**Fill in the blanks :**

1. **Enterprise :**
2. **Enterprise Capability :**
3. **Two types of Enterprise :**
4. **Stakeholders are of two types :**
5. **Internal stakeholders**
6. **External stakeholders**
7. **Enterprising**
8. **Ways of being enterprising at school :**
9. **Ways of being enterprising at home :**
10. **Four questions to ask about starting an enterprise are :**
11. **Developing wider enterprising skills :**
12. **Enterprise process is :**

****

1. **The six stages of the Enterprise process :**

****

1. **The various types of business organisations :**
2. **Sole trader is :**
3. **Advantages of being a sole trader are :**
4. **Disadvantages of being a sole trader are :**

****

1. **Partnerships :**

****

1. **Advantages of partnership :**

****

1. **Disadvantages of partnership :**
2. **Limited company :**
3. **Two types of limited companies are :**
4. **Advantages of limited companies are :**
5. **Disadvantages of limited companies are :**
6. **Cooperative is :**
7. **Advantages of cooperatives are :**

****

1. **Disadvantages of cooperatives are :**

****

1. **Franchise is :**
2. **Advantages of franchise are :**
3. **Disadvantages of franchise are :**
4. **Social Enterprises are :**

****

1. **Advantages of social enterprises are :**

****

1. **Disadvantages of social enterprises are :**

****

1. **Reward is**
2. **Opportunity is**
3. **Risk**
4. **Financial risk examples :**
5. **Economic risks examples :**
6. **Health and safety risks :**

****

1. **Environmental risks :**

****

1. **Human resource risks:**
2. **Production risks :**
3. **The stages of risk management :**
4. **SWOT stands for**
5. **PEST stands for :**

****

1. **Give two examples of taste and fashion :**

****

1. **Give two examples of size and structure of population :**
2. **Changes in real income examples :**
3. **Advances in technology :**
4. **Changes in government policy includes :**

****

1. **Globalisation refers to :**
2. **The three kinds of risks attitudes are :**
3. **State the four types of legal obligations learnt by you :**
4. **Employment legal obligation consists of :**
5. **Production legal obligation consists of :**

****

1. **Marketing and selling :**
2. **Finance :**

****

1. **Ethics :**
2. **State five examples of being ethical**
3. **Being ethical has advantages and disadvantages , name them all :**

****

1. **Give two examples of strengths :**
2. **Give two examples of weaknesses :**

****

1. **Give two examples of Opportunities :**
2. **Give two examples of Threats :**
3. **Give two examples of political factors :**
4. **Give two examples of Economic factors :**

****

1. **Give two examples of Social factors :**

****

1. **Give two examples of Technological factors :**

****

1. **Define Market Research :**

****

1. **Importance of market research is**

****

1. **State the two types of market research**

****

1. **State the two examples of primary market research**
2. **State the two examples of secondary market research**

****

1. **State the factors for the effectiveness of different methods of market research**
2. **State two advantages of primary research**

****

1. **State two disadvantages of primary research .**

****

1. **State two advantages of secondary research**

****

1. **State two disadvantages of secondary research .**
2. **Aims and objectives are**

****

1. **State all the enterprise objectives**

****

1. **How do the aims and objectives influence the activities of the enterprise**

**The business plans include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **The key strategic questions for different time periods are**

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1. **The different time periods in planning are :**

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1. **Action Plan is :**
2. **State the purpose and importance of action plan**
3. **State the methods of monitoring action plans**

****

1. **The importance of updating action plans is**
2. **Business Plan is**

****

1. **State the purpose and importance of business plan**
2. **The contents of a business plan are**

****

1. **The methods of monitoring business plans are :**

****

1. **The reasons for updating business plans are :**
2. **The most important reason for starting an enterprise**
3. **Profit maximization is :**
4. **Another reason for people to start an enterprise :**
5. **How do you decide if the risk is worth taking or not :**

****

1. **Market research results are presented in the form of :**
2. **Corporate Social Responsibility :**

****

1. **Pressure groups :**

****

1. **Negotiation is :**
2. **What does negotiation involve :**
3. **Planning a negotiation is :**

****

1. **Possible outcomes of negotiation are :**

****

1. **Planning of a negotiation includes :**
2. **Objectives are :**

****

1. **Conducting the negotiation includes :**
2. **Measuring success includes :**

****

1. **The process of measuring success includes :**
2. **Setting the tone in negotiation includes :**
3. **Finance is :**
4. **Start up funding includes :**
5. **Overdraft is :**

****

1. **Loan is :**

****

1. **Lease is :**
2. **Mortgage is :**

****

1. **Crowdfunding is :**

****

1. **Selling shares :**

****

1. **Retained Profit :**

****

1. **Venture Capital :**

****

1. **Budget :**
2. **Budget variance :**

****

1. **Purpose of an income statement :**

****

1. **Purpose of cash flow forecast :**

****

1. **Reasons for keeping accurate financial records :**
2. **The three types of communication are :**
3. **Formal communication is :**
4. **Informal communication is :**

****

1. **Examples of formal communication is**
2. **Examples of informal communication is**
3. **Examples of verbal communication is :**
4. **Examples of non-verbal communication :**

****

1. **Written methods of communication with internal stakeholders :**

****

1. **Verbal methods of communication with internal stakeholders :**

****

1. **Written methods of communication with external stakeholders:**

****

1. **Use of time in a meeting**
2. **Verbal methods of communication with external stakeholders:**

****

1. **Methods of communication to adopt depends on various factors :**

****

1. **Objectives of a meeting :**

****

1. **Use of an appropriate process at a meeting**



1. **The documents used for meetings :**
2. **Reasons for enterprise to hold meetings:**
3. **The documents used for meetings :**

****

1. **The documents used for presentations:**
2. **Organising a meeting includes :**
3. **The key roles in meeting:**

****

1. **Guidance of using slides in presentation are :**

****

1. **Guidance of using handouts in a presentation are :**

****

1. **Guidance of using visual aids in a presentation are :**

****

1. **How do we analyse and evaluate decisions made :**

****