FOR GRADES 10-12.

THE BUSINESS STUDIES STRUCTURE FOR THE JUNE PAPER WILL BE AS FOLLOWS: BUSINESS STUDIES GRADES

10 JUNE PAPER 1 & 2

JUNE EXAMINATION AND THE END-OF-YEAR EXAMINATIONS

Grade 10	Topics
Paper 1	MAIN TOPIC 1: BUSINESS ENVIRONMENTS MAIN TOPIC 4: BUSINESS OPERATIONS
Paper 2	MAIN TOPIC 2: BUSINESS VENTURES MAIN TOPIC 3: BUSINESS ROLES

Subtopics to be covered in terms ONE & TWO: THE CONTENTS WILL BE EXACTLY AS IT IS STIPULATED PER MAIN TOPIC AND SUB-TOPIC AS PER THE CAPS FOR BUSINESS STUDIES.

Your lesson preparation is a supporting document to:

- enable you to know which Topics will be in Papers 1 and Paper 2.
- The 2025 ATP remains the same as in the CAPS for business studies
- with the difference that you must ensure that you know which contents learners must study for the June question paper as well as
- which topics and contents per paper 1 and paper 2

PLEASE NOTE: The Controlled Test 1 will be covering the work as covered per the ATP and will NOT BE SPLIT FORMAT OF THE FINAL YEAR-END EXAMINATION

BUSINESS STUDIES GRADE 10: Subtopics to be covered in term ONE and TWO:

REMEMBER: Subtopics to be covered in term ONE and TWO: THE CONTENTS WILL BE EXACTLY AS IT IS STIPULATED PER MAIN TOPIC AND SUB-TOPIC AS PER THE CAPS FOR BUSINESS STUDIES

Paper 1	TOPIC 1: Business Environments TOPIC 2: Business Operations
Sub-topics that must be covered in terms 1 and 2	Business Environments -Micro-environment -Market environment -Macro-environment -Inter-relationships of micro, market, and macro environments -Business sectors -Contemporary socio-economic issues excluding piracy Business Operations -Eight business functions Refer to page 13 of the CAPS document for sub-topics per business function to be covered: • General management • Administration • Financing • Purchasing • Public Relations -NOTE: The levels of general management and the tasks associated with each level; use this information to analyze management levels within the public or private organization -The importance of the functions within the business -The concept of quality -The correlation between management and the success of a business in achieving its objectives; strengths and weaknesses

Paper 2	TOPIC 1: Business Ventures TOPIC 2: Business Roles
Sub-topics that must be covered in terms 1 & 2	Business Ventures Forms of ownership
	Please Note: Contemporary Socio-economic issues will be set as part of Paper 2 for JUNE ONLY For the Oct/Nov final year-end paper, Contemporary socio-economic issues will remain part of Paper 1 as the Business Environments
	Business Roles Contemporary Socio-economic issues (JUNE) Social responsibility

November Examination Paper 1 and Paper 2

PAPER 1	PAPER 2	Marks
TIME: 2 HOURS	TIME: 2 HOURS	
MARKS 150	MARKS 150	
SECTION A COMPULSORY TYPES OF QUESTIONS: QUESTION 1.1 Multiple Choice Question 1.2 Matching item 1.3 Choose the correct word(s)	SECTION A COMPULSORY TYPES OF QUESTIONS: QUESTION 1.1. Multiple Choice Question 1.2. Matching item 1.3 Choose the correct word(s)	30 marks
Section B Question 2 Business Environments	Section B Question 2 Business Ventures	40 marks
Question 3 Business Operations	Question 3 Business Roles	40 marks
Question 4 Miscellaneous Question Business Environment and Business Operations	Question 4 Miscellaneous Question Business Ventures and Business Roles	40 marks 20 marks 20 marks
Section C Question 5: Business Environment Question 6: Business Operations	Section C Question 5: Business Ventures Question 6: Business Roles	40 marks

TERM	TASK DESCRIPTION	RAW TASK TOTAL	TERM WEIGHT %	SBA WEIGHT %	PROMOTION MARK %
1	CASE STUDY	50	25	10	40
	CONTROLLED TEST	100	75	20	
2	PRESENTATION	50	25	10	
	MID-YEAR EXAMINATION	300	75	20	
3	PROJECT	50	25	20	
	COTROLLED TEST 2	100	75	20	
4	FINAL EXAMINATIONS: PAPER 1 AND PAPER 2 2 HOURS	150 X 2 = 300	-	-	60
FINAL				100	100

