

Deyes High School Remote Learning



DEYES
HIGH
SCHOOL
LYDIATE
LEARNING TRUST

Engage, Enable and Empower

YEAR 12 Business Unit 2

Work for individual students not attending school

Half Term 2: October to December

Pupils who are absent should select the activity that they are up to. Click on the link in the activity box below. This will take you to Office 365 where the work is stored. In the lesson it will tell the pupil if they need to submit the work to their teacher.

Lessons

Date (week commencing)	Lessons	Focus/Topic/Theme	Hyper link to Activity
2/11/20	1-3	<p>L04 Be able to prioritise business tasks How do they prioritise daily tasks? 4.1 Reasons for prioritising tasks Factors that influence task prioritisation</p>	<p>https://www.youtube.com/watch?v=AePP-rQrp2c 4.1 Reasons for prioritising tasks</p>
16/11/20	4-7	<p>4.2 How to use information to inform prioritisation 4.4 How to assign priorities and identify appropriate actions to complete tasks in accordance with their priority 4.5 Need to change priorities when necessary</p>	<p>P61 in unit 2 book fig 2.5 P62 in unit 2 book table 2.2 4.2 factors that influence task prioritisation 4.4 and 4.5 How to assign priorities and identify appropriate actions to complete tasks in accordance with their priority</p>
23/11/20	8-10	<p>L05 Understand how to communicate effectively with stakeholders. 5.1 Characteristics which inform the design of business communication</p>	<p>5.1 Characteristics which inform the design of business communication</p>
30/11/20	11-12	<p>5.2 How the characteristics of business communications design impact on the use of resources</p>	<p>5.2 How the characteristics of business communications design impact on the use of resources</p>
07/12/20	13 - 15	<p>5.3 How and when to use different types of communication 5.4 How to review business communication to make sure they are fit for purpose</p>	<p>5.3 How and when to use different types of communication 5.4 How to review business communication to make sure they are fit for purpose</p>