



Aspire Achieve Thrive

Spring Term  
Term 2  
**Business**  
Year 11

Name: \_\_\_\_\_

Tutor: \_\_\_\_\_

## Year 11 Homework Timetable

<b>Monday</b>	Science Task 1	Ebacc Option A Task 1	Option C Task 1
<b>Tuesday</b>	Sparx Science	Option B Task 1	Modern Britain Task 1
<b>Wednesday</b>	English Task 1	Science Task 2	Option C Task 2
<b>Thursday</b>	Ebacc Option A Task 2	Option B Task 2	Sparx Catch Up
<b>Friday</b>	Modern Britain Task 2	English Task 2	Sparx Maths

### Sparx Science

- Complete 100% of their assigned homework each week

### Sparx Maths

- Complete 100% of their assigned homework each week

Option A (EBACC)
French
Geography
History

Option B
Art
Business Studies
Catering
Childcare
Triple Science
Travel and Tourism
Music
Sport
IT

Option C
Business Studies
Catering
Computer Science
Drama
Health & Social Care
Media Studies
Photography
Sport
Sociology

### Half Term 3 (6 weeks) - Year 11

Week / Date	Homework task 1 Cornell Notes	Homework task 2 Exam Question
Week 1 6th January 2025	<b>Cornell Notes</b> on Organisational Structures	<b>Question:</b> Discuss the impact on a business of centralised decision making (6 marks)
Week 2 13th January 2025	<b>Revision Notes</b> on Organisational Structures	<b>Question:</b> Explain one reason why a business might use internal recruitment (3)
Week 3 20th January 2025	<b>Cornell Notes</b> on Effective Recruitment	<b>Question:</b> Discuss the impact to a business of investing in employee training (6 marks)
Week 4 27th January 2025	<b>Revision Cards</b> on Effective Training	<b>Question:</b> Explain one reason why a business might send their employees on an external training course (3)
Week 5 3rd February 2025	<b>Cornell Notes</b> on Motivation	<b>Question:</b> Discuss the impact to a business of investing in employee training (6 marks)
Week 6 10th February 2025	<b>Revision Cards</b> on Motivation	<b>Question:</b> Explain the benefit to a business of adopting job rotation (6)

### Half Term 4 (6 weeks) - Year 11

Week / Date	Homework task 1 Cornell Notes	Homework task 2 Exam Question
Week 7 24th February 2025	<b>Cornell Notes</b> on Ways of Working and Communication	<b>Question:</b> Discuss the likely benefit to a business of good communication (6)
Week 8 3rd March 2025	<b>Mock Exams</b>	<b>Mock Exams</b>
Week 9 10th March 2025	<b>Mock Exams</b>	<b>Mock Exams</b>
Week 10 17th March 2025	<b>Cornell Notes</b> on Business Calculations	<b>Question:</b> Last year, the sales revenue of a business was £10 million. Cost of sales were £2,550,000 and its operating expenses equalled £4.7 million. <b>Calculate:</b> 1 - The gross profit of the business 2 - The net profit of the business
Week 11 24th March 2025	<b>Revision Cards</b> on Business Calculations	<b>Question:</b> Discuss why a business might use its historical sales revenue figures (6)
Week 12 31st March 2025	<b>Cornell Notes on:</b> Understanding Business Performance	<b>Question:</b> Explain how a business could use marketing data to make decisions about its products and services (3)

	Types of organisational structure		Impact of different structures	
Organisational Structures 2.1	<b>Hierarchical</b> – a structure with many layers of hierarchy, and many managers (a tall structure)	<b>Centralised</b> – a structure in which all decisions are made by Head Office and dictated to the business	<ul style="list-style-type: none"> <li>• Hierarchical structures lead to more opportunities for promotion.</li> <li>• Flat structures require managers to be responsible for larger numbers of employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Centralised structures result in greater consistency.</li> <li>• Decentralisation can mean decisions are faster and more responsive to local needs, but can result in reduced consistency.</li> </ul>
	<b>Flat</b> – a structure with few layers of hierarchy and few managers	<b>Decentralised</b> – a structure in which decision making power is delegated to junior managers		
	<b>Span of Control</b> - is the number of subordinates for whom a manager is directly responsible	<b>Chain of command</b> - The order of authority and delegation within a business.		