FIRST TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 15-21 January 5 School days	MICRO- ENVIRONMENT	• Meaning of the term micro-environment • Various components of the micro (internal) business environment ○ Vision, mission statement, goals, and objectives ○ Organisational resources ○ Management and leadership ○ Eight functions and activities of the business	3.6%	3.6%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P1
Week 2 22-28 January 5 School days	MICRO- ENVIRONMENT	• Various components of the micro (internal) business environment ○ Organisational culture ○ Business organisational structure ○ Purpose of the organisational culture • The purpose/importance of a business organisational structure with specific reference to an organogram	3.6%	7.2%	• Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			

WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 3 29 Jan 04 Feb 5 School days	BUSINESS FUNCTIONS	- Recap the EIGHT business functions - Differences between leadership and management - The activities and importance/purpose of the following business: - General management	3.6%	10.8%	Informal activities - Class activities - Home activities	- Textbooks 2024 Revised Notes 2023 Exam guideline - Newspaper articles - Internet - Magazine - Other audio-visual media			P1
Week 4 05-11 February 5 School days	BUSINESS FUNCTIONS	- The activities and importance/purpose of the following business: - Administration - Financing - Public relations - Purchasing - Purchasing – include: - NCA - CPA - Nature - Purpose - Rights - Responsibilities - Remedies	3.6%	14.4%	Informal activities - Class activities - Home activities - Assignments	- Textbooks - Revised Notes 2023/2024 Exam guideline - Newspaper articles - Internet - Magazine - Other audio-visual media			P1

Week 5 12-18 February 5 School days	CONCEPT OF QUALITY	• Meaning of quality, quality • control and quality assurance • Difference between quality control and quality assurance • Importance of quality for businesses	3.6%	18%					P1
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 6 19- 25 February 5 School days	CONCEPT OF QUALITY	• Quality indicators of the following business functions: ○ Human Resources function ○ Administration function ○ Financial function ○ General management • The correlation between management and the success of business in achieving its objectives, strengths, and weaknesses.	3.6%	21.6%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P1
Week 7 26 Feb-04 Mar 5 School days	MARKET ENVIRONMENT	• Meaning of the term market environment • Components of the market environment • Reasons why competition poses a	3.6%	25.2%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline			P1

		challenge to businesses • Examples of other organisations/civil society • Meaning of opportunities and threats in a business context and give practical examples of each				• Newspaper articles • Internet • Magazine • Other audio-visual media			
Week 8 05-11 March 5 School days	MACRO ENVIRONMENT	• Meaning of the term macro-environment • Practical examples of each component/feature of the macro environment • The reason why each component/feature poses a challenge to businesses	3.6%	28.8%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P1
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 9 12-18 March 5 Schools days	INTERRELATIONSHIP BETWEEN THE ENVIRONMENTS	• The link/relationship between the features/components of the micro-environment • Interrelation between micro (internal) and market environments • Examples of the relationship between	3.6%	32.4%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine			P1

		the business with consumer, suppliers, intermediaries, and competitors Relationship between micro, market, and macro environments				Other audio-visual media			
Week 10-11 19-28 March 7 School days	Revision Case study Formal: Controlled test (100 marks)	- Revision of all topics covered during the first term. - The case study must consist of FOUR topics: - NOTE: Learners must be allowed to bring resources to classes to complete the case study. - It must be administered under controlled conditions		32.4%	Informal Assessment - Class activities - Home Activities Formal assessment Case study Controlled Test				

SECOND TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT: AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 08-14 April 5 School days	BUSINESS SECTORS	- Meaning of the primary, secondary, and tertiary sectors & examples of each sector - Relationship between these sectors - Meaning of the terms formal and informal sectors. Give practical examples of each - Importance of the formal and informal sector	3.6%	36%	Informal activities - Class activities - Home activities	- Textbooks 2024 Revised Notes 2023 Exam guideline - Newspaper articles - Internet - Magazine - Other audio-visual media			P1
Week 2 15-17 April 3 School days	BUSINESS SECTORS	- Distinguish between the formal and informal sectors • Meaning of the terms public and private sector - Importance of the public and private sector - Distinguish between the public and private sectors	3.6%	39.6%	Informal activities - Class activities - Home activities	- Textbooks 2024 Revised Notes 2023 Exam guideline - Newspaper articles - Internet - Magazine - Other audio-visual media			P1

