

ENTREPRENEURSHIP DAY LEARNER'S PROJECT WORKSHEETS



3 ENTREPRENEURSHIP
EMPLOYABILITY
EDUCATION

PROJECT-BASED LEARNING | EMS



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



GRADE **7**

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ENTREPRENEURSHIP DAY

Worksheets



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WORKSHEET 1.1

Date: _____

Name and surname: _____

Look at this combination of sentences. Some describe the traits of an entrepreneur while others describe the traits of an employee. Make a mark in the block next to each sentence to indicate to whom that statement refers to. Then write a sentence about whether you would like to become an employee or an entrepreneur and why.

STATEMENT	ENTREPRENEUR	EMPLOYEE
Invests money in his ideas to make them work.		
Likes following instructions.		
Takes risks.		
An independent thinker.		
Does not fear failure.		
Likes being part of a big organisation.		
Does not worry how the money comes in.		
Share the same interest as the entrepreneur.		
Has creative ideas.		
Likes to leave the worries to others.		
Enjoys safety and security in a job.		
Ensures sustainability in the business.		

I would like to become: _____

because: _____



Date:

Name and surname: _____

[illegible]



WORKSHEET 2.1

Date: _____

Name and surname: _____

What role will each group member play in your business? Complete the table below for the business your group drew in the business draw:



Business name: _____

ROLE / JOB	PERSON DOING THE JOB	WHY IS S/HE THE BEST PERSON FOR THE JOB?
General Manager <i>Does a bit of everything to keep the business going. Cool-headed.</i>		<hr/> <hr/> <hr/>
Financial Manager <i>Loves working with numbers. Loves making a profit.</i>		<hr/> <hr/> <hr/>
Human Resources <i>Keeps us all happy and helps us sort out our problems.</i>		<hr/> <hr/> <hr/>
Public Relations <i>Thinks of cool ways of grabbing people's attention without having to pay. Connects with everybody.</i>		<hr/> <hr/> <hr/>
Marketing <i>Works with the financial person and PR person to advertise and promote business.</i>		<hr/> <hr/> <hr/>
Administration <i>General assistant who helps everybody with small jobs.</i>		<hr/> <hr/> <hr/>
Purchasing <i>In charge of what needs to be bought and the prices need to be the best!</i>		<hr/> <hr/> <hr/>
Production <i>In charge of what we make for sale and also checking on what is needed if we "sell" a service.</i>		<hr/> <hr/> <hr/>



WORKSHEET 2.2

Date: _____

Name and surname: _____

Needs analysis questionnaire



Just in Time information – go to your textbook or do research:

- What is the difference between **qualitative** and **quantitative** research?
- What is the difference between **open** and **closed** questions?

Product / Service: _____

CLOSED (QUANTITATIVE) QUESTIONS	RESPONSES					
	P1	P2	P3	P4	P5	P6
1. _____						
2. _____						
3. _____						

OPEN (QUANTITATIVE) QUESTIONS
Answer person 1: _____ _____
Answer person 2: _____ _____
Answer person 3: _____ _____
Answer person 4: _____ _____
Answer person 5: _____ _____
Answer person 6: _____ _____





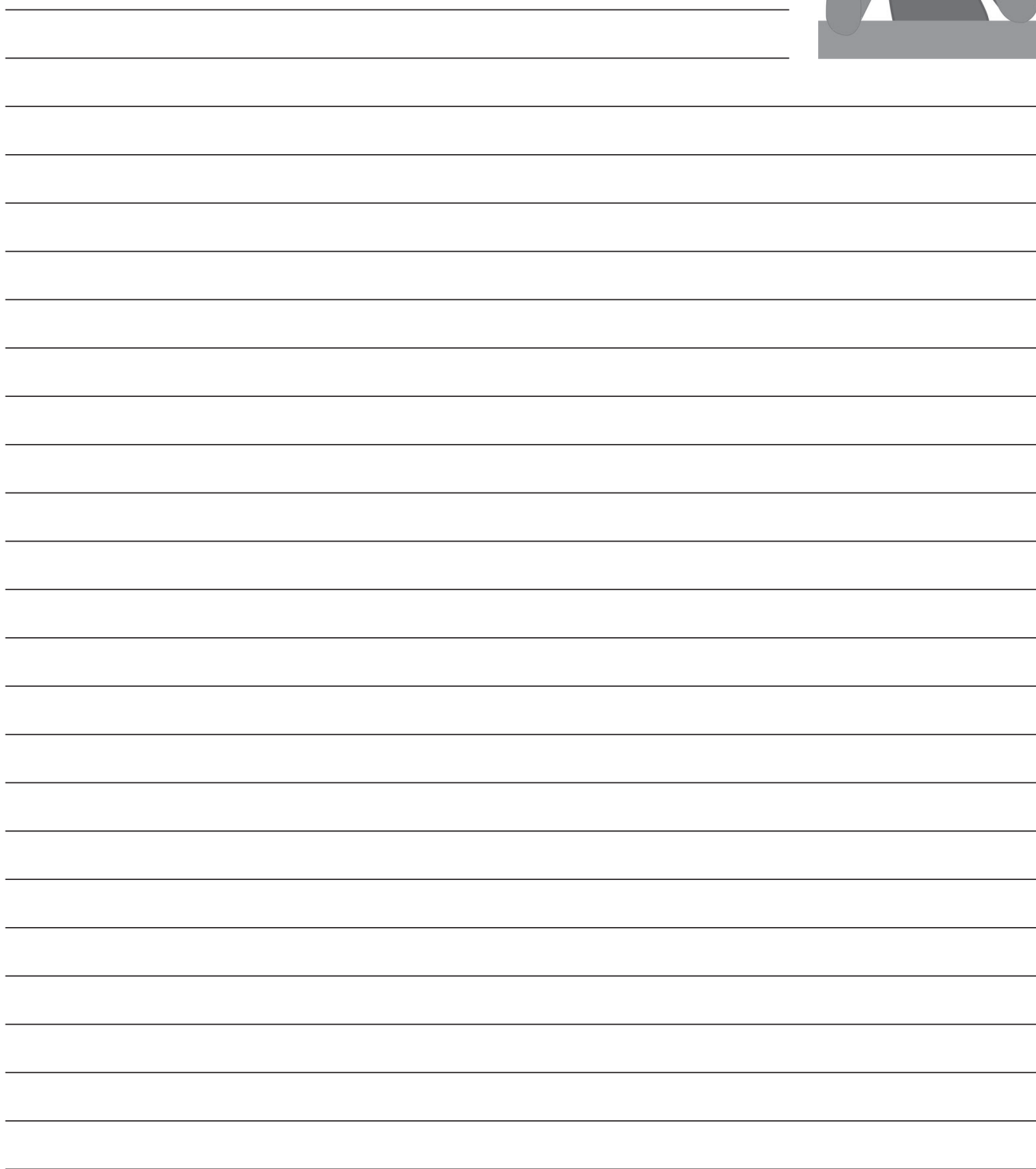
Date:

Name and surname:

Analyse the answers that you have captured from your questionnaires. Are you certain that you have a viable business? Explain why:

Do we have a sustainable business? ☐ – YES ☐ – NO

Why?





Name and surname: _____

Do a SWOT analysis in your business group to test your business idea. Knowing what your strengths and weaknesses are and understanding potential opportunities and threats will help you plan better because your view of your business will be more realistic. It is important to plan the first step, then the next, and so on. Use the space below:

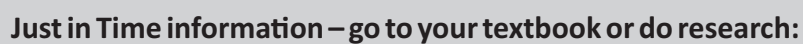
INTERNAL	STRENGTHS	WEAKNESSES
EXTERNAL	OPPORTUNITIES	THREATS



Date:

Name and surname:

Setting goals using a planning tool.



- What is a **Gantt chart**?
- Also **Google “Gantt chart template”** for various ideas.

[illegible]



Name and surname: _____

Analysing the new business: In groups, discuss the following questions and then write down your group's final decisions.



QUESTIONS TO CONSIDER	OUR DECISIONS
What will we be selling? (A product or service?)	<hr/> <hr/> <hr/> <hr/> <hr/>
How much will it cost to make each item if it is a product? (Using recycled material is obviously a huge advantage!)	<hr/> <hr/> <hr/> <hr/> <hr/>
What do we need in terms of labour and equipment if it is a service? What will this cost?	<hr/> <hr/> <hr/> <hr/> <hr/>
How much seed money do we need to jumpstart our business?	<hr/> <hr/> <hr/> <hr/> <hr/>
How will we market our product / service?	<hr/> <hr/> <hr/> <hr/> <hr/>



WORKSHEET 4.2

Date: _____

Name and surname: _____

Work out what your costs will be and try to project (forecast) what you will spend and how much profit you think you will make in the space provided below:



TYPES OF COSTS	OUR ESTIMATES
Variable costs	<hr/> <hr/> <hr/> <hr/> <hr/>
Fixed costs	<hr/> <hr/> <hr/> <hr/> <hr/>
Selling price	<hr/> <hr/> <hr/> <hr/> <hr/>
Forecast: expected expenditure, income and profit.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Date:

Name and surname:

Now draw up a basic budget on this template:

[illegible]



Name and surname: _____

You are now mid-project. Looking at what you have achieved so far, write down your thoughts and experiences in the space provided:

Dear diary...



WHAT CAUSES PROBLEMS IN TEAMS AND SMALL BUSINESSES?

Personality clashes, people trespassing into other's "job" descriptions, etc.

Can you name a few more?

NOTE TO MYSELF FOR NEXT TIME



Name and surname: _____

By now you are very busy making products or organising your service. How will you let people know about your business and the stall at the entrepreneurship day? Brainstorm ideas on how to spread the word, by creating a mindmap in the space below:





Date:

Name and surname:

Sort the ideas you brainstormed in Worksheet 6.1 into the following categories:





Name and surname: _____

A plan of who will be doing what.



Just in Time information – go to your textbook or do research:

- **Posters:** Design, making and duplicating. Putting up in school corridors and community.
- **Announcement at assembly and over the intercom:** Writing the advertising message and deciding on when to “place” it.
- **Social media:** Who will be posting regularly? Instagram? Blog? Facebook? Twitter feeds?
- **Other ideas:** Flash mobs, dress up, guerrilla marketing, face to face selling, cold calls, etc.

Sort your mind-map ideas to create an action plan for the members of your business:

TASK LIST	WHO? / WHICH TEAM?

Insert copy of email/sms/WhatsApp message that you sent to family and friends:



WORKSHEET 8

Date:

Name and surname:

Complete your income and expenditure statement in the space provided below:

INCOME STATEMENT FOR:

INCOME	AMOUNT
TOTAL INCOME:	

EXPENSES	AMOUNT
TOTAL EXPENSES:	

TOTAL PROFIT / LOSS:	

Group score:

/10

Did you achieve your financial target?

☐

– YES

☐

– NO

Did you keep to the goals in your Gantt Chart?

☐

– YES

☐

– NO



Name and surname: _____

How did the entrepreneurship day go? Answer the following questions on your own:



1. What new facts did you learn about being an entrepreneur?



2. What skills that an entrepreneur needs did you learn?



3. What attitudes and values does an entrepreneur need for success?



DOODLE PAGE AND ROUGH WORK

A large, empty rectangular box for doodling and rough work.



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DOODLE PAGE AND ROUGH WORK