

Clear**Revise**

Illustrated revision and practice

2021

2022

BTEC Tech Award Enterprise Component 3

Clear**Revise**®

BTEC Tech Award Level 1/2 in **Enterprise**

Illustrated revision and practice

Component 3: Marketing and finance for enterprise

Published by PG Online Limited The Old Coach House 35 Main Road Tolpuddle Dorset DT2 7EW United Kingdom

sales@pgonline.co.uk www.clearrevise.com www.pgonline.co.uk **2022**



PREFACE

Absolute clarity! That's the aim.

This is everything you need to ace the exam and beam with pride. Each topic is laid out in a beautifully illustrated format that is clear, approachable and as concise and simple as possible.

Each section of the specification is clearly indicated to help you cross-reference your revision. The checklist on the contents pages will help you keep track of what you have already worked through and what's left before the big day.

We have included worked exam-style questions with answers. There is also a set of exam-style questions at the end of each section for you to practise writing answers. You can check your answers against those given at the end of the book.

LEVELS OF LEARNING

Based on the degree to which you are able to truly understand a new topic, we recommend that you work in stages. Start by reading a short explanation of something, then try and recall what you've just read. This will have limited effect if you stop there but it aids the next stage. Question everything. Write down your own summary and then complete and mark a related exam-style question. Cover up the answers if necessary but learn from them once you've seen them. Lastly, teach someone else. Explain the topic in a way that they can understand. Have a go at the different practice questions – they offer an insight into how and where marks are awarded.

ACKNOWLEDGEMENTS

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THE SCIENCE OF REVISION

Illustrations and words

Research has shown that revising with words and pictures doubles the quality of responses by students.¹ This is known as 'dual-coding' because it provides two ways of fetching the information from our brain. The improvement in responses is particularly apparent in students when they are asked to apply their knowledge to different problems. Recall, application and judgement are all specifically and carefully assessed in public examination questions.

Retrieval of information

Retrieval practice encourages students to come up with answers to questions.² The closer the question is to one you might see in a real examination, the better. Also, the closer the environment in which a student revises is to the 'examination environment', the better. Students who had a test 2–7 days away did 30% better using retrieval practice than students who simply read, or repeatedly reread material. Students who were expected to teach the content to someone else after their revision period did better still.³ What was found to be most interesting in other studies is that students using retrieval methods and testing for revision were also more resilient to the introduction of stress.⁴

Ebbinghaus' forgetting curve and spaced learning

Ebbinghaus' 140-year-old study examined the rate at which we forget things over time. The findings still hold true. However, the act of forgetting facts and techniques and relearning them is what cements them into the brain.⁵ Spacing out revision is more effective than cramming – we know that, but students should also know that the space between revisiting material should vary depending on how far away the examination is. A cyclical approach is required. An examination 12 months away necessitates revisiting covered material about once a month. A test in 30 days should have topics revisited every 3 days – intervals of roughly a tenth of the time available.⁶

Summary

Students: the more tests and past questions you do, in an environment as close to examination conditions as possible, the better you are likely to perform on the day. If you prefer to listen to music while you revise, tunes without lyrics will be far less detrimental to your memory and retention. Silence is most effective.⁵ If you choose to study with friends, choose carefully – effort is contagious.⁷

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MARK ALLOCATIONS

Green mark allocations^[1] on answers to in-text questions throughout this guide help to indicate where marks are gained within the answers. A bracketed '1' e.g. ^[1] = one valid point worthy of a mark. There are often many more points to make than there are marks available so you have more opportunity to max out your answers than you may think.

Six mark questions require extended responses. These answers should be marked as a whole in accordance with the levels of response guidance on **page 75**.

COMMAND VERBS

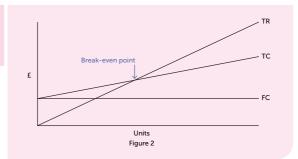
The exam paper will use the following command verbs in each question.

Answering questions in the correct way can considerably increase your overall grade for the paper. Study each of the command verbs below along with their meanings and how they are used to answer a question.

