

BT and FBT Extra MTQs Specimen Exam Answers

MTQ 1

Task 1 (1 mark)

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| Marginal cost |
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Task 2 (1 mark)

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| Average cost |
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Task 3 (2 marks)

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| Average revenue |
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| Marginal revenue |
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MTQ 2

Task 1 (2 marks)

The collection of traditions, values, policies, beliefs and attitudes that constitute a pervasive context for everything we do and think

Task 2 (2 marks)

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|-----------|----------------|
| Barker Co | Power culture |
| Coombe Co | Role culture |
| Daly Co | Person culture |
| Evans Co | Task culture |

MTQ 3

Task 1 (2 marks)

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|----------------------|---------------------------------|
| Gearing | Statement of financial position |
| Interest cover | Statement of profit or loss |
| Repayment of loans | Statement of cash flows |
| How value is created | Integrated report |

Task 2 (2 marks)

Adam, Beryl, Cassie and Dean all work for EFG plc. Adam is the **Management accountant** and prepares budgets and variance reports. Dean is the **Treasurer** and manages the working capital. Cassie is the **Internal auditor** and evaluates the business operations and procedures. Beryl is the **Financial accountant** and ensures that EFG records and reports its financial position accurately.

MTQ 4**Task 1 (2 marks)**

In effective performance appraisal, Sam's team will receive feedback on their performance to help them understand what Sam thinks of their performance.

Members of Sam's team can discuss their career ambitions during the performance appraisal.

Task 2 (2 marks)

When only the negative aspects of the employee's performance are discussed.

When the appraisal takes the form of an informal chat between manager and employee.

MTQ 5**Task 1 (2 marks)**

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| Andrew | Spreadsheet worksheets |
| Ben | Face-to-face meeting |
| Camilla | Report for the board |
| Davinia | Telephone call |

Task 2 (2 marks)

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|--------------------------------------|-------------------------|
| John arrives late at the office..... | Overload |
| Gareth misreads 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)

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| 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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|

| | |
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| 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 day 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 |