

Chapter 1 - Consumer Choice

Revision questions

1

1. Explain what is meant by the term consumer.
2. Explain the problems consumers face in satisfying their needs and wants.
3. Identify ten factors that effect what a consumer spends their money on.
4. Outline the characteristics of a wise consumer.
5. Describe three common mistakes made by consumers when they buy goods and services.
6. In a table, outline the advantages and disadvantages of buying goods and services online.
7. Explain how a warranty protects consumers.
8. Explain whether or not consumers are entitled to return a good to the shop at which it was bought for a refund.
9. Describe three organisations that protect the rights of consumers.
10. Outline the different ways that consumers can pay for goods and services.
11. Describe two ways that technology has changed the way we pay for goods and services.

Definitions

OUTLINE WHAT IS MEANT BY EACH OF THE FOLLOWING KEY CONSUMER TERMS:

needs

wants

good

service

wholesaler

retailer

contract

barter

lay-by

credit card

debit card

fraud

book-up

durable good

code of conduct

Word mix

UNSCRAMBLE THE FOLLOWING CONSUMER WORDS AND USE EACH OF THEM IN A SENTENCE:

hqcehe

masc

STG

manedd

ptsereic

soptef

You've gotta be kidding

EXPLAIN THE REASONS WHY EACH OF THE FOLLOWING STATEMENTS IS EITHER TRUE OR FALSE:

1. Using a debit card allows you to borrow money from the bank to buy goods and services.
2. Computers and MP3 players are complementary goods.
3. A cheque should be filled out in pencil.
4. Mail-order goods are often ordered through catalogues.
5. Services are tangible.
6. Nike, Coca Cola and Mercedes Benz are all examples of generic brands.
7. Lay-by is not a good way to buy goods because of the high interest rates that are charged.
8. DVDs and Videos are substitute goods.
9. Consumers have to pay stamp duty when they buy a car.
10. There are three characteristics of a contract.

Mix and match

MATCH THE FOLLOWING QUESTIONS TO THEIR ANSWERS:

What are two disadvantages of using credit cards to buy goods and services?

How does marketing change consumer wants?

What is the role of the Trade Practices Act?

Why must consumers prioritise their spending?

What are capital goods?

What does the term 'not negotiable' mean?

Advertising and promotions can influence the decisions consumers make by encouraging them to buy certain types of goods and services.

Products that are used to create other goods and services like machinery, computers or tools.

A cheque cannot be cashed, it must be deposited into a bank account.

Consumers pay interest on their purchases and have a limit to how much they can spend.

Consumers will not have the resources to satisfy all their needs and wants.

Consumers need protection from false and misleading advertising, defective goods and businesses that do not act ethically.

Who's who in the zoo?

DESCRIBE THE ROLE OF EACH OF THE FOLLOWING ORGANISATIONS:

The ACCC
The Australian Consumers Association
The CTTT
The Ombudsman

Putting it all together – writing tasks

1. Write an essay about being a wise consumer. In your answer include some discussion of:
 - the mistakes that consumers make when buying goods and services
 - the steps involved in choosing what to buy
 - ways to avoid scams.
2. Describe the factors that influence how teenage consumers spend their money and the types of goods and services they are most likely to purchase.
3. You have been invited to deliver a speech to the NSW Consumers Association on how consumers can get help when they have problems. In your speech you should cover some of the following points:
 - why consumers need protection
 - the organisations that provide protection
 - a case study of a consumer who needed help with a problem
(check out the ASIC website for samples, or use your imagination to make one up).
4. Discuss the advantages and disadvantages of the different methods of paying for goods and services.

