Zig Zag Education

2017 specification
first exams in 2019

Keyword Activities

for GCSE (9–1) OCR Business

Business 2: Operations, finance and influences on business

H Abrams

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Contents

Teacher's Introduction

Overview

This resource has been produced to support teaching and learning of the **GCSE (9–1) OCR Business** specification **Business 2: Operations, finance and influences on business**. The learning content is covered by the following sets of keywords with matching descriptions, which cover all of the specification topics:

- *4.1: Production process & 4.2: Quality of goods*
- *4.3: Sales process, 4.4: Law, 4.5: Location & 4.6: Suppliers*
- *5.1 & 5.2: The role and sources of finance*
- *5.3: Revenue, costs, profit and loss*
- *5.4: Break-even & 5.5: Cash flow*
- *6.1: Ethical and environmental considerations & 6.3: Globalisation*
- *6.2: The economic climate*

For each set, there are a number of different keyword activities designed to give you a range of different options for classroom use, homework and revision. This variety enables you to take a different approach to different topics – such as using the Crosswords as homework for one topic, and the Match-up as a starter for another.

Alternatively, differentiate the activity for a given topic; for example, you might want to give your stronger students the **Crosswords** early on while you start weaker learners on the **Match-up** (where terms and definitions are both available). **Domino** and **Bingo** activities add an element of fun and reinforcement, as well as the potential for pair and group work. Finally, the **Flash Cards** come into their own for revision and the **Table-fill** and **Write Your Own Glossary** allow students to test their understanding by correctly filling in keywords or definitions.

For more information about the different activities included, see overleaf. →

Digital Format!

All of the activities are provided electronically on the ZigZag Education support files system, which can be accessed via **zzed.uk/productsupport** To use on a school network:
- Download the .zip folder
- Locate the .zip folder in your downloads folder
- Right-click on the .zip folder > click 'Extract all' > select a destination > click 'Extract'. **This step is essential as the files will not function properly without it.**

Providing easy access to the activities are two HTML menus:

1. ***Access All* Menu**   →

   Location: **index.html**

   This menu, designed primarily for teacher use, includes links to everything provided in the support files – allowing you to easily select what you need when preparing your lessons.

   If you intend to give learners access to this menu, then be aware that it does include links to the solutions.
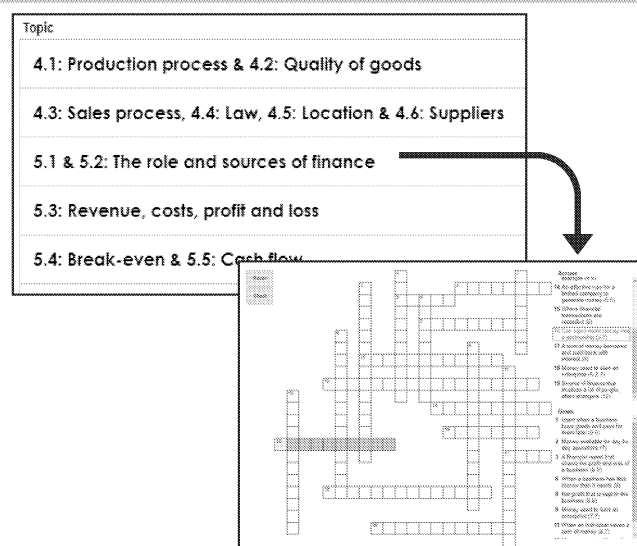

2. ***Interactive Crossword* Menu**   →

   Location: **interactive-crosswords/index.html**

   This menu, which can be accessed via the *Access All* Menu, is included to allow learner access to just the interactive crosswords (without the answers).

Activity Types

The activities included in this resource are as follows:

Bingo

Each student is given a different bingo card containing a selection of words from the set. The teacher reads the definitions using the Keyword Answers, and the student must match the definition to the words on their card to complete rows, columns, and the full bingo card. The bingo activity is available for sets with 12 or more words.

✓ PDF

Crosswords

These traditional keyword activities are equally effective as lesson or homework activities – and are also an excellent way of easing students into their revision programme.

✓ PDF ✓ PAPER

In addition to the photocopiable worksheets and PDF, the crosswords are provided in interactive format in the accompanying support files. These are web-based (HTML5) and will run straight from your Internet browser.

Dominoes / Loop Cards

This is essentially another match-up activity, but this one is designed to be used in a more active way to engage students. It is recommended that students work in pairs or small groups.

✓ PDF

Half of each card contains a keyword, and the other half contains a description. To complete the activity, students must align all the cards in the correct order. There is a 'Start' and a 'Finish', meaning that if any cards are left outside the chain, then students have gone wrong somewhere.

Match-up

Students match descriptions to their keywords by drawing lines between them. Because there are similar descriptions and keywords, students are likely to make the odd mistake while completing the activity, so it is recommended that they use a pencil to start with! By eliminating the keywords that they are familiar with, students can then think about and learn the ones that they are less confident with.

