



Aspire Achieve Thrive

Spring Term
Term 2
Business
Year 11

Name: _____

Tutor: _____

Year 11 Homework Timetable

Monday	Science Task 1	Ebacc Option A Task 1	Option C Task 1
Tuesday	Sparx Science	Option B Task 1	Modern Britain Task 1
Wednesday	English Task 1	Science Task 2	Option C Task 2
Thursday	Ebacc Option A Task 2	Option B Task 2	Sparx Catch Up
Friday	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
Computer Science
History
Health & Social Care
Music
Sport
IT

Option C
Business Studies
Childcare
Catering
Drama
Geography
Health & Social Care
Triple Science
Sport

Half Term 3 (5 weeks) - Year 11

Week / Date	Homework task 1 Cornell Notes	Homework task 2 Exam Question
Week 1 8th January 2024	Cornell Notes on Organisational Structures	Question: Discuss the impact on a business of centralised decision making (6 marks)
Week 2 15th January 2024	Revision Cards on Organisational Structures	Question: Explain one reason why a business might use internal recruitment (3)
Week 3 22nd January 2024	Cornell Notes on Effective Recruitment	Question: Discuss the impact to a business of investing in employee training (6 marks)
Week 4 29th January 2024	Revision Cards on Effective Training	Question: Explain one reason why a business might send their employees on an external training course (3)
Week 5 5th February 2024	Cornell Notes on Motivation	Question: Discuss the impact to a business of investing in employee training (6 marks)

Half Term 4 (6 weeks) - Year 11

Week / Date	Homework task 1 Cornell Notes	Homework task 2 Exam Question
Week 6 19th February 2024	Cornell Notes on: Ways of Working and Communication	Question: Explain the benefit to a business of adopting job rotation (6)
Week 7 26th February 2024	Revision Cards on: Motivation	Question: Discuss the likely benefit to a business of good communication (6)
Week 8 4th March 2024	Mock Exams	Mock Exams
Week 9 11th March 2024	Mock Exams	Mock Exams
Week 10 18th March 2024	Cornell Notes on: Business Calculations and Understanding Business Performance	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
Week 11 25th March 2024	Revision Cards on: Business Calculations	Question: Discuss why a business might use its historical sales revenue figures (6)

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

Week	Key documents			Internal recruitment	External recruitment
2 & 3 Recruitment	Person specification – contains a description of the characteristics, qualifications, experience and skills the right candidate would have. These characteristics are often broken into two columns: essential and desirable	Job description – contains key roles and responsibilities associated with the job	Curriculum Vitae (CV) – a document listing a person's experience, employment history and qualifications	Recruiting staff from among your existing workforce. 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.	Recruiting staff from other businesses and organisations to fill a role in your business. This can bring new ideas and skills into the business but may be demotivating to staff looking for promotion opportunities.

Week	Key terms		Benefits of training	Costs of training
3 & 4 Training	Formal training is taking on a specific course to improve an aspect of your work, whereas informal training developing your skills 'on-the-job' at work, perhaps learning from colleagues.	Performance management is a process in which employees set objectives with their manager and review their performance (e.g. after six months.) Retention 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.	<ul style="list-style-type: none"> More skilled workforce, greater productivity and higher quality output. Training leads to a more motivated workforce who are loyal. Allows a business to adapt and respond to changes (e.g. technological). 	<ul style="list-style-type: none"> Expensive in terms of both the cost of courses, but also staff time. Production may be disrupted while staff go out to training opportunities. Once trained, workers are more attractive to other companies and could be 'poached'.