Give / State							
Recall one or more p information. These an answers with 1 mark	re short	Give two solutions to a cash flow problem.	[2]	Sell unused assets(1), gain investment(1), cut costs(1), delay payments(1		nts(1),	
each point.				chase revenu	debtors(ıe(1).	1), incre	ease
Complete							
Provide some missing		Complete the purchase orde		Item	Quantity	Price	Total
information for a give or diagram.	en table	using the information given ir Figure 1.	ר [1]	Butter	8 kg	£7 / kg	£56 (1)
J	Milk 20 l 0.50 / l £10 (1) Figure 1						
Match one option with another.	Match the market seg methods b	mentation Age	_		> Psych	raphic (nograph	ic (1)
Explain An explain question r two parts. First give a example and then giv		<i>Gibbs Bakery</i> is concerned that ts profit margins are too low.		bakery si cheaper		• <u>E</u>	xample

Label

Label information provided in a source material, for example, a diagram or table. Study Figure 2. Label the break-even point. [1]

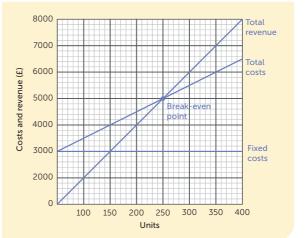


Draw

Produce a diagram, for example, a break-even chart.

The drawing should be labelled and annotated.

Using the information provided, draw and label the break-even chart. [4]



Discuss

Identify the problem or issue in the question.

Explore the relevant points that relate to the problem or issue with logical thoughts or arguments.

Think how they interrelate.

Links to content within either Component 1 or 2 will be expected in these questions.

You should use full paragraphs to answer these questions.

The full answer will usually be around a page of text.

Grants Buses are considering switching from cash to contactless card payments on board their vehicles.

Discuss the advantages and disadvantages of accepting electronic payments.

[6]

Drivers will no longer need	Accurate
to deal with coins and •	and relevant
<mark>change.</mark> This will mean	knowledge
they spend less time at	
stops and increase the •	Detailed
punctuality of the service.	knowledge
Passengers without cash	
can use the service more	
easily, but those who do not	
have contactless payment	
technology may no longer	
be able to use the service.	
Turning away customers •	Relevant to
would not be popular and	the question
could reduce revenues.	context
Those people relying on	Clear links
bus services most, may also	between points
be those who don't use	
payment cards.	

Evaluate

- 1) Write down all the factors or events that apply to a given context.
- 2) Consider the strengths and weaknesses of each.
- Identify those that are most important.
- Give a reasoned conclusion supported by evidence.

Links to content within either Component 1 or 2 will be expected in these questions.

You should use full paragraphs to answer these questions.

The full answer will usually be around a page of text.

SureGym wants to promote a new 'Parent and child' morning.

They are considering marketing this on social media or printed flyers.

Evaluate which method would be best to increase interest and customers for the new event. [6] SureGym could make

use of free advertising •---- Accurate and features in social media relevant factor which would help keep marketing costs down. They could also set the factor this up very quickly and measure the response. However, negative responses would be public and may deter other readers.

...

Printed flyers could be designed and printed in a few days. Someone would need to be •----- Alternative employed to hand them arguments out. Flyers could be kept and read at any time, but it is harder to measure the response.

In conclusion, young •----Conclusion is parents are likely to have supported by a social media account evidence and may be well suited to this approach. Social media offers a greater Justification opportunity to reach •---linked to people as they can also share the posts with question their wider friendship groups. Whereas, flyers would be less immediate and more limited in their reach.

Calculate

Find a numerical answer to a question. Show your working and include the units. Study Figure 2. Calculate the Gross Profit Margin (GPM) for Yarro Ltd.

[1]

GPM = (GP ÷ Revenue) × 100 62 000 ÷ 112 000 × 100 = 55%

TOPICS FOR COMPONENT 3 Marketing and finance for enterprise

Information about the externally assessed exam

Written exam: 2 hours 60 marks All questions are mandatory 40% of the qualification grade Assessment type: External synoptic Guided learning hours: 48

Specification coverage

Marketing activities, financial documents and statements, financial planning and forecasting.

