### National 5 Business Management — assignment notes

You can use this to record your research and analysis, and to help you prepare your final report. If you need additional space, you can add more rows to any of the tables.

**Background information (4 marks)**

|  |  |
| --- | --- |
|  | **Notes** |
| Organisation and purpose |  |
| Background information |  |
| Background information |  |
| Background information |  |

**Research sources and methods (6 marks)**

|  |  |  |
| --- | --- | --- |
| **Brief details of source** | **Reason for choosing** | **Value(s) of information** |
|  |  |  |
|  |  |  |
|  |  |  |

**Findings, analysis and interpretation (12 marks)**

|  |  |  |
| --- | --- | --- |
| **Source** | **Findings** | **Analysis and/or interpretation point(s):**(eg this shows that … this means that … this suggests that … this leads to … therefore … the impact is …) |
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**Conclusion(s) and recommendation(s) (6 marks)**

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| --- | --- |
| **Conclusion/recommendation** | **Justification** |
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**Presentation and structure (2 marks)**

|  |  |
| --- | --- |
|  | **✓** |
| Headings, fonts and sizes |  |
| Display material 1 |  |
| Display material 2 |  |

**Recommended style (0 marks)**

|  |  |
| --- | --- |
|  | ✓ |
| Report title |  |
| 1·5 line spacing |  |
| Readable, clear font |  |
| Font size 12 |  |
| Page footers numbered |  |
| SCN inserted |  |
| Not stapled |  |