Chapter 2 – Personal Finances

2

Revision questions

1. Describe the different types of income a person can earn from working.
2. Explain the difference between the different types of income a person can earn from their investments.
3. What is the difference between fixed and variable expenditure?
4. Describe three factors that would cause a person to increase the amount of money they decide to save.
5. Explain why our age will determine how much of our income we save.
6. Identify the different types of organisations that we can borrow money from.
7. Explain what a person's credit rating is used for.
8. Describe two reasons why it is important to keep records of our spending.
9. Explain the difference between three different types of insurance that consumers might use.
10. Explain what is meant by the term 'the investment trade-off'.
11. Outline two advantages of investing in each of the following areas:
 - the stock market
 - a bank savings account
 - property
 - superannuation
 - managed funds.
12. Describe why consumers might use a financial planner to give them advice on their investments.

Definitions

OUTLINE WHAT IS MEANT BY EACH OF THE FOLLOWING KEY FINANCIAL TERMS:

salary

wage

dividend

profit

interest rate

insurance

budget

credit union

transfer payment

over commitment

variable interest

mortgage

collateral

superannuation

debt

Word mix

UNSCRAMBLE THE FOLLOWING FINANCIAL TERMS AND USE EACH OF THEM IN A SENTENCE THAT EXPLAINS THEIR MEANING:

ngtdugbei

saknb

hwtael

ceanisrun impemur

fawlere

toskc hecegxn

You've gotta be kidding

EXPLAIN THE REASONS WHY EACH OF THE FOLLOWING STATEMENTS IS EITHER TRUE OR FALSE:

1. People who own shares receive a dividend when they sell their shares on the stock exchange.
2. Anyone without a job is able to claim unemployment benefits.
3. Young people are likely to save more of their income than people in different age groups.
4. Credit unions only lend money to people who are members.
5. A secured loan is one where the item you purchase receives free insurance.
6. Insurance companies offer loans to their customers.
7. A budget is a record of what you earned and spent last month.
8. The increased use of technology has made it harder for us to keep track of our finances.
9. Getting insurance for your car is compulsory in NSW.
10. Investing in superannuation is a way of preventing yourself from spending your savings.

Mix and match

MATCH THE FOLLOWING QUESTIONS TO THEIR ANSWERS:

Describe one reason why people save money.

What is a commission?

What is the benefit of having income protection insurance?

Why do some people use savings plans to help them manage their money?

What is a line of credit?

What is a piece rate?

An income that is based on the number of goods a person produces over a period of time.

A loan where the only payment the borrower needs to make each month is the interest owing on the amount borrowed.

It is easy to arrange for money to be automatically taken from your income and saved.

It is important to have money available when you retire and can no longer work.

An income that is calculated as a percentage of the value of goods a person sells.

A person who becomes ill or injured will be helped in meeting their financial commitments.

Who's who in the zoo?

DESCRIBE THE ROLE OF EACH OF THE FOLLOWING ORGANISATIONS:

Mortgage providers
Managed funds
Building societies
Financial advisers

Commercial calculations

1. You have applied for a credit card, the VersaCard, and were successful in your application. The bank has given you a credit limit of \$5 000.

The conditions of the card are as follows:

- annual fee of \$58 (payable each January)
- interest rate of 24% pa (or 2% per month) on all purchases
- minimum payment is 10% of outstanding balance each month
- the card will be cancelled if no payments are made in three months

In January you purchase \$810 of goods and services on your credit card while you are on holiday. What will be the total balance on your credit card at the end of December?

What will be your available credit?

2. Annabel Choi is a webpage designer who has just completed university. She hopes to travel overseas in six months time to meet up with some friends in Europe. Below is her fortnightly spending pattern.

	\$
- rent	210
- petrol	40
- car insurance	25
- health insurance	17
- food	80
- mobile phone	60
- entertainment	180
- clothes	100
- miscellaneous	160

Her fortnightly income is \$1 480 (after tax)

Annabel will need \$5 800 for her trip. She currently has savings of \$310 in a bank account.

- Draw up a current budget for Annabel.
- Calculate Annabel's current savings per fortnight and estimate how much money she will have in the bank in 6 months.
- Suggest three strategies Annabel could use to increase her savings over the next six months.

3. Kendall has invested \$5 000 in a bank account that pays an interest rate of 7.5 % per annum. She plans to leave the money there for 5 years, and let the interest build up (or compound) each year.