	Key documents			Internal recruitment	External recruitment
Recruitment	<p><b>Person specification</b> – contains a description of the characteristics, qualifications, experience and skills the right candidate would have.</p> <p>These characteristics are often broken into two columns: <b>essential</b> and <b>desirable</b></p>	<p><b>Job description</b> – contains key roles and responsibilities associated with the job</p>	<p><b>Curriculum Vitae (CV)</b> – a document listing a person’s experience, employment history and qualifications</p>	<p>Recruiting staff from among your existing workforce.</p> <p>This creates opportunities for promotion within the business and can be a motivating factor for staff. However, if over-used it will mean new ideas and skills are not brought into the business.</p>	<p>Recruiting staff from other businesses and organisations to fill a role in your business.</p> <p>This can bring new ideas and skills into the business but may be demotivating to staff looking for promotion opportunities.</p>

	Key terms		Benefits of training	Costs of training
Training	<p><b>Formal training</b> is taking on a specific course to improve an aspect of your work, whereas <b>informal training</b> develops your skills ‘on-the-job’ at work, perhaps learning from colleagues.</p>	<p><b>Performance management</b> is a process in which employees set objectives with their manager and review their performance (e.g. after six months.)</p> <p><b>Retention</b> is the ability of a business to keep hold of its employees and therefore not have to replace them. Retention is a key benefit of offering training.</p>	<ul style="list-style-type: none"> <li>• More skilled workforce, greater productivity and higher quality output.</li> <li>• Training leads to a more motivated workforce who are loyal.</li> <li>• Allows a business to adapt and respond to changes (e.g. technological).</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive in terms of both the cost of courses, but also staff time.</li> <li>• Production may be disrupted while staff go out to training opportunities.</li> <li>• Once trained, workers are more attractive to other companies and could be ‘poached’.</li> </ul>

	Key terms	Benefits of motivation	
Benefits of motivation	<p><b>Productivity</b> is the output per worker per timer period.</p> <p>The more <b>productive</b> a business is, the <b>lower the costs</b> of producing goods and services.</p>	1. A more motivated workforce will be more <b>productive</b> . This means it will make more goods and services in the same time. <b>This reduces costs.</b>	4. A more motivated workforce will offer <b>better customer service</b> as they will be happier and more willing to go out of their way to ensure customers have a good experience.
	<p><b>Remuneration</b> means all the financial rewards received from work. These can be <b>direct</b> (e.g. salary) or <b>indirect</b> (e.g., gym membership)</p>	2. A more motivated workforce will <b>work harder</b> . They will ‘ <b>go the extra mile</b> ’ for the business, e.g. working late to get a project finished before a deadline.	5. A more motivated workforce will be <b>more likely to stay at this business</b> , increasing <b>retention rates</b> . This means the business will spend less on hiring and training new employees.