The content for this assessment will be drawn from the essential subject content in sections A to C of Component 3 in the specification.

Questions

A mix of short answer and longer answer questions assessing knowledge, understanding and skills in contextual scenarios building on all components within the qualification.

TARGET MARKET

A **market** is any location where buyers and sellers come together to exchange money for goods or services. A **target market** is the likely customer group that an enterprise wants to sell its products (goods and services) to.

What is a typical target market?

A typical target market is usually a group of customers who exhibit similar characteristics. These can include age, location, income, or hobbies.

Enterprises usually try to identify who might buy their products before they stock or produce them so they can think about how much demand there might be or how to best advertise the goods or services they sell. Focused marketing messages are more effective and more likely to reach people who will make a purchase. 1. Alex wants to open a healthy snack bar opposite the local gym at a university in the city centre.

Give **two** characteristics of a typical customer of the snack bar. [2]

 Two from: Interested in fitness,^[1] healthy eating,^[1] university students,^[1] city workers,^[1] dietary needs.^[1]

The importance of establishing a target market

Knowing who the enterprise's likely customers are allows the business to develop a strong **brand**. A brand is an identifying feature that enterprises can use to distinguish their products from their competitors. This might consist of logos, symbols, or words. The brand can then be developed to attract the customers the enterprise is aiming the product at.

2. Jaheen is opening a new café. Jaheen has found two available locations. One is a second floor venue in the town centre. The other is on the ground floor of the local arts centre near a park. Jaheen has identified retirees as the primary target market.

Explain **two** considerations for the most suitable location for Jaheen's enterprise.

[4]

 Upstairs would be difficult for Jaheen's customers as it would limit access for anyone with mobility issues^[1] which would impact potential footfall / sales.^[1]

Ground floor access may widen the target market to new parents and carers with prams^[1] which would potentially increase revenue.^[1]

The arts centre and park is likely to attract a wide variety of customers^[1] who may be inclined to stay at the café longer given a more relaxing environment than the town centre.^[1]

The town centre may have more people passing, and attract a younger audience^[1] but they have less disposable income / don't fit the target market, which could reduce revenue / spend.^[1]

A 'product' refers to a good or a service.



MARKET SEGMENTATION

Market segmentation can be used to make identifying a target market easier for an enterprise. This involves dividing a market into different groups called **market segments**.

Dividing customers into groups

Enterprises **segment** or divide the market according to demographic, geographic, psychographic and behavioural characteristics of potential or current customers. By doing this, they can match and market goods and services to suit the unique sets of needs of these groups. Segmentation also allows an enterprise to target advertising more effectively as it can focus on designing promotional material which appeals to the particular segments they target.

Knowing and understanding the target market also allows an enterprise to identify future areas of growth as it becomes more aware of the interests and needs of its target market. Meeting customer needs more effectively will allow an enterprise to improve its interactions with them. This will help to build brand loyalty, increasing its retention of customers.

The process of market segmentation involves splitting a larger market into smaller different groups. The main types of groups are demographic (e.g. age, race), geographic (location e.g. local, regional), psychographic (e.g. social class, lifestyle) and behavioural (e.g. spending, consumption). Enterprises can use one or more of these segments to identify and develop their target market.

Abby and Grace and live by the seaside. They want to set up a surfing shop in the local town. Explain **two** advantages to an enterprise of

segmenting the market.

[2]

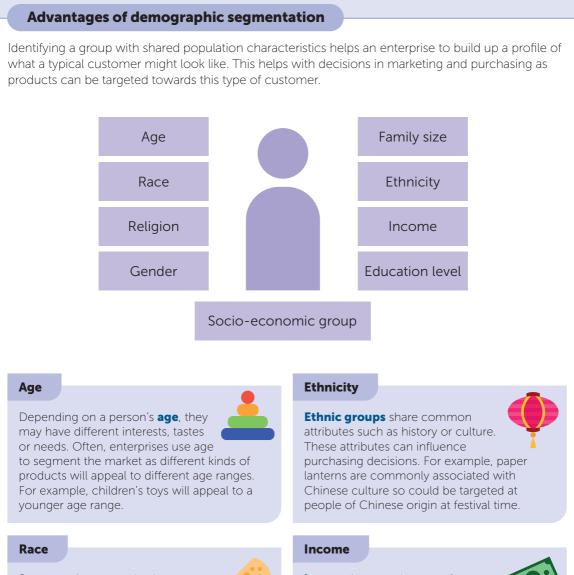
An enterprise might gain a competitive advantage^[1] because targeting its products at the right people may increase sales.^[1]