Fill out the table below, and calculate how much money she will have at the end of the fifth year.

Year	Account Balance	Interest earned (7.5%)
1	\$5,000.00	
2		
3		
4		
5		

Putting it all together - writing tasks

1. "People really only have two choices with what they do with their money – they can either spend it or save it".

Discuss the different factors that determine how much we spend and save.

In your answer you could include some of the following things:

- the four main reasons why people save their money
- the importance of factors like income, age, location and wealth
- examples of spending and saving decisions of people you know.

2. Write an essay on good financial management. In your essay discuss the following:

- the importance of budgeting
- reasons why people get into financial problems
- the consequences of poor financial management
- some ways people can avoid financial problems.

3. Explain why insurance is important and how the different types of insurance can help consumers.

4. You have been asked to write an article for the new website www.youthmoney.ocf.au which aims to offer teenagers financial advice.

Write an article that explains the different organisations people can borrow money from and the different types of loans that are available to people.

3

Chapter 3 - Running a Business

Revision questions

1. Describe the three types of goals people have when they run their own business.
2. Explain why entrepreneurs are known as 'risk takers'.
3. Outline the skills that a person needs to be a successful entrepreneur.
4. Describe what you think are the three most important personal qualities a person needs to run their own business.
5. Outline how location is an important factor in the success of a business.
6. Explain the difference between using debt finance and equity finance to start up a business.
7. Describe how running a franchise is different to starting your own business from scratch.
8. Outline five different ways that the government can affect how a business operates.
9. Describe the different people who will be interested in the financial information of a business.
10. Explain why training can help business owners become more successful.
11. Describe the three main types of financial statements that a business will use to keep track of its finances.

Definitions

OUTLINE WHAT IS MEANT BY EACH OF THE FOLLOWING KEY BUSINESS TERMS:

entrepreneur

target market

market research

limited liability

undercapitalised

overdraft

business plan

marketing mix

zoning

creditors

assets

inventory

expenses

stakeholder

franchisee

Word mix

UNSCRAMBLE THE FOLLOWING BUSINESS TERMS AND USE EACH OF THEM IN A SENTENCE THAT EXPLAINS THEIR MEANING:

leos retard

ppersilu

etn ftpori

nebsisus lanp

pyConam

itabslie

You've gotta be kidding

EXPLAIN THE REASONS WHY EACH OF THE FOLLOWING STATEMENTS IS EITHER TRUE OR FALSE:

1. The best location for a business is a long way away from their competitors.
2. The easiest type of business to start up is a sole trader.
3. Over 80% of businesses fail in their first year of operation.
4. Small business owners need to be a 'jack of all trades'.
5. The government does not interfere with the way small businesses operate.
6. A mortgage is a way to borrow a small amount of money for a short period of time.
7. The accounting equation is: Owners equity = Assets – Liabilities.
8. Invoices are used to record what a business has spent its money on.
9. Banks will lend money to anyone who has a good business idea
10. There are as many responsibilities as benefits for small business owners.

Mix and match

MATCH THE FOLLOWING CHARACTERISTICS TO THE TYPE OF BUSINESS:

Sole Trader

Is managed by a body known as the 'committee'.

Partnership

Has unlimited liability.

Public Company

Board of directors must approve the sale of shares.

Private Company

Can only have 2 – 20 owners.

Incorporated Association

Sells shares on the stock exchange.

Who's who in the zoo?

DESCRIBE WHY EACH OF THE FOLLOWING ORGANISATIONS WOULD BE INTERESTED IN HOW A BUSINESS OPERATES:

The Australian Tax Office

The local council

The Environmental Protection Agency

Banks

Commercial calculations

1. For each of the following examples, write out the accounting equation:

		\$
(i)	Assets	50 000
	Liabilities	15 000
	Owners Equity	35 000
(ii)	Assets	780 000
	Owners Equity	160 000
(iii)	Owners Equity	1.4 million
	Liabilities	2.8 million
(iv)	Current assets	80 000
	Current liabilities	110 000
	Non-current assets	560 000
	Non-current liabilities	310 000

2. The following information is from the records of Ms Terri Bullhaircutt, who runs a hairdressing salon. It shows her expenses over the week 4 June – 10 June.