✓ PDF ✓ PAPER

Flash Cards

These are a helpful revision tool. To make the cards, fold the page in half, then cut out each card and stick them together so the keyword is on one side and the definition the other. In addition, students could use these to play a game of pairs. Cut each card in two and place them all face down on the table. Students will then take it in turns to turn over two cards with the aim of matching a keyword to its definition. Matched-up cards are removed, and the game is finished when all the cards have been matched.

✓ PDF

Glossary Builders

Table-fill

Nothing fancy – students simply write the keyword which is being described, without any other help. Because this activity tests the students' own knowledge, it is best used as a homework activity at the end of each topic or during revision. This then acts as a check that they have grasped the key terminology for each topic. Alternatively, the tables could be given to students at the beginning of the topic, to see what they already know.

✓ PDF ✓ PAPER

Write Your Own Glossary

Like the Table-fill, this activity can be used to test students before learning a topic, or as a revision tool after learning a topic. Students are given a list of the keywords and need to produce their own definitions. Using Table-fill and Write Your Own Glossary, lessons can be differentiated for all levels of learner.

✓ PDF

Selected Activities and Completed Glossary Page

This sample shows <u>one</u> example of several activities.
The whole resource contains approximately 45 activities –
6 or 7 activities for each of the 7 topics.

The resource covers 127 key terms.

4.1: Production process & 4.2: Quality of goods (Bingo)

|		
Quality control	Automation	CAD/CAM technology
Quality assurance	Job production	3D printers
Robotics	Batch production	Benchmark

Additional Terms:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

4.1: Production process & 4.2: Quality of goods (Bingo)

Automation	Total Quality Management (TQM)	Product recall
Job production	Robotics	Batch production
CAD/CAM technology	Flow production	Quality inspector

Additional Terms:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

4.1: Production process & 4.2: Quality of goods
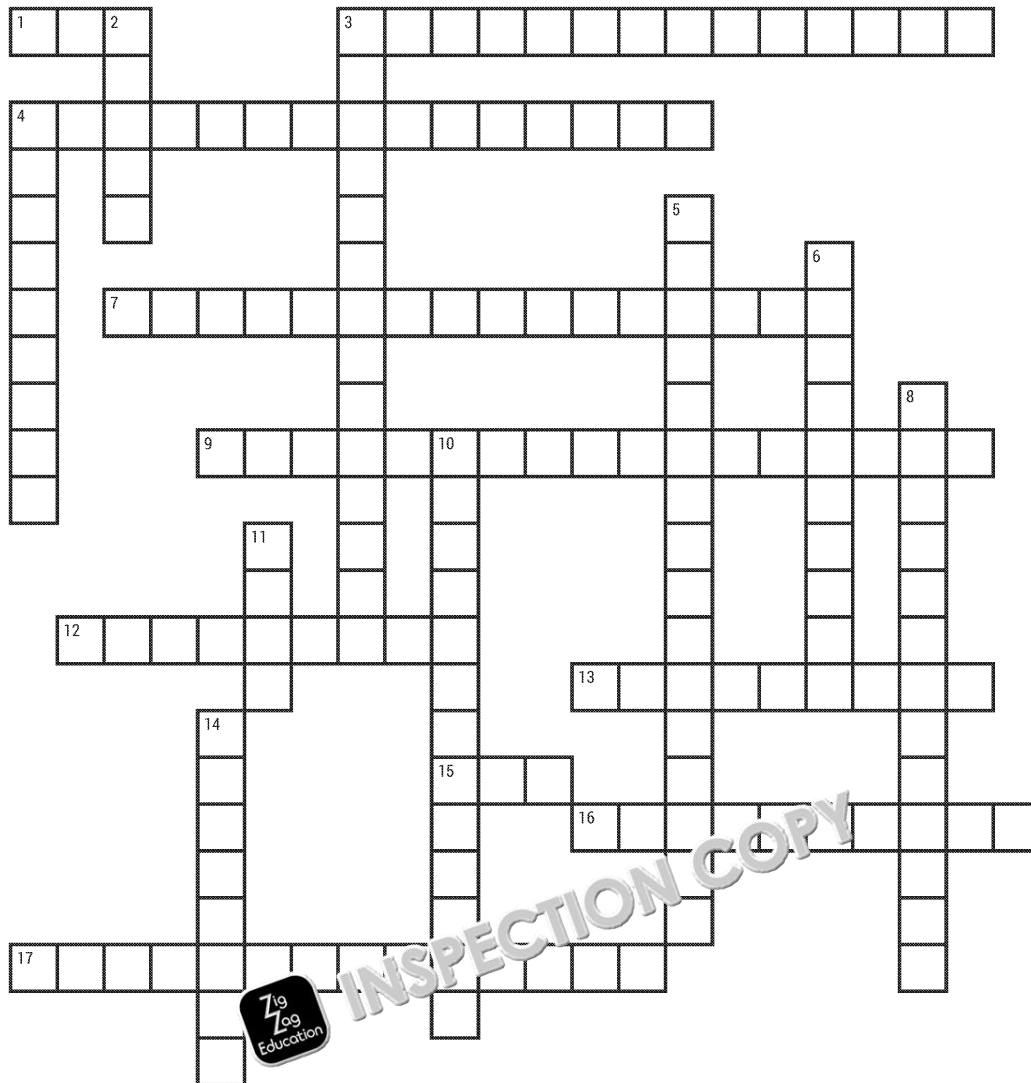
Across