Segmentation identifies a target market^[1] which allows an enterprise to concentrate its efforts in advertising products to the right consumers / to consumers' specific needs and wants.^[1]

An enterprise can better satisfy the needs of a specific set of customers^[1] if it can identify a common set of requirements that it can meet with its products.^[1]

DEMOGRAPHICS

Demographic market segmentation is one of the easiest ways to segment a customer group. It allows an enterprise to market products (goods and services) to those with specific, common variables such as age, gender and education.



Some products can also be separated by race. Plasters and tights are commonly produced for varying skin tones.

Income is a popular way of segmenting a market. Goods and services can be targeted at different income levels. People with higher incomes are more likely to buy luxury items.

PROMOTION

Promotion is any activity which creates an awareness of an enterprise and its products. How an enterprise achieves this through a variety of promotional activities the enterprise engages in is called the **promotional mix**.

Promotional mix

Advertising involves persuading or informing customers about products or enterprises, their features and benefits and how the customer can make a purchase. Common advertising methods include television, billboards, radio, cinema, newspaper, and magazine advertising.

Social media marketing involves using different social media platforms to market an enterprise's goods or services. This could be in the form of a social network page or paid advertising. Posts could be in written form, short blogs or image orientated advertisements.

- Viral posts can quickly reach huge audiences
- Ads can be expensive and time-consuming

Personal selling involves using salespeople to talk to potential customers. A salesperson must have good selling skills to effectively generate sales.

- Can use telephone, video calls, email or face to face meetings
- Salespeople need to be fully trained and can be expensive to employ

PR or **OPR** means (online) **public relations**. PR or OPR usually focuses on maintaining a positive image for an enterprise through press releases, building relationships with local communities or even engaging influencers.

- Can improve reputation
- PR could be negative

Direct marketing is a way of promoting a product directly to its target audience without mass media support from other enterprises. Common methods include direct mail or email, social media, phone calls, or text messages.

- Can build positive relationships with customers
- Can be ignored or unwanted as 'junk mail'

Sales promotion can also be used to promote the enterprise's products and services. It is usually a short-term method to try to boost sales. These can be methods such as money off coupons, free gifts, offers, competitions, loyalty cards and point of sale materials.

- Can attract new customers or boost sales
- Discount offers or free gifts can reduce revenue and increase costs

If you read this coupon, so might real customers!

Coupons, competitions, loyalty incentives and discount offers can attract attention and increase sales.

QR codes (or Quick Response codes) promote interaction and engagement with the reader to provide more details.





EXAMINATION PRACTICE

Scenario: Papillon Artisan Bakery

Zara has successfully run Papillon, an artisan bakery stall, for five years. They make speciality ethnic and traditional breads, offering a variety of high-quality baked goods.



Zara's stall is in a local indoor market, and has a steady, loyal customer base. They usually advertise via social media and also sometimes in the local newsletter produced by the community centre. They offer a special ten percent discount to regular customers via a loyalty card.

[1]

To set up the enterprise Zara segmented the market.

