

BT and FBT Extra MTQs Specimen Exam Answers

MTQ 1

Task 1 (1 mark)

Marginal cost

Task 2 (1 mark)

Average cost

Task 3 (2 marks)

Average revenue

Marginal revenue

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)

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

MTQ 3

Task 1 (2 marks)

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)**

Andrew	Spreadsheet worksheets
Ben	Face-to-face meeting
Camilla	Committee paper
Davinia	Telephone call

Task 2 (2 marks)

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)

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