Suggested scheme of work

The following outline scheme of work is a potential scheme – you should adapt it to the needs of your students. This scheme assumes that the course will take about 120 hours to deliver. Rather than allocating each topic lesson by lesson, a termly allocation is suggested. The details should be adapted to fit the lengths of your terms, dates  
of exams, etc.

| **Syllabus section and suggested teaching time allocation (total = 120 hours)** | Syllabus content – main section | Syllabus content –  sub-sections | Resources available in Student’s Book | **Additional resources available in the Boost Teacher’s Guide**  ***The Boost ebook and Workbook are useful sources of additional questions.*** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **1 Understanding business activity** (Total: 19 hours) | | | | | |
| 1.1 Business activity  (2 hours) | 1.1.1 The nature of business activity | * Factors of production: land, labour, capital and enterprise * Concept of adding value and how added value can be increased * Concept of opportunity cost | **Chapter 1**  Activity 1.1 | Teacher briefing sheet for Worksheet 1  Worksheet 1 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 1 (Answers provided in Teacher’s Guide)* |  |
| 1.2 Economic sectors  (1 hour) | 1.2.1 Types of economic sector |  | **Chapter 1** |  |
| * Primary, secondary and tertiary sectors * Private and public sectors | Activity 1.2  Activity 1.3, Activity 1.4, Activity 1.5 |
|  |  |  | **Chapter 1 discussion points:**  International business in focus: page 10  Extend your skills of analysis: page 3, page 9  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 1.3 Enterprise, business growth and size  (7 hours) | 1.3.1 Enterprise and entrepreneurship  1.3.2 The methods and problems of measuring business size  1.3.3 Why some businesses grow and others remain small  1.3.4 Why some businesses succeed and others fail | * Characteristics of successful entrepreneurs * Purpose and key elements of a business plan: overview/summary, objectives, resources, market research, marketing, finance, people, operations * The importance of having a business plan * Why governments support business start-ups * How governments support business start-ups, e.g. grants, advice, low-cost loans, training schemes * Methods of measuring business size, e.g. number of people employed, value of output/sales, volume of output/sales, capital employed (profit is not a method of measuring business size) * Problems when measuring business size * Why the owners of a business may want to grow the business * How and why businesses can grow internally, e.g. develop new products, develop new markets * How and why businesses can grow externally: mergers and takeovers, including horizontal integration, vertical integration * Advantages and disadvantages of methods of growth * Problems linked to business growth * Why some businesses remain small * Reasons why businesses succeed or fail, e.g. management skills, availability of finance, suitability of product, demand for products, changes in the economy, level of competition | **Chapter 2**  Activity 2.1  Activity 2.2, Activity 2.3  Activity 2.4  Activity 2.5, Activity 2.6  Activity 2.7  Activity 2.8  Activity 2.9 | Teacher briefing sheet for Worksheets 2–4  Student briefing sheet for Worksheets 2–4  Worksheet 2  Worksheet 3 with answers  Worksheet 4  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 2 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 2 discussion points:**  International business in focus: page 29  Extend your skills of analysis: page 14, page 25  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 1.4 Types of business organisation  (5 hours) | 1.4.1 Different types of business organisation | * Sole traders, partnerships, private limited companies and public limited companies * Advantages and disadvantages of different types of business organisation * Recommend and justify a suitable type of business organisation to owners/management for a given situation * Different forms of business organisation: franchises, joint ventures, social enterprises * Advantages and disadvantages of franchises for the franchisor and franchisee * Advantages and disadvantages of joint ventures | **Chapter 3**  Activity 3.1  Activity 3.2, Activity 3.3  Activity 3.4  Activity 3.5 | Teacher briefing sheet for Worksheets 5–10  Student briefing sheet for Worksheets 5–10  Worksheets 5–10 with answers  Student summary sheet Worksheets 5–10  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 3 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 3 discussion points:**  International business in focus: page 45  Extend your skills of analysis: page 41, page 43  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 1.5 Business objectives and stakeholder objectives  (4 hours) | 1.5.1 Businesses objectives  1.5.2 The role of stakeholder groups | * Businesses can have several objectives, e.g. survival, growth, profit, market share * The importance of business objectives * Internal stakeholder groups: owners (sole traders, partnerships, shareholders), managers, employees * External stakeholder groups: customers, suppliers, lenders/banks, government, local community * Objectives of different stakeholder groups * How these objectives may conflict with each other | **Chapter 4**  Activity 4.1  Activity 4.2  Activity 4.3 | Teacher briefing sheet for Worksheet 11  Worksheet 11 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 4 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 4 discussion points:**  International business in focus: page 57  Extend your skills of analysis: page 51, page 55  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
