### MTQ 1

#### Task 1 (1 mark)
Marginal cost

#### Task (1 mark)
Average cost

#### Task 3 (2 marks)
- Average revenue
- Marginal revenue

### MTQ 2

#### Task 1 (2 marks)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Andrew</td>
<td>Strategic</td>
</tr>
<tr>
<td>Ben</td>
<td>Tactical</td>
</tr>
<tr>
<td>Camilla</td>
<td>Strategic</td>
</tr>
<tr>
<td>Davinia</td>
<td>Operational</td>
</tr>
</tbody>
</table>

#### Task 2 (2 marks)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Andrew</td>
<td>Spreadsheet</td>
</tr>
<tr>
<td>Ben</td>
<td>Face to face meeting</td>
</tr>
<tr>
<td>Camilla</td>
<td>Committee paper</td>
</tr>
<tr>
<td>Davinia</td>
<td>Telephone call</td>
</tr>
</tbody>
</table>

### MTQ 3

#### Task 1 (2 marks)

<table>
<thead>
<tr>
<th>Organisation</th>
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<tbody>
<tr>
<td>Shamrock</td>
</tr>
<tr>
<td>Divisional</td>
</tr>
<tr>
<td>Matrix</td>
</tr>
<tr>
<td>Functional</td>
</tr>
</tbody>
</table>

#### Task 2 (2 marks)

- Expertise is pooled
- Duplication is avoided
- Recruitment of specialists is facilitated
- Well suited to centralised businesses
MTQ 4
Task 1 (1 mark)
Mark
Abdul

Task 2 (3 marks)
Expressing an opinion as to whether or not the financial statements present a true and fair view
Mark
Reporting to management on the effectiveness of internal controls
Abdul
Reporting whether or not financial statements are prepared in accordance with company law
Mark
Performing a one off investigation into suspected fraud
Abdul
Reviewing the effectiveness of the production department
Abdul
Reviewing the implementation of corporate objectives
Abdul

MTQ 5
Task 1 (2 marks)
Generate new ideas
Face to face meeting
Reach large audience over a wide area
Conference
Explain complex facts and arguments
Report
Transmit information cheaply to a large number of people
Notice board

Task 2 (2 marks)
John arrives late at the office……Overload
Gareth reads an e-mail……. Misunderstanding
Beverly, the team leader…… Non-verbal signs
On the notice board…. Distortion

MTQ 6
Task 1 (2 marks)
A form of applied ethics that examines ethical principles and moral or ethical problems applying to all aspects of organisational conduct and relevant to individuals and organisations as a whole

Task 2 (2 marks)
At your appraisal you tell your manager about certain motivational problems, which are affecting your work. You describe how you feel underutilised as a team member and why
Openness
You have asked to work from home. Your manager agrees suggesting you should prioritise your own work for that day as he is taking the off as annual leave | **Trust**

Your team failed to achieve its targets last month. Accepting the failure, you recommend to your manager how your team plans to improve performance to an acceptable level | **Accountability**

The managing director of the company invites a range of staff from all levels of the organisation to the end of year function. He thanks everyone for their efforts, naming particular individuals and their specific contributions to the organisation | **Respect**