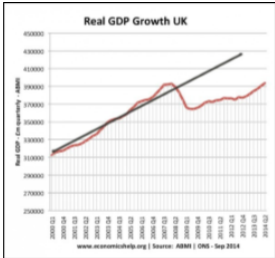

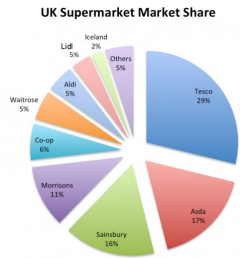
Week	Key terms	Benefits of motivation		
5 & 6 Benefits of motivation	Productivity is the output per worker per timer period.	1. A more motivated workforce will be more productive . This means it will make more goods and services in the same time. This reduces costs .		4. A more motivated workforce will offer better customer service as they will be happier and more willing to go out of their way to ensure customers have a good experience.
	The more productive a business is the lower the costs of producing goods and services.	2. A more motivated workforce will work harder . They will ' go the extra mile ' for the business, e.g. working late to get a project finished before a deadline.		5. A more motivated workforce will be more likely to stay at this business , increasing retention rates . This means the business will spend less on hiring and training new employees.
	Remuneration means all the financial rewards received from work. These can be direct (e.g. salary) or indirect (e.g., gym membership)	3. A more motivated workforce will take fewer days off sick 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 easier to attract the best, most skilled employees as they will be attracted to a positive working culture.

Week	Financial methods of motivation		Non-financial methods of motivation
6 Methods of motivating Employees	Wages are paid to employees who work hourly. The minimum wage in 2019 for those aged 25 and over is £8.21.	Commission is when employees (often sales people) are paid a percentage of the value of what they have sold, in addition to their a basic salary.	Job rotation means being moved from one task to another at work so it doesn't become boring and monotonous.
	Salaries are paid to employees who work set hours and have to fulfil a set of responsibilities (e.g. teachers or managers).	Piece rate means paying workers per item they produce. This motivates workers to increase their productivity.	Job enrichment means giving employees a range of tasks and responsibilities which help them to learn and grow.
	Fringe benefits are often known as 'perks'. They include things like company cars, healthcare, discounts and mobile phones.	Promotion 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.	Autonomy is the independence to do your job in the way that you think is best. Giving employees decision making power makes them feel trusted.
	Bonus is when a lump sum 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>	Remote Working means working for a business from somewhere that is not that business's main site or office. Flexible Hours means hours can be worked anytime with agreement between employee and employer.

Week	Effective communication	Poor communication leads to:	Barriers to effective communication	Key definition	Case study
6 Communication	<ul style="list-style-type: none"> Clear Accurate Complete Via the right medium Gives a chance for feedback 	<ul style="list-style-type: none"> Lower motivation Poor customer service More mistakes made Lower efficiency Damage to reputation 	<ul style="list-style-type: none"> People not explaining themselves fully / clearly The use of technical words or jargon Messages being passed through many people Using an inappropriate medium Information overload (e.g. too many emails) 	Jargon – 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.

Week	Key formulae	Key terms	Additional information
10 Gross and Net Profit	Gross profit = revenue – cost of sales	Cost of sales - The direct cost of purchasing raw materials and manufacturing finished products	Such as raw materials, packaging or direct wages
	Net profit = gross profit – expenses	Expenses - The wider costs of keeping the business running	Also known as operating costs
	Cost of sales = revenue – gross profit	Revenue - The total value of sales made in a given period of time	Also known as turnover or sales or receipts
Week	Key formulae		Problems with improving profit
10 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"> Attempting to increase profit by increasing revenue may lead to higher costs (promotion etc) Attempting to increase profit by reducing costs could reduce the quality of what you are selling and reduce your ability to make revenue

Week	Key formula	Definition	So what does it really tell us?
8 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>

Week	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

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 (1st link strand) Therefore (2nd link strand) ... as a result (3rd link strand).
- Conclusion needed – My answer depends upon (pick up on other factors)

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 (1st link strand) ... therefore (2nd link strand) ... as a result (3rd Link strand)
- Must be contextualised, can be positive or negative

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

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

7. Evaluate

6. Justify

5. Analyse

4. Discuss

3. Outline

2. Explain

•Calculate

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 (1st link strand) ... therefore (2nd link strand) ... as a result (3rd Link strand)
- Can be positive or negative points

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

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

Date 08 / 01 / 24	Topic: Organisational Structures	Revision guide page:
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links Questions	Notes

Summary

WEEK 1: Exam Question (Homework task 2)

Date 08/01/24

Question: Discuss the impact on a business of centralised decision making (6 marks)