Date	Details	Purchases	Drawings	Wages	Petty Cash
4/6	Petrol	30			
7/6	Inventory	400			
8/6	Milk				5
8/6	T. Bullhaircutt		800		
10/6	Wages			500	

Other information from the week included the following:

Bank Balance (4 June)	\$8 250
Income from Customers (4 June – 10 June)	\$2 600

- Calculate Ms Bullhaircutt's total expenses for the week.
- What was the difference between her revenues and expenses for the week?
- How much money does she have in the bank at the end of the week?
- Suggest something she could do to increase the amount of money she has in her business bank account.

3. The following information was collected from Tim Williams' Walking Frames on 17 July 2005

cash at bank	11 000	10 year loan	310 000
inventory	48 000	overdraft	16 000
accounts receivable	25 000	accounts payable	8 000
motor vehicles	118 000	retained profits	22 000
equipment	220 000	T Williams, capital	66 000

Use this information to put together a balance sheet for the business.

4.

Far and Away Pty Ltd			
Revenue Statement for period ending 30 June 2005			
	2004		2005
	\$ 000		\$ 000
Sales	300		300
<i>less</i> Cost of Goods Sold		175
Gross Profit	<u>180</u>		<u>.....</u>
<i>less</i> Operating Expenses			
Advertising	10		20
Rent	-		15
Wages	45		65
Insurance	5		5
Interest	10		15
Catering	10		15
Electricity	5	100	5
Net Profit	—		

1. Fill in the gaps in the revenue statement.
2. Describe how the business has changed from 2004 to 2005.
3. Suggest two changes the business could make to improve its profit in 2006.

Putting it all together - writing tasks

1. You have been asked to give some advice to your cousin who plans to open his own restaurant. Write a report for him that explains the advantages and disadvantages of establishing his own business, buying an existing business, or getting into a franchise.

Use the following sub-headings in your report:

- introduction
- establishing your own business – advantages
- establishing your own business – disadvantages
- buying an existing business – advantages
- buying an existing business – disadvantages
- buying into a franchise – advantages
- buying into a franchise – disadvantages
- my recommendation.

2.

Ian Brooks is an enthusiastic surfer who left school after completing his Higher School Certificate. Not interested in university, he started work in a sports store as a sales assistant.

After 12 months his enthusiasm and hard work were recognised by the store's owner, who appointed him as the store manager.

However after 2 years, Ian became restless, and began considering going into business for himself. Through an ad in the local newspaper, he found a small sports store in the beachside suburb of Clovelly for sale.

Using money from his father as a deposit, he acquired a loan from a bank. After a month of renovations, Ian opened *BrookSports*.

He has said that he would like to focus on the large numbers of local surfers and the tourists who come to the area. He wants to be known as a shop that gives personal service, and demonstrates to customers that the staff has a lot of expert knowledge.

With reference to BrookSports, write an essay on the keys to business success. In your answer explain:

- the main factors that cause businesses to fail
- your opinion of the future of BrookSports
- five important strategies that you believe would help make it a successful business

3. Discuss the differences between the different types of legal structures a business can take.

4

Chapter 4 - Investing

Revision questions

1. What do you think is meant by the saying "Risk comes from not knowing what you are doing"?
2. Describe the difference between capital growth and generating income.
3. What are the 5 important questions investors need to ask themselves before they invest their money.
4. What is the most common way of getting the money people need to begin investing?
5. What is the riskiest way to get money to invest?
6. List two advantages of investing your money with a bank or financial institution.
7. Describe the different characteristics of the three main types of shares that a company may issue.
8. What are the two main ways that people earn a return from investing in property?
9. Describe how investing in a managed fund is different to investing in shares.
10. Explain why investors are encouraged to put together a 'diversified portfolio'.
11. What is meant by the term 'ethical investment'?