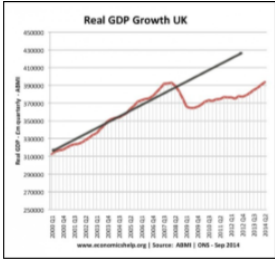
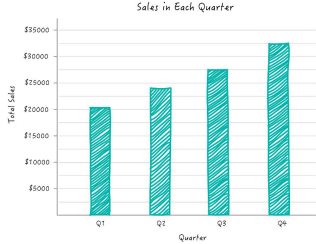
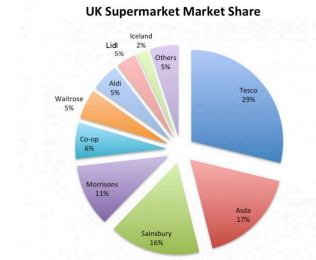
	3. A more motivated workforce will take <b>fewer days off sick</b> as they feel more positive about the business. Workers may feel guilty about taking a day off if it means colleagues have to work harder.	6. A business with a more motivated workforce will find it <b>easier to attract the best, most skilled employees</b> as they will be attracted to a positive working culture.
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	Financial methods of motivation		Non-financial methods of motivation
Methods of motivating Employees	<b>Wages</b> are paid to employees who work hourly. The minimum wage in 2019 for those aged 25 and over is £8.21.	<b>Commission</b> is when employees (often sales people) are paid a percentage of the value of what they have sold, in addition to their basic salary.	<b>Job rotation</b> means being moved from one task to another at work so it doesn't become boring and monotonous.
	<b>Salaries</b> are paid to employees who work set hours and have to fulfil a set of responsibilities (e.g. teachers or managers).	<b>Piece rate</b> means paying workers per item they produce. This motivates workers to increase their productivity.	<b>Job enrichment</b> means giving employees a range of tasks and responsibilities which help them to learn and grow.
	<b>Fringe benefits</b> are often known as 'perks'. They include things like company cars, healthcare, discounts and mobile phones.	<b>Promotion</b> means offering more senior roles with more responsibility to your staff for better pay. The more promotional opportunities exist, the more motivated staff will be.	<b>Autonomy</b> is the independence to do your job in the way that you think is best. Giving employees decision making power makes them feel trusted.
	<b>Bonus</b> is when a lump sum is given on top of normal wage or salary for reaching performance targets.	<u>All of these depend on what motivates the employee and will also depend on individual and business circumstances.</u>	<b>Remote Working</b> means working for a business from somewhere that is not that business's main site or office. <b>Flexible Hours</b> means hours can be worked anytime with agreement between employee and employer.

	Effective communication	Poor communication leads to:	Barriers to effective communication	Key definition	Case study
Communication	<ul style="list-style-type: none"> <li>• Clear</li> <li>• Accurate</li> <li>• Complete</li> <li>• Via the right medium</li> <li>• Gives a chance for feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Lower motivation</li> <li>• Poor customer service</li> <li>• More mistakes made</li> <li>• Lower efficiency</li> <li>• Damage to reputation</li> </ul>	<ul style="list-style-type: none"> <li>• People not explaining themselves fully/ clearly</li> <li>• The use of technical words or <b>jargon</b></li> <li>• Messages being passed through many people</li> <li>• Using an inappropriate medium</li> <li>• Information overload (e.g. too many emails)</li> </ul>	<b>Jargon</b> – specialist words by a profession or a group which others find difficult to understand	In 2016, France passed a law giving all employees a legal right to avoid looking at or responding to emails outside of working hours.

	Key formulae	Key terms	Additional information
Gross and Net Profit	Gross profit = revenue – cost of sales	<b>Cost of sales</b> - The direct cost of purchasing raw materials and manufacturing finished products	Such as raw materials, packaging or direct wages
	Net profit = gross profit – expenses	<b>Expenses</b> - The wider costs of keeping the business running	Also known as <b>operating costs</b>
	Cost of sales = revenue – gross profit	<b>Revenue</b> - The total value of sales made in a given period of time	Also known as <b>turnover</b> or <b>sales</b> or <b>receipts</b>
	Key formulae		Problems with improving profit
Profit margins	$\text{Gross profit margin (\%)} = \frac{\text{gross profit}}{\text{sales revenue}} \times 100$	$\text{Net profit margin (\%)} = \frac{\text{net profit}}{\text{sales revenue}} \times 100$	<ul style="list-style-type: none"> <li>Attempting to increase profit by increasing revenue may lead to higher costs (promotion etc)</li> <li>Attempting to increase profit by reducing costs could reduce the quality of what you are selling and reduce your ability to make revenue</li> </ul>