|  |  |  | **Section 1 resources:**  Understanding business activity: end-of-section case study (Provided as a worksheet with answers in Teacher’s Guide) | **Section 1 resources:**  Practice case study and answers  Understanding business activity: end-of-section case study from the Student’s Book – provided as a worksheet, with answers  Answers to Section 1 Activities and Chapter review questions from the Student’s Book  *Understanding business activity: end-of-section case study in Workbook (Answers provided in Teacher’s Guide)* |  |
| **2 People in business** (Total: 18 hours) | | | | | |
| 2.1 Human resource management  (5 hours) | 2.1.1 Recruiting and selecting employees  2.1.2 Employment contracts and legal controls over employment issues  2.1.3 Training | * Stages in the recruitment process: job descriptions, person specifications, job advertisements (including employment agencies and online recruitment) * Selection methods, e.g. curriculum vitae (CV)/resumé, application forms, references, testing/assessment centres, interviews * Advantages and disadvantages of internal and external recruitment * Recommend and justify who to employ in a given situation * The main contents of an employment contract: duties and responsibilities, working hours, holiday entitlement, sick pay * The benefits of employment contracts for employers and employees * Legal controls over employment issues: unfair dismissal, discrimination, health and safety, legal minimum wage * Effects of legal controls over employment issues on employers and employees * Importance of training to a business and to employees * Types of training: induction training, on-the-job training and off-the-job training * Advantages and disadvantages of the three types of training | **Chapter 5**  Activity 5.1, Activity 5.2, Activity 5.3, Activity 5.4  Activity 5.5  Activity 5.6  Activity 5.7  Activity 5.8 | Teacher briefing sheet for Worksheet 12  Worksheet 12 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 5 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 5 discussion points:**  International business in focus: page 79  Extend your skills of analysis: page 70, page 76  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 2.2 Organisation and management  (5 hours) | 2.2.1 Simple organisational structures  2.2.2 The functions of management  2.2.3 Leadership styles  2.2.4 Why reducing the size of the workforce may be necessary  2.2.5 The role of trade unions | * The main functional areas of a business, e.g. operations, marketing, finance, human resources * Simple hierarchical structures: tall and flat levels of hierarchy, long and short chains of command, wide and narrow spans of control * Interpret simple organisational charts * Different ways of flexible working, e.g. home working and flexible hours * Advantages and disadvantages of part-time employees and full-time employees * Planning, organising, coordinating, commanding and controlling * Advantages and disadvantages of delegation * The main leadership styles: autocratic, democratic and laissez-faire * Advantages and disadvantages of the main leadership styles * Recommend and justify an appropriate leadership style for a given situation * Concept of downsizing * Reasons for reducing the size of the workforce, e.g. automation, reduced demand for products, need to lower costs * Concept of redundancy * Recommend and justify which employee(s) to make redundant in a given situation * What a trade union is * Benefits to employees of being a trade union member | **Chapter 6**  Activity 6.1  Activity 6.2  Activity 6.3  Activity 6.4  Activity 6.5 | Teacher briefing sheet Group activity 1  Student briefing sheet Group activity 1  Phrase template sheet Group activity 1  Teacher briefing sheet Group activity 2  Student briefing sheet Group activity 2  Instruction sheet Group activity 2 (OP)  Instruction sheet Group activity 2 (TU)  Instruction sheet Group activity 2 (MDOM)  Teacher briefing sheet Worksheet 13  Worksheet 13 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 6 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 6 discussion points:**  International business in focus: page 98  Extend your skills of analysis: page 88, page 94  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 2.3 Methods of communication  (3 hours) | 2.3.1 Why communication is important  2.3.2 Communication barriers | * Why communication is important for a business * Methods of communication, e.g. meetings (face-to-face or virtual), email, text messages, social media, phone calls (including