



APPENDIX 3 ANSWERING HSC EXAMINATION QUESTIONS

The HSC examination in Business Studies has four sections:

- I. Multiple choice questions
- II. Short response questions
- III. Extended response questions — business report
- IV. Extended response questions — integrated topic areas.

Multiple choice questions

Section I of the HSC examination consists of 20 compulsory multiple choice questions. They may include interpretation of stimulus material, calculations and definitions. Therefore, it is important that you become familiar with answering this type of question. For each question choose the best of the four alternatives given.

Short and extended response questions (including business report)

In Sections II, III and IV, a report style format is required, a style of writing used extensively in business. Report writing will require you to disregard much of what you have previously been taught when writing traditional essay-style answers. Report answers use:

- short statements
- lists of main points followed with explanations when appropriate
- short paragraphs
- headings and subheadings
- diagrams, tables and graphs
- condensed conclusions and/or recommendations when required.

Newspaper articles adopt a report writing style. Each paragraph is brief and to the point and short sentences are used. It is important that you become familiar with answering this style of question.

In Section III of the HSC you are required to write a business report. This section contains a single extended response question based on stimulus material (see the questions below). The question integrates a number of the HSC topics.

In Section IV, you are required to answer one out of two extended response questions which also integrate a number of the HSC topics.

Your answer in Sections III and IV will be assessed on how well you:

- use your knowledge and the information provided
- communicate using relevant business terminology and concepts
- present a logical, well-structured answer to the question.

Sample business report questions

1. An Australian electrical engineering company is investigating the possibility of expanding into an overseas market by entering into a joint venture arrangement with a Chinese company. The board of directors is aware of the increasing competition within the domestic market and wishes to achieve lower costs of production through improved economies of scale. As adopting a global perspective represents a major change in attitude within the business, resistance is expected from some managers.

Write a business report to the CEO of the company that describes and analyses the reasons for international expansion and the management strategies needed to overcome any resistance to the change.

2. A computer business established in 1997 has experienced rapid growth over the last five years. As a consequence, the company has experienced the following 'growth difficulties':
- establishing a workable organisational structure that is responsive to change
 - a shortage of venture capital
 - ineffective cash flow management
 - an inappropriate marketing plan that has not been modified in response to technological changes.

Write a business report to the owners of the business that explains the importance of effective financial planning and outline how the business functions and operations will need to be modified to overcome the present difficulties.

3. You have been appointed Human Resources Manager of Quantro Chemicals Limited, a large Australian business with operations in all states and employing 2670 staff. Your main task is to negotiate a new enterprise agreement with eight different unions operating at the five facilities. In the past, wage negotiations have been marked by protracted and costly industrial disputation. The company is considering the possibility of moving production offshore if a successful wage settlement cannot be gained within a three month period.

Write a business report to the group general manager that outlines how conflict and change can be managed in the business and analyse the impact of management decision making on the stakeholders.