

# [Btec business assignment](https://assignbuster.com/btec-business-assignment/)

Explain different types of business MIM Analyses different types of business DID Evaluate the appropriateness of I I information, their sources and purposes. I information and their sources. I business information used to make Strategic decisions. Internal business I information using three different methods I effectiveness of I lapidaries to the users needs. I business information and its I I UP Present complex DID Evaluate the Communication as key contributors to the I PIP Produce corporate communications Success of an organization, using I examples to illustrate your points.

I PIP Evaluate the external corporate I communications of an existing product or I I Service issues I business I MIM Analyses the legal, ethical and liberation issues in relation to the useless I PIP Explain the legal and ethical I line relation to the use of I I information. I PIP Explain the operational issues in loaf business information, using I I relation to the use of business lapidaries examples. Outline electronic and non-electronic I I I methods for communicating business I I I information, using examples for different I lattes of audience. Title I Mr. Attendant I Unit 4: Business Communication I limit I I Tutor Week Commencing Monday 31st October 2011 I Week Commencing Monday 12 December 2011 I Date given out I Final submission Individual tasks will be set weekly deadlines as appropriate. I I Introduction business needs accurate and relevant information from internal and external sources nil I lorded to operate profitably. Proper collection of data creates an environment where I I informed decisions can be taken for the benefit of the business.

In order to manage I I I information effectively, there must be good communication systems within the I organization. Staff must possess good verbal and written kills in order to communicate I I land share information business information can be used to obtain competitive advantage I I land promote efficiency. Organizations generate information internally, recording details I their associated costs. loaf products manufactured, purchased and sold, and I Businesses use information to manage not only what is currently happening in the laryngitis but also to plan for the future and ensure their survival.

Information is I collected, stored, manipulated, analyses and reported to those who need to use it. I People need to become skilled manipulators and users of information to ensure I organizations become more efficient and succeed in achieving their stated purposes. I I Since the development of the personal computer and more recently the internet, I communication methods have changed significantly. I Gathering relevant information from a range of sources is a skill that needs to be I developed using electronic and non-electronic sources.

I I Learning outcomes Ion completion of this unit you should: 11 unreason Deterrent types AT Dustless International 12 Be able to present business information effectively 13 Understand the issues and constraints in relation to the use of business information I I appropriate methods. I I Before you start I in organizations 14 Know how to communicate business information using I Read the assignment brief and the assessment grid carefully and make sure you are clear I to do. Ask for advice if you are unsure.

I about what you have I You will see that to obtain a Pass, Merit or Distinction you must read and complete cochlea I I task carefully to ensure you do not miss anything out. I Use the information from lessons as well as an independent research sensibly. I Write yourself an action plan for the tasks. Think about I What you will need for each task I When you plan to start & finish the task so you meet the deadline IANA meanings of words you are unsure of I Leaving time to process and check work prior to handing it in I I TASK Scenario I II.

I I I Domestic Dog Homes specialists in supplying pet bedding for dogs in a range of sizes from miniature to giant dog I I Size. They also cater for all ages, ‘ e puppies to mature dogs. They stock innovative items such as dog tents for lowness who like camping, and incontinence beds for mature dogs which do not leak and can be washed every day for a I I layer. I Domestic Dog Homes would like to expand in the future to export their product range to the USA however, they do not I I I know much about the market in this country.

I Unfortunately due to recent staff turnover, the company has lost valuable members of staff who had a lot of I administration experience which used to help with strategic planning. You have been brought in to help them with I this. I Pl : Explain different types of business information, their sources and purposes. I Prepare a table using Word which should not cover more than two sides of AY. In the table, detail different types of I I I written and electronic methods of communicating business information for different types of end users. I MI : Analyses different types of business information and their sources.

I There are many organizations that have offered support in business development and to move the business forward. You’ll I Ill need to analyses with use of business accounts, marketing reports and one other type of business information and I I I their sources. I Del: Evaluate the appropriateness of business information used to make strategic decisions. I Using the Domestic Dogs Homes Profit and Loss Account and its Balance Sheet as well as a marketing report on pet I products. Evaluate the appropriateness of each in making strategic decisions for Domestic Dogs Homes. I The marketing report can be found on: I http://www. Unreconstructed. Org/press\_industriousness. Asp 112 I Scenario I You are working as an information assistant for a company of financial consultants. A client who is considering I I I investing some money in the Stock Exchange has approached your company. However, he is rather concerned about the I I I unpredictable nature of the Stock Exchange and wants some further information before he commits to any investment. I You have been asked by your manager to carry out a monitoring exercise on three companies who are currently quoted only I I the London Stock Exchange.