mobile calls), letters, posters and noticeboards * Advantages and disadvantages of different methods of communication * Internal and external communication * Recommend and justify which method of communication to use in a given situation * Examples of communication barriers * Reasons for communication barriers * Problems caused by communication barriers * How communication barriers can be reduced or removed | **Chapter 7**  Activity 7.1, Activity 7.2, Activity 7.3  Activity 7.4, Activity 7.5  Activity 7.6 | Teacher briefing sheet Group activity 3  Student briefing sheet Group activity 3  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 7 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 7 discussion points:**  International business in focus: page 112  Extend your skills of analysis: page 109  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 2.4 Motivating employees  (5 hours) | 2.4.1 The importance of a well-motivated workforce  2.4.2 Methods of motivation | * Why people work * The benefits of a well-motivated workforce: improved labour productivity, reduced absenteeism, lower labour turnover and greater willingness to accept change / new methods of working * Main motivational theories: Maslow, Taylor, Herzberg * Financial methods of motivation, e.g. time-based, piece-rate, salary, bonus, commission, profit sharing, fringe benefits * Non-financial methods of motivation, e.g. job enrichment, job rotation, training, opportunities for promotion, praise, employee of the month * Recommend and justify an appropriate method of motivation for a given situation | **Chapter 8**  Activity 8.1, Activity 8.2, Activity 8.3  Activity 8.4, Activity 8.5  Activity 8.6 | Teacher briefing sheet Group activity 4  Student briefing sheet Group activity 4  Mr Orangeta template sheet Group activity 4  Money template sheet Group activity 4  Answer sheet Group activity 4  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 8 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 8 discussion points:**  International business in focus: page 128  Extend your skills of analysis: page 122, page 127  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
|  |  |  | **Section 2 resources:**  People in business: end-of-section case study (Provided as a worksheet with answers in Teacher’s Guide) | **Section 2 resources:**  Practice case study and answers  People in business: end-of-section case study from the Student’s Book – provided as a worksheet, with answers  Answers to Section 2 Activities and Chapter review questions from the Student’s Book  *People in business: end-of-section case study in Workbook (Answers provided in Teacher’s Guide)* |  |
| **3 Marketing** (Total: 28 hours) | | | | | |
| 3.1 Marketing and the market  (5 hours) | 3.1.1 The role of marketing  3.1.2 Understanding market changes  3.1.3 Mass markets and niche markets  3.1.4 Market segmentation | * Identifying customer needs * Satisfying customer needs * Maintaining customer loyalty * Building customer relationships * Anticipating changes in customer needs * Why customer/ consumer spending patterns may change * Why some markets are becoming more competitive * How businesses can respond to changing spending patterns and increased competition * How to calculate market share * Concepts of mass markets and niche markets * Advantages and disadvantages of mass markets and niche markets * How markets can be segmented according to: age, income, location, gender, lifestyle * Advantages and disadvantages of market segmentation | **Chapter 9**  Activity 9.1  Activity 9.2  Activity 9.3  Activity 9.4 | Teacher briefing sheet Group activity 5  Student briefing sheet Group activity 5  Brainstorming sheet Group activity 5  Questionnaire design sheet Group activity 5  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 9 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 9 discussion points:**  International business in focus: page 142  Extend your skills of analysis: page 138, page 141  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 3.2 Market research  (3 hours) | 3.2.1 Methods of market research | * Why businesses use market research * Primary research methods, e.g. questionnaires or surveys, interviews, focus groups, observation * The concept of sampling and why it is useful to businesses * Advantages and disadvantages of primary market research methods * Secondary research methods, e.g. competitor websites, government sources, market reports, trade magazines * Advantages and disadvantages of secondary market research methods * Factors influencing the accuracy of market research data * Analyse simple market research data | **Chapter 10**  Activity 10.1  Activity 10.2, Activity 10.3  Activity 10.4 | Teacher briefing sheet Group activity 6  Student briefing sheet Group activity 6  Questionnaire design sheet Group activity 6  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 10 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 10 discussion points:**  International business in focus: page 157  Extend your skills of analysis: page 148, page 151  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 