**S3 CfE Business and Finance**

Do not write in this booklet.

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**Homework Booklet**

***Welcome to the S3 CfE Business and Finance homework booklet.***

The aim of this booklet is to reinforce what you have learned during your Business and Finance lessons in S3 and to give you some flexibility and choice over what type of homework you complete.

During each unit of work your class teacher will give you a homework deadline. This will usually be one week.

Choose which homework activity (a, b, c…) you want to complete depending on what topic you are covering in class.

Complete a mixture of written and creative tasks!

At the top of each item of homework write your name, class and date. Below this write the topic and letter of each item of homework.

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* **The mouse icon shows that you need a computer to complete that task.**

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* **The pencil icon shows that you need to write out your work on paper. Always write in sentences.**
* **Both icons mean that you can choose how you display your work.**

**Goods and Services**

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| 1. **Identify** 4 basic needs and 4 wants.
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| 1. **Create** a mind map explaining; **needs, wants, goods** and **services.** Include examples of each.
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| 1. **Compare** goods and services. Include examples in your answer.
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| 1. **Create** a **revision aid** to remember the 4 basic needs. This could be a mnemonic, rhyme or song.
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| 1. **Create** a **6-page** **brochure** detailing the different businesses in Forfar which provide **services**. Identify the business and the services they provide.
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| 1. **Create** a **6-page** **brochure** detailing the different businesses in Forfar which provide goods. Identify the business and the goods they sell.
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**Types Of Organisation**

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| 1. **Explain** the following terms:  **Sole Trader, Partnership** and **Limited Company.**
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| 1. **Explain** the following sectors:  **Private, Public** and **Third.**
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| 1. **Compare 4** differences betweena sole trader and a Partnership.
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| 1. **Describe** 3 benefits and 3 drawbacks of being a sole trader.
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| 1. Image you decide to set up your own business. **Create** a **business profile** for your idea. Include a **name**, **description** of the business **ownership** **type** you would choose and which **sector** of the **economy** it would be in.
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| 1. **Create** a mind map explaining; **Sole traders, Partnerships and Limited Companies.** Include local examples of each.
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**Entrepreneurs**

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| 1. Use the Internet to **research** one Scottish Entrepreneur. Write 200 words about them and their business.
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| 1. **Describe** 4 qualities of a successful entrepreneur**.**
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| 1. Create a word search of Entrepreneurs. Use at least **10**.
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| 1. **Justify** why it is important to have Entrepreneurs in Scotland. Give at least 3 reasons.
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| 1. Create a **poster** about a Scottish Entrepreneur.
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| 1. **Create** a **mind** **map** to show 5 **entrepreneurs** including **a description of their company**.
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**Marketing and Advertising**

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| 1. **Create** an advertising poster for the Fair-trade Tuck Shop in school. This takes place in the assembly hall during break time and sells a variety of Fair-trade food.
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| 1. **Explain** **3** benefits of having a good business logo.
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| 1. **Create** a logo quiz with 10 different business logos.
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| 1. **Search** the Internet to find out about Celebrity Endorsement. Write 100 words about this method of promotion. Include examples. Remember to write in your own words.
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| 1. **Describe** 2benefits and 2 drawbacks of advertising using the Television.
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| 1. **Create** a word search with at least 10 different advertising methods.
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**Human Resources**

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| 1. **Find** a job advert for a job vacancy in Forfar. **Copy** the advert into a Word document. **Identify** which pieces of information are from the Person Specification and the Job Description.
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| 1. **Explain** the following recruitment terms: **Candidate, Job Description, Person Specification** and **Job Advert.**
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| 1. **Create** a flow chart diagram to show the different stages in the recruitment process.
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| 1. **Create** a two page help sheet for candidates preparing for interview. How to prepare, act and answer interview questions.
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| 1. **Create** a job advert for a new teacher in the Business department at Forfar Academy. Research what information it should include.
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| 1. **Explain** the following recruitment terms: **Interview, C.V., Application Form** and **Reference.**
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**Sources Of Finance**

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| 1. **Create** a 2-page brochure for new business owners explaining 4 sources of finance, include advantages and disadvantages of each method.
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| 1. **Explain** the following financial terms: **Bank Loan, Government Grant and Mortgage.**
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| 1. **Create** a poster advertising bank loans to small businesses. Include advantages and drawbacks.
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| 1. **Create** a word search for sources of finance.
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| 1. **Create** a **mind** **map** to show the different **sources of finance** including **advantages** and **disadvantages** of each method.
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**Operations**

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| 1. **Create** a **mind** **map** to show the different **types** of production, including **advantages** and **disadvantages** of each method. Include **examples** of products which are produced using each method.
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| 1. **Explain** the following production terms: **Job, Batch and Flow.**
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| 1. Create a **revision table** to show the different **types** of production, including **advantages** and **disadvantages** of each method. Include **examples** of products which are produced using each method.
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| 1. **Create** a **flow** **diagram** to explain the steps involved in making **one** of the following products: **chocolate bar**, **tea** or a **wooden** **table**. You will need to use the Internet to research the process.
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