(a) Give the name of this promotion strategy

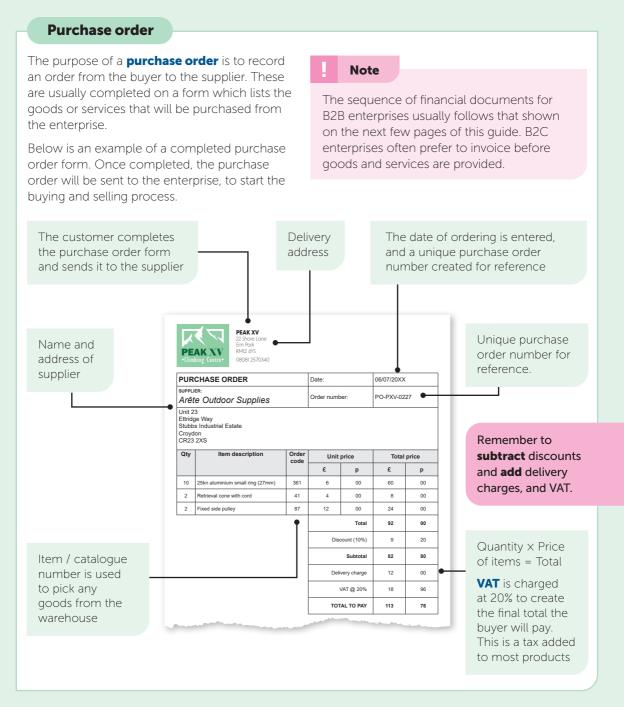
(a) and the nume of this promotion stategy.	[1]
After two months, Zara decides they are going to concentrate on using below the line promotion.	
(b) Zara uses posters and sales discounts. Give two other examples of below the line promotion.	[2]
(c) Explain two advantages of using below the line promotion to promote an enterprise.	[4]
Zara has decided to grow the stall online by creating a website. They will also add to their product portfolio by adding a filled sandwich range. Zara is trying to decide which methods of promotion to us to promote to this new target market. They have a budget of £500 to spend on promotion.	se
There are two factors that will influence Zara's choice of promotion.	
The new target marketA budget of £500	

(d) Explain how each of these two factors may influence the promotional methods chosen:

	(i) The new target market.	[2]
	(ii) A budget of £500.	[2]
(e)	Explain one benefit to Zara of adding to their product portfolio.	[2]
Zar	ra has been asked by the local community centre to sponsor an event.	
(f)	Explain one reputational benefit to an enterprise of sponsoring a local event.	[2]
(g)	Zara uses a premium pricing strategy.	
	(i) Explain what is meant by a premium pricing strategy.	[2]
	(ii) Give one disadvantage of using this strategy.	[1]

FINANCIAL DOCUMENTS

All enterprises need to complete and interpret **financial documents**. This is so they can keep an accurate and detailed record of the transactions they participate in. This will help an enterprise to identify its financial position and accounting obligations at any time.





Mike owns *Links DIY* in the centre of a town. *Links DIY* sells a wide variety of DIY materials including paint, gardening supplies and power tools. Mike offers goods at a competitive price compared to high street chains and is used by many local trades people.

They are preparing an invoice for a local painter and decorator for supplies.

1. (a) Complete the invoice using the information provided.

[5]



INVOICE		Date:		31/03/20XX		
Morritt	Painting & Decorating	Invoice number:		466		
Merritt Painting & Decorating		PO numbe	r	PO-MPD-01	14	
37 Peter's (Westbury BA13 4YJX						
Qty	Description	Unit	price	Total	Total price	
		£	р	£	р	
100	Paintbrush	8	00	800	00	
10	Turpentine (1 Litre)	3	50	(i)		
50	Lining wallpaper (Roll)	5	50	(ii)		
	·		TOTAL	1110	00	
Terms: Pay	ment within 30 days	Delivery charge		30	00	
			Subtotal	(iii)		
		,	VAT @ 20%	(iv)		
		тот	AL TO PAY	(v)		

Remember to show the pence to two decimal places.

- (b) Describe **one** reason why it is important for Mike to keep an accurate record of this purchase. [2]
- (c) Mike discovers an error has been made on the invoice. The customer ordered 10 paintbrushes and not 100.

Explain one impact of this error on Links DIY.

[2]

2. Mike has asked you to complete a credit note for the refund against the paintbrushes. Complete the credit note using the information in Question 1.

