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**Subject Guidance for**

**Higher Business Management**

**Key Skills and Techniques to practice**

* Use command word helper on teams to become expert on how to apply your knowledge effectively
* Complete homework to a good standard
* Undertake regular weekly consolidation of learning – look over notes, create study cards, practice past paper questions.
* Make use of Power Point, video resources and top up notes on teams

**Key Points to remember**

* Study cards and mind maps work well with Higher Business
* Home learning is important - allocating 2-3 hours each week to revision/note making will pay great dividends and build your confidence as you build towards your exam.
* Attend Supported Study
* Remember to ask for help if you get stuck (in person or by email or teams)
* Be pro-active with time management – check teams and SMH for key events and dates.
* Do lots of past paper questions – they provide a good guide of the questions you will face.
* Take on board the feedback you get from teacher marking.

**Golden Rules**

* Positive Marking applies – so it’s always better to write your responses even if you aren’t 100% sure.
* Aim to write a back-up point for each question.
* Make sure you use the full time allocated in the exam - be prepared to check and add more points if you have time at the end.
* Turn up 10 minutes early for your SQA assessments – this helps you settle and be ready for action when the assessment starts.
* Remember to use the video links and video tutorials on teams – they can be helpful to consolidate your knowledge and skills.