	Key formula	Definition	So what does it really tell us?
Average rate of return	$\text{Average rate of return (\%)} = \frac{\text{average annual profit (total profit / no. of years)}}{\text{cost of investment}} \times 100$	ARR calculates the average yearly profit as a percentage of the sum invested.	<p>ARR tells us what percentage of the sum a business has invested it can expect to get back in each year of the project (on average).</p> <p>It can help businesses to decide between different investment options – the higher the ARR, the better.</p>

	Line graph	Bar chart	Pie chart
Types of chart	<p>Data presented in a line, making it easy to identify trends</p> 	<p>Data presented so that the height of the bar represents quantity, so different things can be easily compared</p> 	<p>Data presented in a circle with each slice representing a portion of the whole—e.g. market share diagrams</p> 

Section:	Content:
Section A	35 Marks –( Non contextualised) Multiple choice and long and short mark questions. End with a 6 mark question
Section B	30 Marks (Case Studies) Short and Longer questions
Section C	25 Marks (Case Studies) Short and Longer questions

Grading Scale	
New:	Current:
9	A*
8	
7	A
6	B
5	Top C
4	Bottom C

**Evaluate:** Worth 12 Marks (1 per exam)

- E.g. Evaluate whether Sally’s ideas will be a success
- 2 reasons for and against – must be contextualised
- 3 link strands per side of the argument or 5 strands for a detailed answer
- Conclusion the same as Justify

**Analyse:** Worth 6 Marks (Appears in Section B – Case study)  
The same as ‘Discuss’ although NOW must be linked to the case study

- Discuss what/the likely impact/benefit/drawbacks etc.
- Can provide one or two impacts although must total at least 5 link strands e.g. Reason ... because (1<sup>st</sup> link strand) ... therefore (2<sup>nd</sup> link strand) ... as a result (3<sup>rd</sup> Link strand)
- Must be contextualised, can be positive or negative

**Justify:** Worth 9 Marks (Appears in Section B & C)

- Involves a choice between 2 options. E.g. Neil and Sue are considering 2 options either increase price or reduce costs, justify which option they should choose
- Must be linked to the case study (contextualised)
- Pick an option and discuss the pros and cons of this choice.
- 3 linked strands per side of the argument E.g. Reason ...because (1<sup>st</sup> link strand) .... Therefore (2<sup>nd</sup> link strand) ... as a result (3<sup>rd</sup> link strand).
- Conclusion needed – My answer depends upon (pick up on other factors)

**Outline:** Worth 2 Marks (Appears in B & C – Case Studies)

- State one benefit/drawback/impact/method etc
- Provide one link strand
- Must be linked to the context
- Context doesn’t mean just using the name of the business

**Discuss:** Worth 6 Marks (Appears in Section A – no context)

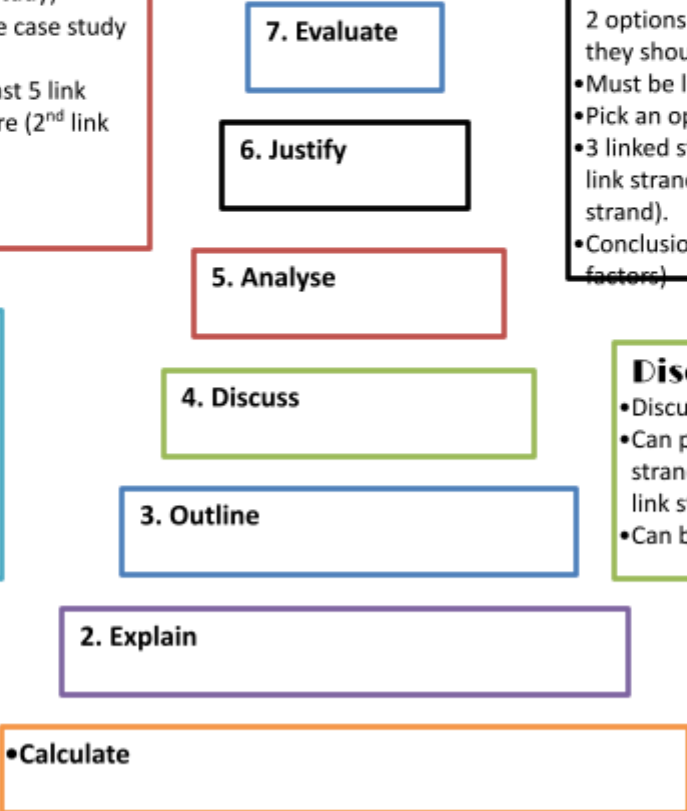
- Discuss what/the likely impact/benefit/drawbacks etc.
- Can provide one or two impacts although must total at least 5 link strands e.g. Reason ... because (1<sup>st</sup> link strand) ... therefore (2<sup>nd</sup> link strand) ... as a result (3<sup>rd</sup> Link strand)
- Can be positive or negative points