¥
LINKSDIY

Links DIY | 18 High Street | Frome | BA11 8KW | 07700 9001229

CREDIT NOTE		Date:		31/03/20XX	
Merritt Painting & Decorating		Credit note	e number:	CN-00054	
wernu Pan	nung & Decorating	PO numbe	r	PO-MPD-0	14
(i) Qty	Description	Unit	price	Total	price
		£	price	£	рпсе
(ii)		(iii)	F	(iv)	P
Reason for credit			Goods total	(v)	
(viii)		VAT @ 20%		(vi)	
			TOTAL CREDIT		

Example answers

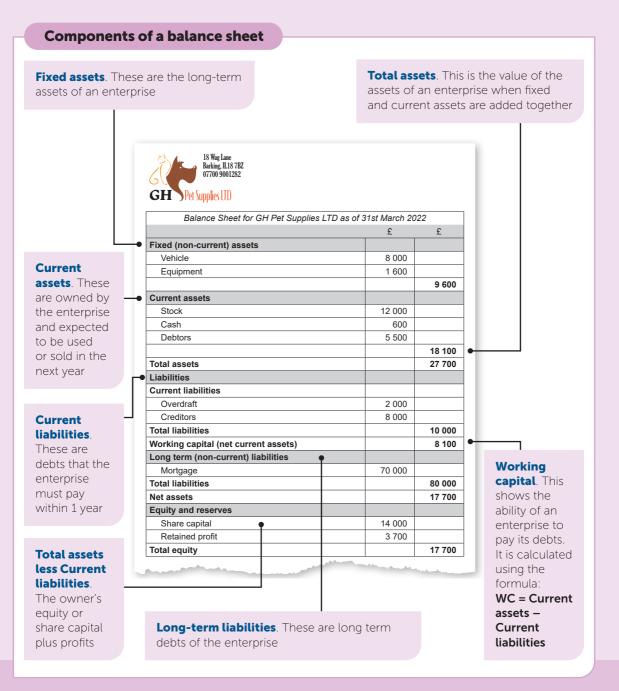
- 1. (a) In descending order down the column (i) £35.00, (ii) £275.00, (iii) £1140.00, (iv) £228.00, (v) £1368.00.^[5]
 - (b) It is important for Mike to keep an accurate record of the purchase so the accounts are accurate^[1] which will help the enterprise with its end of year accounts / tax calculations.^[1] In the event of a dispute with the purchaser^[1] the records of sale can be checked to find if / where an error may have occurred for resolution.^[1]
 - (c) Overcharging customers / delivery errors may affect the supplier's reputation^[1] because customers may lose trust in the enterprise and will be worried in future that they might make errors again, so may go to a competitor.^[1] Invoicing errors will also affect the enterprise's accounts / stock control which will no longer be accurate^[1] creating incorrect historical records to check back on.^[1] The invoice may need to be reissued / a credit note will need to be issued^[1] which will delay the payment / incur additional cost in time and administration.^[1]
- Six from: (i) Address for Merritt Painting and Decorating, (ii) 90 Paintbrushes (iii) 8.00 (iv) 720.00 (v) 720.00 (vi) 144.00 (vii) 864.00, (viii) Quantity error.^[6]

[6]

BALANCE SHEET

A **balance sheet** (statement of financial position) is a financial statement that shows a snapshot of an enterprise's assets and liabilities at a point in time.

It is typically produced on the last day of the financial tax year. It helps an enterprise to see the value of its assets and how much it owes in liabilities. It also allows the enterprise to see how it finances its activities.



Assets and liabilities

Asset

An **asset** is something of value owned by an enterprise.

Current assets can change, and include cash, debtors and stock

Fixed assets include vehicles, equipment and buildings. These are the longer-term assets of an enterprise.

Remember: Debtors (accounts receivable) owe an enterprise money. Creditors (accounts payable) are owed money by an enterprise.

The value of equity is calculated as the difference between assets and liabilities on an enterprise's balance sheet. It represents the value of the owner's investment.

Liability

A **liability** is a debt owed by an enterprise.

Current liabilities include payments that are commonly due within a short term period. These include creditors, loan and overdraft repayments.

Long-term liabilities are long-term debts, such as a mortgage.

Capital

Capital is money that is available to an enterprise. A start-up capital fund may help get an enterprise running. It will aim to increase its capital reserves through **retained profit**, in order to invest in future projects.





Peter and Jack are fishermen on the Cornish coast. They run an enterprise called *Cold Sea Supplies*. They specialise in catching lobsters using pots but are interested in growing the enterprise to catch crabs as well.