3.3 Marketing mix  (18 hours (total)) | 3.3.1 Product (4 hours) | * The importance of brand image * The role of packaging * Advantages and disadvantages of developing new products * The main stages of the product life cycle: introduction, growth, maturity, decline * Interpret a product life cycle diagram * Extension strategies a business could use: new markets, new uses for a product, adapting the product or packaging, increased advertising / sales promotion * Advantages and disadvantages of different extension strategies * Recommend and justify an extension strategy to use in a given situation | **Chapter 11**  Activity 11.1  Activity 11.2, Activity 11.3  Activity 11.4  Activity 11.5 | Teacher briefing sheet Worksheets 14–20  Student briefing sheet Worksheets 14–20  Worksheet 14 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 11 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 11 discussion points:**  International business in focus: page 170  Extend your skills of analysis: page 165, page 166  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 3.3 Marketing mix | 3.3.2 Price  (2 hours) | * Pricing methods: cost-plus, competitive, penetration, skimming, dynamic * Advantages and disadvantages of different pricing methods * Recommend and justify an appropriate pricing method for a given situation | **Chapter 12**  Activity 12.1, Activity 12.2, Activity 12.3, Activity 12.4 | Teacher briefing sheet Worksheets 14–20  Student briefing sheet Worksheets 14–20  Worksheet 15 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 12 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 12 discussion points:**  International business in focus: page 179  Extend your skills of analysis: page 173, page 177  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 3.3 Marketing mix | 3.3.3 Place  (3 hours) | * Advantages and disadvantages of different distribution channels: direct to customers, through retailers, wholesalers, agents * Recommend and justify an appropriate distribution channel for a given situation | **Chapter 13**  Activity 13.1, Activity 13.2, Activity 13.3  Activity 13.4 | Teacher briefing sheet Worksheets 14–20  Student briefing sheet Worksheets 14–20  Worksheet 16 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 13 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 13 discussion points:**  International business in focus: page 187  Extend your skills of analysis: page 185  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 3.3 Marketing mix | 3.3.4 Promotion  (3 hours) | * Reasons for promotion * Methods of sales promotion, e.g. vouchers, reward schemes, competitions, special offers / discounts * Methods of advertising, e.g. social media, direct/targeted emails, leaflets, billboards * Recommend and justify which method of sales promotion to use in a given situation * Recommend and justify which method of advertising to use in a given situation | **Chapter 14**  Activity 14.1, Activity 14.2, Activity 14.3  Activity 14.4, Activity 14.5, Activity 14.6 | Teacher briefing sheet Worksheets 14–20  Student briefing sheet Worksheets 14–20  Worksheet 17 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 14 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 14 discussion points:**  International business in focus: page 196  Extend your skills of analysis: page 190, page 193  Chapter review questions (Answers provided in Teacher’s Guide) |  |  |
| 3.3 Marketing mix | 3.3.5 Ecommerce  (2 hours) | * Examples of ecommerce, e.g. mobile phone / internet banking, online shopping, online ticketing * Advantages and disadvantages of ecommerce for businesses * Advantages and disadvantages of ecommerce for customers | **Chapter 15**  Activity 15.1, Activity 15.2  Activity 15.3 | Teacher briefing sheet Worksheets 14–20  Student briefing sheet Worksheets 14–20  Worksheet 18 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 15 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 15 discussion points:**  International business in focus: page 203  Extend your skills of analysis: page 202  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 3.3 Marketing mix | 3.3.6 Marketing strategy  (4 hours)  3.3.7 Entering new markets in other countries as a method of growth | * Importance of the different elements in the marketing mix * Recommend and justify an appropriate marketing mix for a given situation * Advantages of entering new markets in other countries, e.g. increase sales, spread risk * Disadvantages of entering new markets in other countries, e.g. cultural differences, lack of knowledge, legal requirements | **Chapter 16**  Activity 16.1, Activity 16.2  Activity 16.3  Activity 16.4 | Teacher briefing sheet Worksheets 14–20  Student briefing sheet Worksheets 14–20  Worksheet 19  Worksheet 20  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 16 (Answers provided in Teacher’s Guide)* |  |
| 3.4 Legal controls  (2 hours) | 3.4.1 Legal controls related to marketing | * The purpose of legal controls to protect customers: misleading promotion, faulty goods * The effects of legal controls on marketing | **Chapter 16**  Activity 16.5 |  |