Week 3 22-25 April 4 School days	CONTEMPORARY SOCIO- ECONOMIC ISSUES	• Meaning of socio-economic issues. • Reasons why socio-economic issue pose a challenge to businesses • Meaning of inequality and poverty • Impact of inequality and poverty on businesses • Term “inclusivity” • Purpose of inclusivity in the workplace • Unemployment and unproductive labour forces	3.6%	43.2%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P1 (June only) BUT P2 in OCT/NOV
Week 4 05-09 May 5 School days	CONTEMPORARY SOCIO- ECONOMIC ISSUES	• Negative impact of HIV/Aids on businesses • Different types of gambling and explain their impact on businesses • Meaning of counterfeiting/bootlegging/strikes/political disturbance and crime • Impact of the socio-economic issues on businesses	3.6%	46.8%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			

Week 5 12-16 May 5 School days	SOCIAL RESPONSIBILITY	• Term “social responsibility” and give practical examples • Definition of corporate social responsibility • Recommend/suggest initiatives businesses can take to address socio-economic issues	3.6%	50.4%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2
Week 6 19-23 May 5 School days	FORMS OF OWNERSHIP	• Sole proprietor • Partnership ○ Definition ○ Characteristics ○ Advantages ○ Disadvantages - Differences ○ (comparison) between the forms of ownership • Non-profit company Profit companies • Co-operatives ○ Definition ○ Characteristics ○ Advantages ○ Disadvantages ○ Differences ○ (comparison) between the forms of ownership	3.6%	54%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2

Week 7 26-30 May 5 School days	FORMS OF OWNERSHIP	• Non-profit company • Profit companies ○ Co-operatives ○ Definition ○ Characteristics ○ Advantages ○ Disadvantages ○ Differences ○ (comparison) between the forms of ownership	3.6%	57.6%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2
	Presentation Content Focus: Covering at least 4 topics as per the ATP of term 2 Marks: 50				MID YEAR EXAMINATION Content Focus: Covering all topics completed as per the ATP of term 1 & 2 Marks: 150 x 2 papers = 300 marks, 2 hours each				

THIRD TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 22-28 July 5 School days	CREATIVE THINKING AND PROBLEM SOLVING	• Meaning of creative thinking • Advantages/benefits of creative thinking in the workplace • Use creative thinking to generate entrepreneurial opportunities • Businesses can use creative thinking to solve business problems • Meaning of problem solving • Differences between decision making and problem solving	3.6%	61.2%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2
Week 2 29 July – 05 August 5 School days	CREATIVE THINKING AND PROBLEM SOLVING	• Problem solving cycle • Apply the problem-solving techniques to solve business problems: ○ Force-field analysis ○ Delphi technique ○ Nominal group technique ○ Brainstorming	3.8%	65 %	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine			P2

		- Explain/discuss how businesses can use mind mapping, brainstorming to identify innovative and entrepreneurial business opportunities - Recommend/suggest ways in which creative business opportunities can realistically be implemented				Other audio-visual media			
Week 3 06-12 August 5 School days	BUSINESS OPPORTUNITY AND RELATED FACTORS	- Difference between internal & external market research - Definition of business opportunities (based on researched needs and desires) and strengths, weaknesses, opportunities and threats (SWOT) - SWOT analysis to determine a viable business venture - Identify a business opportunity based on the findings from compiling a SWOT analysis - Apply a SWOT analysis from given scenarios/case studies	3.8%	68,8%	Informal activities - Class activities - Home activities	- Textbooks 2024 Revised Notes 2023 Exam guideline - Newspaper articles - Internet - Magazine - Other audio-visual media			P2

Week 4 13-19 August 5 School days	BUSINESS OPPORTUNITY & RELATED FACTORS	• Difference between internal & external market research • Definition of business opportunities (based on researched needs and desires) and strengths, weaknesses, opportunities and threats (SWOT) • SWOT analysis to determine a viable business venture • Identify a business opportunity based on the findings from compiling a SWOT analysis • Apply a SWOT analysis from given scenarios/case studies	3.8%	72,6%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2
Week 5 20-26 August 5 School days	PRESENTATION OF BUSINESS INFORMATION	• Accurate and concise verbal and non-verbal presentation • Presentation of business reports • Verbal presentations • Factors that must be considered when preparing for a verbal presentation	3.6%	76,2%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2