He suggests that you invest a fictitious El 5, 000 across the three businesses and monitor I their share price over the next three months. I UP: Present complex internal business information using three different methods appropriate to the user’s needs. I You are to research various businesses quoted on the London Stock Exchange and choose three in which to invest your I I IEEE, oho. Open up a practice share account with www. Share. Mom and buy your shares. La) You will need to obtain information about the companies and their share prices from various sources: looter national newspapers I company websites I www. T. Com law. Share. Com I www. Motleys. Com. I Financial Times newspaper D) In order to track ten progress AT ten snare prices, you wall need to set up a spreadsheet using either the format I I I given to you by your tutor or you can devise your own. Add new share prices at least every week to show the general I I trend. Create a chart to demonstrate the trends identified in your share spreadsheet. I Finally, you are now asked to prepare your findings so they can be presented to your client.

This will involve I I I putting together a presentation supported by the use of ‘ CT. You will also need to produce appropriate documentation I I (refer to the list produced earlier), which the client can take away. DID: Evaluate the effectiveness of business information and its communications as key contributors to the success of I I Ian organization, using examples to illustrate your points. I You are required to put together a company file your colleagues can access in case the client contacts the company nil I f: produced for your client I the future.

The file should consist I a) a copy of the documents I b) an evaluation sheet which assesses the suitability of the three methods you used for communicating and presenting I I I the information. I Scenario: 113 You are working as a Marketing Assistant at Leaderless High School and you have been asked to complete an audit of I I lecturer marketing practices. I UP: Produce corporate communications. I Firstly review Sixth Form provision on the school website through a series of screen shots discussing what is I currently available.

I With the development of the school’s new subject websites, which are proving popular, you have been asked to produce I I I the layout for a new weapon for Sixth Form and then focusing on one page (To be agreed with teacher). You are I I producing a mock up of the home page and agreed other page ready for the web developer to take forward. 1 14 PIP: Evaluate the external corporate communications of an existing product or service. I Collect evidence of Leaderless High School’s corporate communications from the school website (one must be the school I I I prospectus) and produce an valuation sheet.

You will need to discuss good points and issues you may have with the I I I communication. I AS: Explain the legal and ethical issues in relation to the use of business information. 1 151 I Produce a double sided AY helpmates which details the legal and ethical Issues wanly Domestic Dog Homes needs to Consider In relation to business information. How can ADD comply with their legal obligations? I UP: Explain the operational issues in relation to the use of business information. 1 iii I Produce a report on an organization you have studied to show how it dealt with the operational issues it faced.

Look I I lat: Security of information, Health and safety, organizational policies and backups. Analyses the legal, ethical and operational issues in relation to the use of business information, using I appropriate examples. I All businesses can over-exaggerate their products and general information they pass onto customers. Domestic Dog I I I Homes publish their accounts through an Annual Report, send sales promotions via direct mail to their customers and I I I have an on-line presence. In a additional AY helpmates to go along with UP analyses he three issues in relation to I I I the mentioned business information. 16 PIP: Outline electronic and non-electronic methods for communicating business information, using examples for I I different types of audience. I Identify in Pl whether the forms of business information are electronic or non- electronic. In a booklet I ‘ Communicating business information with different audiences’ identify both electronic and non-electronic methods of I I communication for the following users: I Hard of hearing I Visually impaired I Non-English speaking I Mobility issues I This booklet needs to highlight all the many options available for each.

You need to consider the severity of each I I I issue and the implications involved. Appendix Include all relevant policies, risk assessments etc you have used. Bibliography Use the Harvard referencing style to record all resources you have used You begin with the author’s surname – comma – and initials followed by a full stop. Then the year of publication in brackets. Nine ten KICK title, letter unrelated or In Italics – comma. The place of publication – comma. Finally the publisher of the book – full stop.