1 Method of producing customised items one by one (3)

3 Goods removed from the market for safety reasons (7,7)

4 Making products in small quantities (5,10)

7 Prevents mistakes when making goods (7,9)

9 Keeping consumers (8,9)

12 Land, machinery, for example - _____ __ production (7,2)

13 Makes three-dimensional models (2,7)

15 A system where all workers are responsible for quality within a business (3)

16 Opposite of manual working (10)

17 Finished products are checked by the company's inspectors to see whether they meet the set standard (7,7)

Down

2 Products made at the same time (5)

3 Amount of goods taken back to a business (7,7)

4 Standard of a product (9)

5 The person who checks the standard of products (7,9)

6 Opinions held about a business (10)

8 _____ _____ Design – a type of technology (8,5)

10 Part of the secondary sector (13)

11 A method of production for the mass market (4)

14 Useful for making cars, for example (8)

– START –	A machine that creates three-dimensional digital models

3D printers	Making goods on a large scale

Manufacturing	Manufacturing products in small quantities – is labour-intensive

Batch production	Products made at the same time, e.g. cupcakes

Batch	Also known as continuous production; items such as computers are made on an assembly line

Flow production	Where goods are made one at a time according to the customer's requirements

Job production	A resource used to produce goods or provide a service, e.g. land, labour, capital or enterprise

Factors of production	The use of robots in manufacturing

Robotics	When robots are used to make items

Automation	Computer Aided Design and Computer Aided Manufacturing

A machine that creates three-dimensional digital models	**3D printers**	Making goods on a large scale	**Manufacturing**
Manufacturing products in small quantities – is labour-intensive	**Batch production**	Products made at the same time, e.g. cupcakes	**Batch**
Also known as continuous production; items such as computers are made on an assembly line	**Flow production**	Where goods are made one at a time according to the customer's requirements	**Job production**
A resource used to produce goods or provide a service, e.g. land, labour, capital or enterprise	**Factors of production**	The use of robots in manufacturing	**Robotics**
When robots are used to make items	**Automation**	Computer Aided Design and Computer Aided Manufacturing	**CAD/CAM technology**

4.1: Production process & 4.2: Quality of goods ^(Match Up)

1	A machine that creates three-dimensional digital models
2	A person who checks quality control in a business
3	A process of preventing mistakes when making goods
4	A resource used to produce goods or provide a service, e.g. land, labour, capital or enterprise
5	Also known as continuous production; items such as computers are made on an assembly line
6	Beliefs or opinions held about a business
7	Computer Aided Design and Computer Aided Manufacturing
8	Keeping consumers so they do not shop elsewhere
9	Making goods on a large scale
10	Manufacturing products in small quantities – is labour-intensive
11	Products made at the same time, e.g. cupcakes
12	The standard of something; can be high or low
13	The use of robots in manufacturing
14	When a customer takes a purchase back to the seller and gets a refund
15	When an item is taken off the market due to a defect or it being unsafe
16	When robots are used to make items
17	Where every employee is responsible for quality within an organisation
18	Where finished products are checked by the company's inspectors to see whether they meet the set standard
19	Where goods are made one at a time according to the customer's requirements

3D printers	
Manufacturing	
Batch production	
Batch	
Flow production	
Job production	
Factors of production	
Robotics	
Automation	
CAD/CAM technology	
Benchmark	
Quality assurance	
Quality control	
Quality inspector	
Total Quality Management (TQM)	
Reputation	
Customer retention	
Product return	
Product recall	

4.1: Production process & 4.2: Quality of goods (Table Fill)

A machine that creates three-dimensional digital models	
Making goods on a large scale	
Manufacturing products in small quantities – is labour-intensive	
Products made at the same time, e.g. cupcakes	
Also known as continuous production; items such as computers are made on an assembly line	
Where goods are made one at a time according to the customer's requirements	
A resource used to produce goods or provide a service, e.g. land, labour, capital or enterprise	
The use of robots in manufacturing	
When robots are used to make items	
Computer Aided Design and Computer Aided Manufacturing	
The standard of something; can be high or low	
A process of preventing mistakes when making goods	
Where finished products are checked by the company's inspectors to see whether they meet the set standard	
A person who checks quality control in a business	
Where every employee is responsible for quality within an organisation	
Beliefs or opinions held about a business	
Keeping consumers so they do not shop elsewhere	
When a customer takes a purchase back to the seller and gets a refund	
When an item is taken off the market due to a defect or it being unsafe	

4.1: Production process & 4.2: Quality of goods

3D printers	A machine that creates three-dimensional digital models
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Customer retention	Keeping consumers so they do not shop elsewhere
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