THIRD TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 6 27 August – 02 September 5 School days	PRESENTATION OF BUSINESS INFORMATION	• Advice businesses on how to prepare for support materials for a presentation • Definition of the different visual aids ○ PowerPoint/data projector/slides ○ Handouts/flyers/brochure ○ Flip charts ○ Interactive whiteboard/smart boards. ○ Posters/signs/banners/portable ○ advertising stands/flags • Explain the purpose of visual aids • Design and layout of a presentation using different visual aids	5%	81,2%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2
Week 7 03-09 Sept 5 School days	BUSINESS PLAN	• Importance of a business plan • Challenges of the macro environment using PESTLE analysis • Components of a business plan • Executive summary	3.6%	84.8%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine			P2

		• Description of the business: ○ The long-term objective, mission and vision of the envisaged business ○ The product/service				• Other audio-visual media			
Week 8 10-16 Sept 5 Schooldays	BUSINESS PLAN	• Description of the business: The structure of the business (ownership)/relationship between the structure of the business and forms of ownership • Different types of legal requirements of a business • Compile a SWOT analysis for the envisaged business • Marketing plan: ○ Market research ○ Marketing mix, the 7 Ps: <i>Price, product, promotion, place, people, physical environment and process</i> • Competition • Financial plan including a balance sheet	7.2%	92%	Informal activities • Class activities • Home activities	• Textbooks • 2024 Revised Notes • 2023 Exam guideline • Newspaper articles • Internet • Magazine • Other audio-visual media			P2
Week 9 & 10 17-30 Sept 9 School days	Revision SBA Task Controlled Test	Term 3 content as per ATP							

FOUR TERM									
WEEK	CAPS TOPIC	CONTENT	%	CUM %	ASSESSMENT AFL & AOL	RESOURCES	DATE COMPLETED	COMMENT	PAPER
Week 1 13-17 October 5 School days	RELATIONSHIP AND TEAM PERFROMANCE	- Factors that can influence these relationships (e.g., prejudice, beliefs, values and diversity) - Understanding business objectives (e.g., profit, productivity, service) Interpersonal relationships in the workplace (e.g., different hierarchies, management levels, the importance of each individual in achieving business objectives) - Personal beliefs and values and how they influence business relationships (e.g., prejudice, discrimination, equity, diversity)	4%	96%	Informal activities - Class activities - Home activities	- Textbooks 2024 Revised Notes 2023 Exam guideline - Newspaper articles - Internet - Magazine - Other audio-visual media			P2

Week 2 20-24 October 5 School days		- Criteria for successful and collaborative team performance in a business context - Working in a team to accomplish business objectives	4%	100%	Informal activities - Class activities - Home activities	- Textbooks 2024 Revised Notes 2023 Exam guideline - Newspaper articles - Internet - Magazine - Other audio- visual media		P2
Week 3 27-31 October 5 School days	Revision							
				PAPER 1 Time 2 hrs 150 marks Section A [compulsory] Question 1: MCQs, matching column & choose correct answer: Business environments & business operations: 30 marks Section B [answer 2 questions] Question 2: Business environments: 40 marks Question 3: Business operations: 40 marks Question 4: Business environments & business operations: 40 marks Section C [answer 1 question]			PAPER 2 Time 2 hrs 150 marks Section A [compulsory] Question 1: MCQs, matching column & choose correct answer business ventures & business roles: 30 marks Section B [answer 2 questions] Question 2: Business ventures: 40 marks Question 3: Business roles: 40 marks Question 4: Business ventures & roles: 40 marks	

				Question 5: Business environments: 40 marks Question 6: Business operations: 40 marks Cognitive levels: Lower order – 30%, Middle order – 50%, Higher order – 20% Complete: Assessment framework & cognitive levels grid	Section C: [answer 1 question] Question 5: Business ventures: 40 marks Question 6: Business roles: 40 marks Cognitive levels: Lower order – 30%, Middle order – 50%, Higher order – 20% Complete: Assessment framework & cognitive levels grid
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