

Year 10 End of Year Revision Checklist

Unit 1: Understanding Business Activity

Lesson 1: Business Activity

Lesson 2: Classification of Business

Lesson 3: Enterprise, business growth and size

Lesson 4: Types of Business organization

Lesson 5: Business objectives and stakeholder objectives

Unit 2: People in Business

Lesson 6: Motivating employees

Lesson 7: Organization and management

Lesson 8: Recruitment, selection and training of employees

Lesson 9: Internal and external communication

Unit 16: External Influences on business issues

Lesson 27: Economic Issues

Lesson 28: Environmental and Ethical issues

Lesson 29: Business and the International Economy

Revision Checklist Year 10 End of Year Assessment

Unit 1: Understanding Business Activity

- 1) The difference between wants and needs.
- 2) Why scarcity resources result in choices and opportunity cost.
- 3) Importance of specialization.
- 4) The purpose and nature of business activity
- 5) How businesses can try to increase added value
- 6) The difference between the three sectors of economics activity
- 7) The reasons why these sectors vary in importance between countries.
- 8) The reasons why sectors vary in importance over time.
- 9) The difference between the private sector and public sector in mixed economies
- 10) What an entrepreneur is and what characteristics successful entrepreneurs have
- 11) The needs of a new business
- 12) The importance of a business plan
- 13) The support business-startups get from government.
- 14) How size of the business is measured and the limitation of these methods
- 15) The different ways in which a business can grow and why this is desirable.
- 16) Possible problems resulting from business growth.
- 17) Reasons why business remain small and why some business fail.
- 18)
- 19) The difference between and the advantages and disadvantages of: Sole trader, Partnership, private and public limited company, franchise and joint venture
- 20) The main feature of unincorporated and incorporated business, and limited companies and what makes them different.
- 21) What risk, ownership, limited liability is
- 22) When each type of business organization is most appropriate

- 23) What public sector business is?
- 24) What is a public corporation?
- 25) Why a business needs objectives and the different objective that can be set.
- 26) What objectives may be set by social enterprises?
- 27) What stakeholders' groups are and their objective and potential conflict between objectives?
- 28) How objectives of private and public sector enterprises differ.

Unit 2: People in Business

- 1) The reason people work, and why well motivated employees are important.
- 2) Maslow's hierarchy
- 3) Taylor's theory
- 4) Herzberg's theory
- 5) Financial and Non-Financial rewards as methods of motivation
- 6) To identify when and which motivational methods would be appropriate.
- 7) Simple organizational charts, how to draw, interpret and understand them.
- 8) The meaning of hierarchical structure, span of control, chain of command and delegation
- 9) The roles, responsibility and inter-relationships between people in organization
- 10) The role and functions of management
- 11) The different style of leadership that management might use- Democratic, autocratic and laissez faire.
- 12) Recommend and justify a leadership style in particular circumstances.
- 13) Why employee join a trade union.
- 14) The role of HR department
- 15) Stages of recruitment and selection
- 16) Job Description and Job Specification
- 17) Suitable ways of advertising internal or external
- 18) How to draw up questions for interviews

- 19) Benefits and limitation of part time and full-time workers
- 20) Importance of training and different types of training and their difference- On the Job, Off the job and Induction. How to design an induction program
- 21) Analyze and evaluate the relevance of training to both the management and the employee.
- 22) Reducing the size of workforce
- 23) Which workers to recruit/redundant
- 24) Government laws to protect employees.
- 25) Why internal and external communication important in different business situation
- 26) How to select best method of communication
- 27) Reasons for communication failure
- 28) Barriers to communication
- 29) Overcome the barriers.

Unit 6: External Influence on business issues

- 1) Growth, boom, recession and slump. The main stages of business cycle
- 2) Effects of employment levels, inflation and GDP have on business.
- 3) Identifying government economic objectives
- 4) Changes in taxes and government spending, and the impact these changes have
- 5) Impact of change in interest rates
- 6) How business activity can damage the environment and lead to externalities
- 7) Ways in which business can respond to the threats and opportunities of environmental issues such as aiming for 'sustainable development'
- 8) The role of pressure groups in influencing business decisions
- 9) What ethical decision-making means and why some business consider this important
- 10) To explain what globalization is and why it is important
- 11) To explain why multinational business are created and understand the impact of them on the countries they operate in