Definitions

OUTLINE WHAT IS MEANT BY EACH OF THE FOLLOWING KEY INVESTMENT TERMS:

diversification

interest rate

portfolio

liquidity

share

share market

managed fund

fund manager

rent

bonds

term deposit

stockbroker

conveyancing

stamp duty

risk

Word mix

UNSCRAMBLE THE FOLLOWING INVESTMENT TERMS AND USE EACH OF THEM IN A SENTENCE THAT EXPLAINS THEIR MEANING:

eivedndi

gmnria ndgilni

sreRvee knba

lssureopcas

ptasm yudt

ttreemnr

Youve gotta be kidding

EXPLAIN THE REASONS WHY EACH OF THE FOLLOWING STATEMENTS IS EITHER TRUE OR FALSE:

1. The Australian Tax Office says that investors must keep records of their investments for 10 years.
2. The wisest way to invest is to buy as much of one successful share as you can.
3. Banks offer the greatest security.
4. Any person is able to buy shares directly from the ASX.
5. Managed funds allow people to add to their investments each week or month.
6. Share prices are stable over the long run.
7. An investment that you lock away for a long time is said to have poor liquidity.
8. People who have retired will want investments that generate income, not capital growth.
9. Investing in 'bricks and mortar' refers to buying shares in a mining company.

Commercial calculations

1. Refer to Figure 4.4 on page 118 of Our Commercial Future (Book1).

For each of the following share transactions calculate the cost of the brokerage fees.

Transaction	CommSec	E*TRADE	Macquarie	QuickTrade
A purchase of \$8 000 worth of NAB shares				
A sale of \$17 000 worth of mining shares				
A sale of \$36 000 worth of shares				
The purchase of \$500 worth of banking shares				
The purchase of \$1 500 worth of mining shares, \$9,000 of technology shares, and \$41,000 of media shares				

2. Refer to Figure 4.11 on Page 125 of Our Commercial Future (Book 1)

Assume a person in each capital city of Australia purchased a house and a unit at the prices in table 4.11 at the start of 2003.

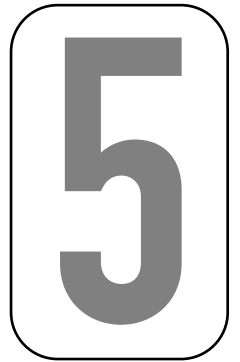
- Calculate by how many dollars the value of each property increased by the end of 2003 if it had gone up by the annual price change.
- Which investor would have earned the most money in 2003?

Putting it all together - writing tasks

- Discuss the differences in the risk and return involved in investing in shares, property, financial institutions and managed funds.
- You have been asked to write a regular column for *Popular Investment* magazine on investing in the stock market. The editor has asked that your first column be about reasons why the prices of shares can go up and down. Your column should be about one page long.
- Write a report entitled 10 key things you need to know about investment. In your report discuss 10 key points that you think a new investor needs to know before they decide what to do with their money.

Chapter 5 - E-Commerce

Revision questions



1. Describe the difference between an e-business and a traditional business.
2. Outline the advantages of e-commerce for:
 - businesses
 - consumers.
3. Outline the disadvantages of e-commerce for:
 - businesses
 - consumers.
4. Describe the process involved in paying for goods over the internet.
5. Describe at least two ways that consumers can get into trouble through internet shopping.
6. Describe how e-commerce has influenced the way that people do their banking.
7. Explain how a consumer can make sure their credit card details are safe when doing business on the internet.
8. Describe why many people are concerned about privacy when buying goods and services on the internet.
9. Describe how e-commerce has influenced the way people work.