**Calculate:** Worth 2 Marks (Appear in A,B & C)

- No need to state formula
- Must write your answer on the answer line (2 decimal places if required)
- Must show workings out

**Explain:** Worth 3 Marks (Appear in A – no context)

- Explain one ... Impact/advantage/method/disadvantage
- 2 Link strands e.g. Reason ...because (1<sup>st</sup> link strand) ... therefore (2<sup>nd</sup> Link strand)





## STEP 2: CREATE CUES

**What:** Reduce your notes to just the essentials.

**What:** Immediately after class, discussion, or reading session.

**How:**

- Jot down key ideas, important words and phrases
- Create questions that might appear on an exam
- Reducing your notes to the most important ideas and concepts improves recall. Creating questions that may appear on an exam gets you thinking about how the information might be applied and improves your performance on the exam.

**Why:** Spend at least ten minutes every week reviewing all of your previous notes. Reflect on the material and ask yourself questions based on what you've recorded in the Cue area. Cover the note-taking area with a piece of paper. Can you answer them?

## STEP 1: RECORD YOUR NOTES

**What:** Record all keywords, ideas, important dates, people, places, diagrams and formulas from the lesson. Create a new page for each topic discussed.

**When:** During class lecture, discussion, or reading session.

**How:**

- Use bullet points, abbreviated phrases, and pictures
- Avoid full sentences and paragraphs
- Leave space between points to add more information later

**Why:** Important ideas must be recorded in a way that is meaningful to you.

## STEP 3: SUMMARISE & REVIEW

**What:** Summarise the main ideas from the lesson.

**What:** At the end of the class lecture, discussion, or reading session.

**How:** In complete sentences, write down the conclusions that can be made from the information in your notes.

**Why:** Summarising the information after it's learned improves long-term retention.

# WEEK 1: Cornell Notes (Homework task 1)

<b>Topic:</b> Organisational Structures	Revision guide page:
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<b>Links</b>	<b>Notes</b>
<b>Questions</b>	

**Summary**





## WEEK 3: Cornell Notes (Homework task 1)

<b>Topic:</b> Effective Recruitment	Revision guide page
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<b>Links</b>	<b>Notes</b>
<b>Questions</b>	

**Summary**



## WEEK 4: Exam Question (Homework task 2)

**Question:** Explain one reason why a business might send their employees on an external training course (3)

Answer:

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## WEEK 4: Exam Question review and improvement (Classwork)

**Question:** Explain one reason why a business might send their employees on an external training course (3)

Answer:

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# WEEK 5: Cornell Notes (Homework task 1)

<b>Topic:</b> Motivation	Revision guide page
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<b>Links</b>	<b>Notes</b>
<b>Questions</b>	

**Summary**



## WEEK 5: Exam Question (Homework task 2)

**Question:** Discuss the impact to a business of investing in employee training (6 marks)

Answer:

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## WEEK 5: Exam Question review and improvement (Classwork)

**Question:** Discuss the impact to a business of investing in employee training (6 marks)

Answer:

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## WEEK 6: Exam Question (Homework task 2)

**Question:** Explain the benefit to a business of adopting job rotation (6)

Answer:

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## WEEK 6: Exam Question review and improvement (Classwork)

**Question:** Explain the benefit to a business of adopting job rotation (6)

Answer:

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# WEEK 7: Cornell Notes (Homework task 1)

<b>Topic:</b> Ways of Working + Communication	Revision guide page
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<b>Links</b>	<b>Notes</b>
<b>Questions</b>	

**Summary**

## WEEK 7: Exam Question (Homework task 2)

**Question:** Discuss the likely benefit to a business of good communication (6)

Answer:

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## WEEK 7: Exam Question review and improvement (Classwork)

**Question:** Discuss the likely benefit to a business of good communication (6)

Answer:

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# WEEK 10: Cornell Notes (Homework task 1)

<b>Topic:</b> Business Calculations	Revision guide page
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<b>Links</b>	<b>Notes</b>
<b>Questions</b>	

**Summary**

## WEEK 10: Exam Question (Homework task 2)

**Question:** Last year, the sales revenue of a business was £10 million. Cost of sales were £2,550,000 and its operating expenses equalled £4.7 million.

Calculate:

1 - The gross profit of the business

2 - The net profit of the business

Answer:

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## WEEK 10: Exam Question review and improvement (Classwork)

**Question:** Last year, the sales revenue of a business was £10 million. Cost of sales were £2,550,000 and its operating expenses equalled £4.7 million.

Calculate:

1 - The gross profit of the business

2 - The net profit of the business

Answer:

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# WEEK 12: Cornell Notes (Homework task 1)

<b>Topic:</b> Understanding Business Performance	Revision guide page
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<b>Links</b>	<b>Notes</b>
<b>Questions</b>	

**Summary**

## WEEK 12: Exam Question (Homework task 2)

**Question:** Explain how a business could use marketing data to make decisions about its products and services (3)

Answer:

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## WEEK 12: Exam Question review and improvement (Classwork)

**Question:** Explain how a business could use marketing data to make decisions about its products and services (3)

Answer:

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## Week 2

<b>Revision Card on Organisational Structures</b>  <ol style="list-style-type: none"><li>1. What is an organisation structure</li><li>2. What is a flat structure</li><li>3. What is meant by span of control</li><li>4. What is an hierarchical structure</li><li>5. What is a centralised structure</li><li>6. What is a decentralised structure</li></ol>	<b>Answers</b>
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## Week 4

<b>Revision Card on Effective Training</b>  <ol style="list-style-type: none"><li>1. What is formal training?</li><li>2. Give examples of formal training</li><li>3. What is informal training?</li><li>4. Give examples of informal training</li><li>5. What is meant by self learning?</li><li>6. What is performance management?</li><li>7. Why is training important?</li></ol>	<b>Answers</b>
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## Week 6

<b>Revision Card on Motivation</b>  <ol style="list-style-type: none"><li>1. What is meant by motivation?</li><li>2. What is the benefit of a motivated workforce?</li><li>3. What is meant by financial motivation?</li><li>4. Give 2 examples of financial motivation</li><li>5. What are fringe benefits?</li><li>6. What is meant by non-financial motivation?</li><li>7. Give 2 examples of non financial motivation</li></ol>	<b>Answers</b>
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## Week 11

### Revision Card on Business Calculations

1. What is the formula for Gross Profit?
2. Define cost of sales?
3. What is the formula for Net Profit?
4. What are expenses of a business?
5. State the formula for Gross Profit Margin
6. State the formula for Net Profit Margin
7. State the formula for Average Rate of Return

### Answers





Aspire  
ACHIEVE  
Thrive

Develop your character



Aspire | Achieve | Thrive