### Higher 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.

**Introduction (2 marks)**

|  | **Notes** |
| --- | --- |
| Organisation and purpose |  |
| Relevant background information |  |

**Research (4 marks)**

| **Source** | **Explained value** |
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**Analysis and interpretation (13 marks)**

| **Source** | **Finding** | **Analysis and/or interpretation point(s):**(for example this shows that … this means that … this suggests that … this leads to … therefore … the impact is …) |
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**Conclusions and recommendations (10 marks)**

| **Conclusion, recommendation or development** | **Justification** |
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**Structure (1 mark)**

|  | **✓** |
| --- | --- |
| Headings, fonts and sizes |  |

**Recommended style**

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