Definitions

OUTLINE WHAT IS MEANT BY EACH OF THE FOLLOWING KEY E-COMMERCE TERMS:

B2B

B2C

BPay

Online Learning

phishing

e-tax

SSL

escrow

e-tailer

cookies

telecommuting

file sharing

Youve gotta be kidding

EXPLAIN THE REASONS WHY EACH OF THE FOLLOWING STATEMENTS IS EITHER TRUE OR FALSE::

1. An e-tailer will have lower overheads than a traditional shop.
2. The average time spent on the internet by Australians will have fallen since 2003.
3. The internet has changed the way many businesses buy their raw materials.
4. Search engines only show the businesses that have paid to be listed.
5. Consumers do not pay for online banking services.
6. www.econsumer.gov recommends seven key questions that consumers ask about online businesses.
7. Half of Australia's workers telecommute.
8. Employers need web-use policies for their staff.
9. The business selling a product over the internet is regarded as a merchant.
10. When you bid on an online auction you have not entered into a contract.

Putting it all together - writing tasks

1. Write a report on the importance of e-businesses in Australia. Your report should use the following headings:

- introduction
- B2B and B2C
- advantages of e-commerce for consumers
- disadvantages of e-commerce for consumers
- advantages of e-commerce for businesses
- example of a successful e-business
- conclusion.

2. You are the senior manager at Scamyurcash Investment Services. You have been asked by the Board of Directors whether or not they should try and encourage the staff to telecommute and work from home.

Write a memo to the directors of the business explaining the positive and negative effects telecommuting could have on the business, and give them your recommendation.

3. Explain what you think would be a successful product (a good or a service) to sell over the internet. In your answer:

- outline who would buy it
- why it is suited to the internet
- the competition
- factors that could influence the success of your venture.

Chapter 6 – Promoting and Selling

6

Revision questions

1. Describe the different types of income a person can earn from working.
2. Explain the difference between the different types of income a person can earn from their investments.
3. What is the difference between fixed and variable expenditure?
4. Describe three factors that would cause a person to increase the amount of money they decide to save.
5. Explain why our age will determine how much of our income we save.
6. Identify the different types of organisations that we can borrow money from.
7. Explain what a person's credit rating is used for.
8. Describe two reasons why it is important to keep records of our spending.
9. Explain the difference between three different types of insurance that consumers might use.
10. Explain what is meant by the term 'the investment trade-off'.
11. Outline two advantages of investing in each of the following areas:
 - the stock market
 - a bank savings account
 - property
 - superannuation
 - managed funds.
12. Describe why consumers might use a financial planner to give them advice on their investments.

Definitions

OUTLINE WHAT IS MEANT BY EACH OF THE FOLLOWING KEY PROMOTIONAL WORDS AND TERMS:

advertising

target market

demographics

sponsorship

telemarketing

print media

direct marketing

mass market

point of sale displays

bait & switch advertising

code of ethics

promotional mix

Word mix

UNSCRAMBLE THE FOLLOWING PROMOTIONAL TERMS AND USE EACH OF THEM IN A SENTENCE THAT EXPLAINS THEIR MEANING:

tgmranike gmearn

sphrosipons

draeT cerPaicest tAc

spelensaros

miconisom

srsoc-lesl

You've gotta be kidding

EXPLAIN THE REASONS WHY EACH OF THE FOLLOWING STATEMENTS IS EITHER TRUE OR FALSE:

1. Promotion is just another word for advertising.
2. The cheaper the good the more likely a person is to buy it.
3. TV advertising can be aimed at a specific group of consumers.
4. Net surfers can't avoid internet advertising.
5. Telemarketing lets salespeople speak directly with a potential customer.
6. Bottled water is a mass-marketed product.
7. A person's age and occupation is a psychographic characteristic.
8. A business cannot promote its products unless it knows who its target market is.
9. The Advertising Code of Ethics is designed to protect consumers.
10. Direct marketing includes sending letters to people's homes.

Youve gotta be kidding

EXPLAIN THE REASONS WHY EACH OF THE FOLLOWING STATEMENTS IS EITHER TRUE OR FALSE:

magazine advertising	internet banner ads
posters on telegraph poles	advertising in a local newspaper
TV advertising	display in a shop window
sponsoring a local school fete	SMS marketing
telemarketing	sponsorship of the Australian Netball Team
product placement on a TV show	handing out leaflets at a train station
billboards	giving away free t-shirts with a business logo

You have been asked to put together the promotional mix for three different businesses.

