



# Getting Ahead – Pre-course Work

#ThinkBrock

## Business Level 3 Extended Diploma

Welcome to Business. In preparation for the start of the course, please complete these tasks and have them with you to hand in during your first week of college in September.

These tasks should take you approximately four and a half hours to complete and are designed to give you an introduction to the subject, and the expectations we have for you to complete at least thirteen and a half hours of independent study per week.

### Task 1

Nitin is 38 years old and has recently been made redundant. He has received a redundancy payment of £20,000. He wants to save or invest this money for his future. He is considering either putting the money into a savings account or investing in shares.

Assess which of these **two** options is more suitable for Nitin.

How to structure your answer to an 'assess' question:

1. *Write 2 benefits of saving his money*
2. *Write 2 disadvantages of saving his money*
3. *Write 2 benefits of investing his money*
4. *Write 2 disadvantages of investing his money*
5. *Write a conclusion stating which you think is best for Nitin and why.*

**Hint:** make sure to link back to the scenario eg: redundancy and age.

### Task 2 – Exploring Business

The Business Level 3 Course involves report writing. Complete the following to provide a basis for your written skills. This should be about 2 pages in total when completed.

**Scenario:** You have to decide on a purchase from the categories below. For the two options, research the benefits and drawbacks, factors you need to consider and issues that may arise.

#### Step 1: Choose one of the essay topics below:

- A small car or a luxury sedan
- A brand new phone or a refurbished phone
- A portable game system or a stationary game system
- A luxury handbag or a high street backpack
- A trip to a beach destination or a city break
- Feel free to choose two other contrasting items if you prefer



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**Step 2** Create a table that provides the research, be specific in naming the business name, features of the products and prices/costs to consider (about half a page).

**Column 1** should have a list of features for the first option.

**Column 2** should have a list of all features for second option.

**Step 3** Write a 3 paragraph essay, this should be about 1 and a half pages.

- Paragraph 1 should explain the first option
- Paragraph 2 explains the second option
- Paragraph 3 should provide the choice you made, why you made it and why you didn't choose the other.

## Task 3 – Unit 8 recruitment and selection

This unit prepares you for the recruitment process and opportunities available to you.

This task has three elements

- 1) A practical part of visiting a large supermarket
- 2) A written part to report your findings
- 3) A research task.

### Part A

- Go to a large supermarket of your choice.
- Look and take a note of the different departments, staff and job roles.
- How many staff do you think are working at the supermarket? (Take a guess)
- Look at the technology within the store that helps the store run smoothly. Take a note of some systems that are in place and what they do. Ensure you are able to describe the function of at least one system.
- There are departments and job roles that you won't see on the shop floor – can you name some of the departments?

**Part B** – Write a report of your findings.



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- Introduce your business. Where are they located?
- Explain three different departments that featured within the store and the staff required to ensure the operation runs smoothly.
- Describe a function of a technological system within the store, giving at least one benefit and one disadvantage of the system.
- Explain another department that you can't see on the shop floor, and describe some job that might feature.

## Part C

- Research your company, on the internet and look at the variety of job roles available throughout the business (your search can be on a national scale)
- Select two contrasting roles and add your research into your report.

## Task 4 – Command word differences and meanings.

Using a dictionary or phone, research what the following words mean and write down their definition. Be sure to reference your sources.

Word: **Explain**

Definition:

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Word: **Analyse**

Definition:

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Word: **Evaluate**

Definition:

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Now you have a definition for each of the command words, complete the following tasks.



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**Explain** – Three key features of a Lindt Dubai Chocolate Bar

**Analyse** – Analyse the three features, providing the impact of each

**Evaluate** – Finally, evaluate the features you explained and analysed of the Lindt Dubai chocolate bar, using sentences.

## Getting Equipped

- A ring binder
- Dividers
- Pens, highlighters, pencils, dry-erase markers
- Planner/diary
- BTEC Business Textbook, Book 1 / ISBN 978-1292126241