Answer:

WEEK 1: Exam Question review and improvement (Classwork)

Question: Discuss the impact on a business of centralised decision making (6 marks)

Answer:

WEEK 2: Exam Question (Homework task 2)

Date 15/01/24

Question: Explain one reason why a business might use internal recruitment (3)

Answer:

WEEK 2: Exam Question review and improvement (Classwork)

Question: Explain one reason why a business might use internal recruitment (3)

Answer:

WEEK 3: Cornell Notes (Homework task 1)

Date	22 / 01 / 24	Topic: Effective Recruitment	Revision guide page
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links Questions	Notes

Summary

WEEK 3: Exam Question (Homework task 2)

Date 22/01/24

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

Answer:

WEEK 3: Exam Question review and improvement (Classwork)

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

Answer:

WEEK 4: Exam Question (Homework task 2)

Date 29/01/24

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

Answer:

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:

WEEK 5: Cornell Notes (Homework task 1)

Date	05 / 02 / 24	Topic: Motivation	Revision guide page
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links	Notes
Questions	

Summary

WEEK 5: Exam Question (Homework task 2)

Date 05/02/24

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

Answer:

WEEK 5: Exam Question review and improvement (Classwork)

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

Answer:

WEEK 6: Cornell Notes (Homework task 1)

Date19 / 02 / 24	Topic: Ways of Working and Communication	Revision guide page:
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links Questions	Notes

Summary

WEEK 6: Exam Question (Homework task 2)

Date 19/02/24

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

Answer:

WEEK 6: Exam Question review and improvement (Classwork)

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

Answer:

WEEK 7: Exam Question (Homework task 2)

Date 26/02/24

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

[illegible]

WEEK 7: Exam Question review and improvement (Classwork)

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

[illegible]

WEEK 8: Assessment Week Revision (Homework task 1)

Date 04 / 03 / 24	Topic - Theme 2
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[illegible]

WEEK 8: Assessment Week Revision (Homework task 2)

Date 04 / 03 / 24	Topic - Theme 2
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[illegible]

WEEK 9: Assessment Week Revision (Homework task 1)

Date 11 / 03 / 24	Topic - Theme 2
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[illegible]

WEEK 9: Assessment Week Revision (Homework task 2)

Date 11 / 03 / 24	Topic - Theme 2
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[illegible]

WEEK 10: Cornell Notes (Homework task 1)

Date 18 / 03 / 24	Topic: Business Calculations and Understanding Business Performance	Revision guide page
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links	Notes
Questions	

Summary

WEEK 10: Exam Question (Homework task 2)

Date 18/03/24

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: _____

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: _____

WEEK 11: Exam Question (Homework task 2)

Date 25/03/24

Question: Discuss why a business might use its historical sales revenue figures (6)

[illegible]

WEEK 11: Exam Question review and improvement (Classwork)

Question: Discuss why a business might use its historical sales revenue figures (6)

[illegible]

Week 2

Revision Card on Organisational Structure	Answers
<ol style="list-style-type: none">1. Explain what is meant by 'flat' structure2. Explain what is hierarchical?3. What is meant by span of control4. What is meant by chain of command5. What is effective communication6. What is meant by a barrier to communication	

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Week 4

Revision Card on Effective Training	Answers
<ol style="list-style-type: none">1. What is formal training?2. Give examples of formal training3. What is informal training?4. Give examples of informal training5. What is meant by self learning?6. What is performance management?7. Why is training important?	

Week 7

Revision Card on Motivation	Answers
<ol style="list-style-type: none">1. What is meant by motivation?2. What is the benefit of a motivated workforce?3. What is meant by financial motivation?4. Give 2 examples of financial motivation5. What are fringe benefits?6. What is meant by non-financial motivation?7. Give 2 examples of non financial motivation	



Week 11

Revision Card on Business Calculations	Answers
<ol style="list-style-type: none">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 Margin6. State the formula for Net Profit Margin7. State the formula for Average Rate of Return	

Aspire (ACHIEVE) Thrive

Develop your character



Aspire | Achieve | Thrive