|  |  |  | **Chapter 16 discussion points:**  International business in focus: page 213  Extend your skills of analysis: page 208, page 210, page 212  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
|  |  |  | **Section 3 resources:**  Marketing: end-of-section case (Provided as a worksheet with answers in Teacher’s Guide) | **Section 3 resources:**  Practice case study and answers  Marketing: end-of-section case study from the Student’s Book – provided as a worksheet, with answers  Answers to Section 3 Activities and Chapter review questions from the Student’s Book  *Marketing: end-of-section case study in Workbook (Answers provided in Teacher’s Guide)* |  |
| **4 Operations management** (Total: 20 hours) | | | | | |
| 4.1 Production of goods and services  (5 hours) | 4.1.1 Production processes  4.1.2 The main methods of production | * Calculate labour productivity * Why efficiency is important for a business * How to increase efficiency, e.g. increasing automation and technology, improving labour skills * Concept of lean production and how to achieve it: just-in-time (JIT) inventory control and Kaizen * Advantages and disadvantages of lean production methods * Why businesses hold inventory * Factors affecting how much inventory businesses hold * Job, batch and flow production * Advantages and disadvantages of job, batch and flow production * Recommend and justify an appropriate production method for a given situation | **Chapter 17**  Activity 17.1  Activity 17.2, Activity 17.3  Activity 17.4  Activity 17.5 | Teacher briefing sheet Group activity 7  Student briefing sheet Group activity 7  Instruction sheet: Group 1 Group activity 7  Instruction sheet: Group 2 Group activity 7  Instruction sheet: Group 3 Group activity 7  Cake box template: small Group activity 7  Cake box template: large Group activity 7  Teacher briefing sheet Worksheet 21  Worksheet 21 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 17 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 17 discussion points:**  International business in focus: page 228  Extend your skills of analysis: page 223, page 227  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 4.2 Technology and production of goods and services  (2 hours) | 4.2.1 The use of technology in the production of goods and services | * How technology is changing production methods through automation and mechanisation, e.g. Computer-Aided Manufacture (CAM) and 3D Printing * How technology is improving productivity in the service sector, e.g. contactless payments * Advantages and disadvantages of changes in technology for businesses and employees | **Chapter 18**  Activity 18.1  Activity 18.2  Activity 18.3, Activity 18.4 | Teacher briefing sheet Worksheet 22  Worksheet 22 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 18 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 18 discussion points:**  International business in focus: page 236  Extend your skills of analysis: page 234  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 4.3 Sustainable production of goods and services  (2 hours) | 4.3.1 Methods of sustainable production of goods and services | * How businesses can be more sustainable: using renewable energy, using fewer resources / less waste, reusing, recycling, developing environmentally friendly products, using environmentally friendly packaging * Advantages and disadvantages of businesses becoming more sustainable | **Chapter 19**  Activity 19.1  Activity 19.2, Activity 19.3 | Teacher briefing sheet Worksheet 23  Worksheet 23 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 19 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 19 discussion points:**  International business in focus: page 242  Extend your skills of analysis: page 241  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 4.4 Costs, scale of production and break-even analysis  (6 hours) | 4.4.1 Identify and classify costs  4.4.2 Economies and diseconomies of scale  4.4.3 Break-even analysis | * Classify and calculate costs using examples, e.g. fixed, variable, average and total * Use cost data to help make simple decisions, e.g. which product to produce, whether to continue or stop production, what price to set, help choose suppliers * Concept of economies of scale: purchasing, marketing, financial, managerial, technical * Concept of diseconomies of scale: poor communication, lack of commitment or loyalty from employees, weak coordination, lack of control * Concept of break-even * Complete or amend a simple break-even chart * Interpret a break-even chart * Calculate break-even output * Define, calculate and interpret the margin of safety * Use break-even analysis to help make decisions: effect of changes in price, changes in fixed costs, changes in variable cost per unit * Limitations of break-even analysis | **Chapter 20**  Activity 20.1, Activity 20.2, Activity 20.3  Activity 20.4  Activity 20.5  Activity 20.6, Activity 20.7  Activity 20.8  Activity 20.9 | Teacher briefing sheet Group activity 8  Student briefing sheet Group activity 8  Economies of scale sheet Group activity 8  Diseconomies of scale sheet Group activity 8  Answer sheet Group activity 8  Teacher briefing sheet Worksheet 24  Worksheet 24 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 20 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 20 discussion points:**  International business in focus: page 256  Extend your skills of analysis: page 247, page 254  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |

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| --- | --- | --- | --- | --- | --- |
| 4.5 Quality of goods and services  (2 hours) | 4.5.1 Why quality is important and how quality may be achieved | * What quality means and why it is important for business * Concept of quality control * Concept of quality assurance * Advantages and disadvantages of quality control and quality assurance * Recommend and justify whether to use quality control or quality assurance in a given situation | **Chapter 21**  Activity 21.1  Activity 21.2 | Teacher briefing sheet Group activity 9  Instruction sheet: Group 1 Group activity 9  Instruction sheet: Group 2 Group activity 9  Teacher briefing sheet Worksheet 25  Worksheet 25 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 21 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 21 discussion points:**  International business in focus: page 263  Extend your skills of analysis: page 261  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 4.6 Location decisions  (3 hours) | 4.6.1 Main factors which influence location decisions | * Factors which influence the location decisions of a manufacturing business * Factors which influence the location decisions of a service business * Factors that a business could consider when deciding which country to locate its operations in * Recommend and justify an appropriate location for a business in a given situation | **Chapter 22**  Activity 22.1  Activity 22.2, Activity 22.3  Activity 22.4 | Teacher briefing sheet Group activity 10  Student briefing sheet Group activity 10  Instruction sheet: Group 1 Group activity 10  Instruction sheet: Group 2 Group activity 10  Instruction sheet: Group 3 Group activity 10  Instruction sheet: Group 4 Group activity 10  Teacher briefing sheet Worksheet 26  Worksheet 26 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  *Additional exam-style questions in Workbook for Chapter 22 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 22 discussion points:**  International business in focus: page 274  Extend your skills of analysis: page 269, page 272  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
|  |  |  | **Section 4 resources:**  Operations management: end-of-section case study (Provided as a worksheet with answers in Teacher’s Guide) | **Section 4 resources:**  Practice case study and answers  Operations management: end-of-section case study from the Student’s Book – provided as a worksheet, with answers  Answers to Section 4 Activities and Chapter review questions from the Student’s Book  *Operations management: end-of-section case study in Workbook (Answers provided in Teacher’s Guide)* |  |
| **5 Financial information and decisions** (Total: 20 hours) | | | | | |
| 5.1 Business finance  (5 hours) | 5.1.1 The need for business finance  5.1.2 The main sources of finance | * The main reasons why businesses need finance: start-up capital, capital for expansion/growth, replacing existing non-current assets, investing in new technology, working capital * Short-term and long-term finance needs of a business * Concept and importance of working capital * Internal sources of finance: owners’ investment, retained profit, sale of unwanted assets, working capital * External sources of finance: share capital or issuing shares, venture capital, bank overdrafts, leasing, hire purchase, bank loans, trade credit, government grants, crowdfunding * Advantages and disadvantages of internal and external sources of finance * The main factors to consider when selecting a source of finance: size of business, legal form of business, amount required, length of time, existing loans, cost, purpose * Recommend and justify an appropriate source of finance for a given situation | **Chapter 23**  Activity 23.1, Activity 23.2  Activity 23.3, Activity 23.4, Activity 23.5  Activity 23.6, Activity 23.7 | Teacher briefing sheet Worksheet 27  Worksheet 27 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 23 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 23 discussion points:**  International business in focus: page 291  Extend your skills of analysis: page 289  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 5.2 Cash flow forecast  (4 hours) | 5.2.1 The importance of cash and of cash-flow forecasts | * Why cash is important to a business * What a cash flow forecast is and why it is important * Main features of a cash flow forecast: cash inflow, cash outflow, net cash flow, opening balance, closing balance * Amend or complete a simple cash flow forecast * Interpret a simple cash flow forecast * How a short-term cash flow problem may be overcome: overdraft, delaying supplier payments, asking customers to pay more quickly, delay purchase of non-current assets   *Candidates will not be assessed on constructing a cash flow forecast.