They would like to know how many crabs they would need to catch each week to break even.

Figure 1 shows some estimated costs and revenues for this venture:

1. Using the data in the table below, draw and label the break-even chart. You must draw and label:

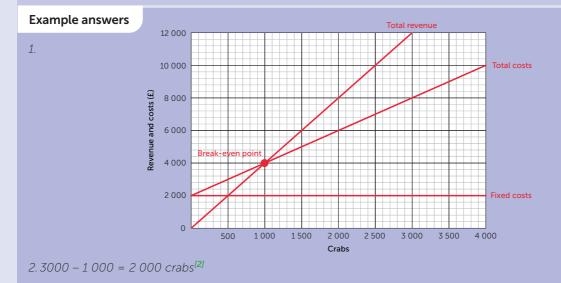
• the fixed costs line, the total costs line, and the total revenue line.

You must also label:

• the break-even point.

Costs and revenues for Cold Sea Supplies each week									
Number of units	0	1 000	2 000	3 000					
Sales revenue	£O	£4 000	£8 000	£12 000					
Fixed costs	£2 000	£2 000	£2 000	£2 000					
Total costs	£2 000	£4 000	£6 000	£8 000					

2. Calculate Cold Sea Supplies' margin of safety if they sell 3 000 crabs.



[2]

EXAMINATION PRACTICE ANSWERS

Section A1

(a)	The enterprise is offering a specialised service. [1] Sky diving is usually a hobby /not everyone wants to sky dive. [1]	[1]
(b)	Two from: psychographically by attitudes and lifestyles. [1] Demographic segmentation by age, [1] socio-economic group, [1] or income. [1] Behavioural segmentation. [1]	[2]
(C)	Segmenting the market identifies which groups may buy an enterprise's products (1) which means that it can create the rig advertisements / offer services more relevant to customers / develop its brand to appeal to customers. [1] Market segmentation divides the market into specific groups to be targeted (1) so this may help the enterprise to gain a competitive advantage [1] by targeting advertising more effectively.	ht [2]
(d)	Geographical segmentation would allow <i>Pineham Indoor Sky Diving</i> to identify the number of likely customers / needs and wants of people in the area they are looking to expand into [1] so that they can create demand in these areas. [1]	[2]
(e)	The enterprise could record the details of each customer and each visit. [1] Then use this data to calculate an average usage / number of visits per customer over time. [1] The enterprise could offer a loyalty scheme [1] which would allow it to see how often people visited the business. [1]	[2]
(f)	 Indicative content may include: Advantages of B2B trading: The B2B market would open up a large and potentially profitable new segment. Workplace outings / teambuilding events could be popular / could get interest from regular / large profitable group bookings. May increase trading during the days when most B2C customers will be at work. 	
	 Disadvantages of B2B trading: The B2B market has different requirements such as the approaches to marketing which would need more time to research and implement. May increase the costs of marketing and hospitality. May need to develop their website to accommodate enterprise group bookings and information. 	[6]
(g)	 Indicative content may include: Advantages of offering premium packages to people in higher socio-economic groups: May be able to increase revenue as people have more disposable income. Premium packages and services may have a greater profit margin, or could attract more add-on sales. Teenagers living in more affluent families may be attracted and spread the word at schools / colleges. 	
(e) (f)	 Disadvantages of offering premium packages to people in higher socio-economic groups: As it is a niche product, it might be a waste of money trying to attract people if they are not interested. Those in higher socio-economic groups or those with more disposable income could include those later in their lives w have had successful working lives, and these people may not fit the demographic profile of a typical customer. Premium packages may create demand for services that <i>Pineham Indoor Sky Diving</i> can't offer for example, closing the centre for exclusive access, which may be difficult to arrange. 	
	 Advantages of targeting the nearby university to attract students: Students may fit the demographic profile of the average customer well. Groups of students may book in their accommodation groups / class or friendship groups / sports teams which may increase larger, more profitable bookings. Students may be willing/able to attend at non-peak times which may help to increase business during those periods. 	
	Disadvantages of targeting the nearby university to attract students in neighbouring towns: • May need to use offers and discounts to attract them which may mean it does not make as much money as it would	

- from regular customers.University students are usually only there during term time. Therefore, there may be little custom from this group of students during the holidays.
- The students who use the enterprise may only use it for a short amount of time, and as they leave the university, they will relocate meaning *Pineham Indoor Sky Diving* has to continually work hard to attract the next cohort of students.