- Sejuiced, a new soft drink for health-conscious people
- Switched on, a shop selling TVs and home entertainment equipment in a local shopping centre
- Crike, an Australian-made brand of sports shoes that has just begun production

1. For each business select three types of promotion from the list above
2. Write a paragraph for each business that justifies your choices.

Putting it all together - writing tasks

1. Write a report that explains the differences between the types of promotion that are available to businesses. In your report:

- identify the different types of promotion a business can use
- describe the advantages and disadvantages of each

2. Advertising can send the wrong messages to people – it can use images or ideas that offend people or can just plainly try to mislead them.

Discuss how advertising can mislead consumers or can be controversial.

3. You have been asked to write an article for *Australian Marketing Magazine* that explains why target markets are important.

In your article you should explain the following points:

- what a target market is
- the differences between demographic and psychographic characteristics.
- the benefits to a business of knowing who their target market is
- an example of a target market for a particular product.

7

Chapter 7 – Political Involvement

Revision questions

1. Describe why a country needs a government.
2. Describe the different types of governments that countries have.
3. What is meant when it is said that Australia has a 'federal system' of government?
4. Explain why Australians don't directly elect their Prime Minister.
5. Describe three different types of issues that concern the Australian community.
6. Explain how voting is a way of an individual telling the government how they think the country is being run.
7. Describe the differences between the upper and the lower house of Federal Parliament.
8. Describe the people in Australia who are permitted to vote in elections.
9. Outline how the media can influence the decisions made by governments.
10. Describe the difference between a political party with a broad platform and one with a narrow platform.

Definitions

OUTLINE WHAT IS MEANT BY EACH OF THE FOLLOWING KEY POLITICAL TERMS:

constitution

referendum

legislation

lobby group

Australian Electoral
Commission

Senate

platform

balance of power

independents

Premier

infrastructure

welfare organisations

You've gotta be kidding

EXPLAIN THE REASONS WHY EACH OF THE FOLLOWING STATEMENTS IS EITHER TRUE OR FALSE:

1. The Governor General follows the instructions of the Queen of England.
2. The constitution can only be changed by a vote of all Australians.
3. Australia's political system is based on the British Westhampshire System.
4. The political party in government must control both the House of Representatives and the Senate.
5. NSW only has one house of parliament.
6. Each local government area is divided into shires.
7. The GST is the largest source of revenue for the Australian Government.
8. Voting for the Senate is more complicated than voting for the House of Representatives.
9. A successful pressure group needs to represent a large number of people.
10. The Australian Liberal Party has not been able to form a government on its own.

Who's who in the zoo?

FIND OUT THE NAME OF EACH OF THE FOLLOWING PEOPLE:

The Prime Minister
The Deputy Prime Minister
The Foreign Minister
The Treasurer
The Opposition Leader
The Education Minister
The Speaker of the House of Representatives
The Deputy Opposition Leader
The leader of the Australian Democrats
An independent Member of Parliament
The leader of the Greens
The Shadow Treasurer

Putting it all together - writing tasks

1. Describe the responsibilities of the different levels of government in Australia.

A good way to structure your essay might be:

- Introduction
- Explanation of what a 'federal' system of government involves
- A description of the responsibilities of the Commonwealth Government
- An outline of a project the Federal Government is currently involved with
- A description of the responsibilities of the State Government
- An outline of a project the NSW Government is currently involved with
- A description of the responsibilities of local government
- An outline of something your local government provides for its residents
- Conclusion.

2. Write a report that describes the stages involved in passing a law through parliament.

(Hint: As well as your introduction and conclusion, you can use the name of each stage as a sub-heading in your report.)

3. Christine Grima has been elected Premier of NSW. In her first speech to parliament she has announced that she plans to reduce the voting age in NSW to 16 years old.

A representative from a local newspaper has asked you, representing your school, to write an article that gives your opinion on whether 16 year olds should be allowed to vote.