* | **Chapter 24**  Activity 24.1, Activity 24.2  Activity 24.3, Activity 24.4  Activity 24.5 | Cash flow example sheets 1–5  Teacher briefing sheet Worksheets 28–29  Worksheet 28 with answers  Worksheet 29 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 24 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 24 discussion points:**  International business in focus, page 302  Extend your skills of analysis: page 298, page 302  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 5.3 Profit and loss  (3 hours) | 5.3.1 What profit is and why it is important  5.3.2 Statement of profit or loss | * What profit is * Importance of profit to private sector businesses: reward for risk-taking, source of finance, measure of success, attract investors * Main features of a statement of profit or loss: revenue, cost of sales, gross profit, expenses, profit * Make simple calculations based on a statement of profit or loss: revenue, cost of sales, gross profit, expenses, profit * Make decisions based on simple statements of profit or loss   *Candidates will not be assessed on constructing statements of profit or loss.* | **Chapter 25**  Activity 25.1, Activity 25.2, Activity 25.3  Activity 25.4, Activity 25.5 | Statement of profit or loss help sheet  Teacher briefing sheet Worksheets 30–31  Worksheet 30 with answers  Worksheet 31 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions and answers in Workbook for Chapter 25 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 25 discussion points:**  International business in focus, page 311  Extend your skills of analysis: page 305  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 5.4 Statement of financial position  (3 hours) | 5.4.1 The main elements of a statement of financial position | * Non-current assets, e.g. property (land and buildings), machinery * Current assets, e.g. inventory, trade receivables, cash * Non-current liabilities, e.g. bank loans * Current liabilities, e.g. trade payables, overdraft * Concept of capital employed * Make simple calculations based on statements of financial position: total assets, total liabilities, working capital * Make decisions based on simple statements of financial position   *Candidates will not be assessed on constructing statements of financial position.* | **Chapter 26**  Activity 26.1  Activity 26.2, Activity 26.3, Activity 26.4 | Statement of financial position  Teacher briefing sheet Worksheet 32  Worksheet 32 Template for a statement of financial position  Worksheet 32 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 26 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 26 discussion points:**  International business in focus, page 319  Extend your skills of analysis: page 316  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 5.5 Analysis of accounts  (5 hours) | 5.5.1 Profitability  5.5.2 Liquidity  5.5.3 Users of accounts | * Concept of profitability * Calculate and interpret the following profitability ratios: * gross profit margin * profit margin * return on capital employed (ROCE) * Concept of liquidity * Calculate and interpret the following liquidity ratios: * current ratio * acid test ratio * Users of accounts and ratio analysis: internal, e.g. owners (sole traders, partnerships, shareholders), managers, employees * Users of accounts and ratio analysis: external, e.g. suppliers, government, lenders/banks * How users of accounts may use financial information to help make decisions, e.g. whether to lend to or invest in a business * Limitations of using accounts and ratio analysis | **Chapter 27**  Activity 27.1  Activity 27.2  Activity 27.3 | Ratio sheet  Teacher briefing sheet Worksheet 33  Worksheet 33 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 27 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 27 discussion points:**  International business in focus: page 330  Extend your skills of analysis: page 329  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
|  |  |  | **Section 5 resources:**  Financial information and decisions: end-of-section case study (Provided as a worksheet with answers in Teacher’s Guide) | **Section 5 resources:**  Practice case study and answers  Financial information and decisions: end-of-section case study from the Student’s Book – provided as a worksheet, with answers  Answers to Section 5 Activities and Chapter review questions from the Student’s Book  *Financial information and decisions: end-of-section case study in Workbook (Answers provided in Teacher’s Guide)* |  |
| **6 External influences on business activity** (Total: 15 hours) | | | | | |
