

# Business BTEC Summer Work

## Activity 1: The Business Basics

## The Business Basics

**Task 1:** Find the definitions of all these Business Studies key terms.

Key Term	Definition	Example of Business
Local Business	e.g. A company that provides goods and services for a small local area. These businesses are often locally owned.	e.g. a small cafe, florist or hairdresser
National Business		
International Business		
Global Business		
Private Sector		
Public Sector		
Voluntary Sector		
Profit making business		

Not-for-profit		
Primary Sector		
Secondary Sector		
Tertiary Sector		
Sole Trader		
Partnership		
Limited Company		
Entrepreneur		

# The Business Basics

**Task 2:** Write a report explaining the key features of a business that is local to you. The business you choose should be a small business that is local to where you live. It could be somewhere that you often shop or somewhere that interests you. Examples of the types of business you may wish to choose are:

- Any local shop
- A cafe
- A market stall on Church Street
- A dry cleaners
- A hairdresser
- A charity shop

## Ideas of places to collect your research:

- Visit the business
  - Use your experiences as a customer at the business
  - Chat to the owner
  - Talk to any employees
  - Chat to other customers to see their experiences
- Research online
  - Use google
  - See if your business has a website
  - Find customer review sites online
  - Research any competitors of the business

## Potential Report Plan

### *Introduction*

- Introduce the business
- What does the business sell/provide?
- Why did you choose that specific business?

### *Main Body*

- This section can be directed by you based on the research you find.
- Go through the new definitions you have discovered and see which key features your business has. Make sure you include the definition and an example of how they use it.
- You may wish to include some information you find about key business terms that you have found on your own. That is great.
- You could also compare your business with a different business to see how they are similar/different.

### *Conclusion*

- Sum up your key findings and anything else you would like to know if you were to do more research

### *References*

- If you do any online research make sure you include the website so we can see where the information came from.