[6]

Answers to 'discuss' and 'evaluate' questions must be written in paragraphs. We have used bullet points here to make the answers easier to understand. This type of question will be marked using a Levels Based Marks Scheme as provided on page 75.

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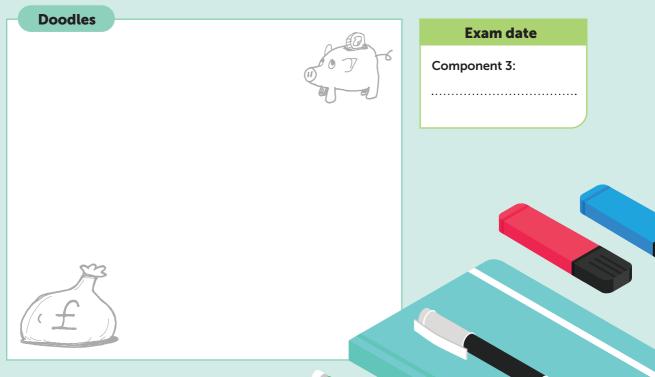
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NOTES, DOODLES AND EXAM DATES



EXAMINATION TIPS

With your examination practice, use a boundary approximation using the following table. Be aware that boundaries are usually a few percentage points either side of this.

Grade	L1 Pass	L1 Merit	L1 Distinction	L2 Pass	L2 Merit	L2 Distinction
Boundary	30%	40%	50%	60%	70%	80%

- 1. Be prepared with a black pen, a calculator, and a ruler.
- 2. Read the scenario to ensure that your answers are in context. Circle, underline or highlight key parts to help you to answer correctly. Re-visit the scenario several times during the examination and re-familiarise yourself with it.
- 3. Read each question carefully. You cannot get marks for giving an answer to a question you think is appearing rather than the actual question. Avoid simply rewriting the question or repeating examples that are already given in the question.
- 4. Read the question and its stem thoroughly to ensure your answer is focused correctly e.g., an advantage to the enterprise, or an advantage to the customer.
- 5. *Give* questions require you to recall a short piece of key information. No explanation is required. There will be one mark for each point you make.
- 6. Where two examples are asked for, avoid giving two similar examples. For example, if you are asked to give two types of budgets, avoid giving both marketing and promotion, or purchases and materials as these terms mean the same thing. Labour and overheads would be a better answer as they are different examples of budgets.
- 7. Remember that *explain* questions have two marks. You need to make a point for the first mark, and then expand this point with a linked development for the second mark. To help you develop your responses, aim to include connective words such as 'because' or 'so'.
- 8. Avoid undeveloped answers such as 'quick', 'simple', 'fast' and 'easy'. These cannot be awarded marks.
- 9. There are two long answer questions on each paper. These are each awarded 6 marks and use the command verbs *discuss* and *evaluate*. Remember that the answers to these questions need both advantages **and** disadvantages, and an *'evaluate'* question also needs a conclusion.
- 10. Be sure to learn the formulae needed to calculate revenue, gross profit, net profit (profit for the year), working capital (net current assets), break-even and margin of safety as they are **not** given in the examination.
- 11. Practice completing financial documents and statements. Those documents that show pence always require **two figures** in the pence column e.g. £5.00, £17.99 or £103.05. Figures may be rounded up to the nearest penny, but **not** to the nearest pound.
- 12. Answer questions in the spaces provided. If this is not possible, for instance, you have deleted a wrong answer, indicate the location of the corrected answer on the paper (e.g. 'see next page' or 'my answer is on the last blank page').
- 13. Do not use the space allocated for answers to write plans for your answers, and do not add extra pages to your answer book with plans/scribbles/items that will not be marked.

Good luck!

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