| 6.1 Economic issues  (4 hours) | 6.1.1 Business cycle  6.1.2 Effects of government policy | * Main stages of the business cycle: growth, boom, recession, slump * How each stage of the business cycle may affect a business * Effects of changes in the levels of employment, inflation and economic growth on a business * Effects of changes in taxes on business profit * Effects of changes in taxes on people’s income * Effects of changes in government spending * Effects of changes in interest rates * How businesses may respond to changes in taxes and interest rates | **Chapter 28**  Activity 28.1, Activity 28.2  Activity 28.3, Activity 28.4 | Teacher briefing sheet Group activity 11  Student briefing sheet Group activity 11  Card template sheet Group activity 11  Answer sheet Group activity 11  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 28 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 28 discussion points:**  International business in focus: page 344  Extend your skills of analysis: page 338, page 344  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 6.2 Business and the international economy  (5 hours) | 6.2.1 The importance of globalization  6.2.2 Multinational companies (MNCs)  6.2.3 External costs and benefits  6.2.4 Exchange rates | * Reasons for globalisation: improved transport links, technological change including communication, free trade agreements, newly industrialised countries * Opportunities and threats of globalisation for businesses * Import tariffs and import quotas * Effects of import tariffs and import quotas on businesses * Advantages to a business of becoming an MNC * Advantages for the country where an MNC is located, e.g. jobs, exports, increased choice, investment * Disadvantages for the country where an MNC is located, e.g. increased competition, environmental damage, exploitation of natural resources, repatriation of profits * External costs and external benefits of business decisions * Appreciation and depreciation of an exchange rate * How changes in exchange rates can affect businesses which import and export products and services, e.g. price, costs, competitiveness   *Candidates will not be assessed on exchange rate calculations.* | **Chapter 29**  Activity 29.1  Activity 29.2  Activity 29.3  Activity 29.4  Activity 29.5  Activity 29.6 | Teacher briefing sheet Group activity 12  Costs and benefits sheet Group activity 12  Instruction sheet: Group 1 Group activity 12  Instruction sheet: Group 2 Group activity 12  Instruction sheet: Group 3 Group activity 12  Teacher briefing sheet Group activity 13  Student briefing sheet Group activity 13  Teacher briefing sheet Group activity 14  Student briefing sheet Group activity 14  Instruction sheet: Group 1 Group activity 14  Instruction sheet: Group 2 Group activity 14  Instruction sheet: Group 3 Group activity 14  Teacher briefing sheet Worksheet 34  Worksheet 34 with answers  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 29 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 29 discussion points:**  International business in focus: page 356  Extend your skills of analysis: page 349, page 351  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 6.3 Business and the environment  (3 hours) | 6.3.1 Environmental issues | * How business activity can negatively affect the environment, e.g. pollution, depletion of resources * Why businesses may respond to environmental issues, e.g. improved reputation, increased sales * How businesses may respond to environmental issues * Effects of legal controls over business activity affecting the environment: how, what and where to produce or sell, influence on costs | **Chapter 30**  Activity 30.1  Activity 30.2 | Teacher briefing sheet Worksheet 35  Worksheet 35  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 30 (Answers provided in Teacher’s Guide)* |  |
|  |  |  | **Chapter 30 discussion points:**  International business in focus: page 363  Extend your skills of analysis: page 362  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
| 6.4 Business and ethical issues  (2 hours) | 6.4.1 Ethical issues | * Ethical issues which may affect businesses, e.g. child labour, paying fair wages to employees, paying fair prices to suppliers, using suppliers who do not damage the environment * How businesses may respond to ethical issues * Advantages and disadvantages of a business being ethical | **Chapter 31**  Activity 31.1 | Teacher briefing sheet Worksheet 36  Worksheet 36  Knowledge test *(also provided in Boost ebook)*  Revision checklist  Glossary  Flashcards  *Additional exam-style questions in Workbook for Chapter 31 (Answers provided in Teacher’s Guide)* |  |
| 6.5 Pressure groups  (1 hour) | 6.5.1 The role of pressure groups | * How pressure groups can influence business decisions | **Chapter 31**  Activity 31.2, Activity 31.3 |  |  |
|  |  |  | **Chapter 31 discussion points:**  International business in focus: page 370  Extend your skills of analysis: page 367  Chapter review questions (Answers provided in Teacher’s Guide)  Revision checklist |  |  |
|  |  |  | **Section 6 resources:**  External influences on business activity: end-of-section case study (Provided as a worksheet with answers in Teacher’s Guide) | **Section 6 resources:**  Practice case study and answers  External influences on business activity: end-of-section case study from the Student’s Book – provided as a worksheet, with answers  Answers to Section 6 Activities and Chapter review questions from the Student’s Book  *External influences on business activity: end-of-section case study in Workbook (Answers provided in Teacher’s Guide)* |  |