

A guide on how to embed Booklets into your

Pearson Edexcel GCSE (9-1) Business course

We are pleased to be able to provide you with a full series* of booklets covering every topic for the course content of our GCSE Business qualification. The purpose of this resource pack is to provide you with a pre-prepared framework for embedding booklet style materials into your course delivery, but with complete freedom to both edit and personalise them to meet your centre needs.



The aim of our Booklets

Working with a team of subject specialists actively teaching our GCSE specification in schools across the UK, we have designed our booklets with a simple structure that can work in your classroom straight away. We envisaged these booklets to:

- ▶ be used as a summative activity at the end of a taught topic
- ▶ form part of a revision programme after the whole course has been taught
- ▶ create a digital and online support offer for homework or remote study
- ▶ focus students on a concise review of the wider course.

Booklet Structure

We based the structure on existing booklets our teachers have shared with us since launching the course. The authors, who are also examiners for the qualification, have included student support and guidance relating to several aspects of the course, including how to approach different command words in the exam. We have also included new assessment materials and activities that best suit a reflective activity for the topic they cover.

The structure:

- ▶ Extracts from the specification
- ▶ Key terms and key term examples
- ▶ Summary of the topic
- ▶ Synoptic links to other topics in the specification
- ▶ A relevant case study with illustrated connections to the specification
- ▶ Activities for students to test their knowledge
- ▶ Detailed review of command words
- ▶ Common misconceptions made by students
- ▶ Quick memory checks
- ▶ Exam questions

Editing our booklets

We want to encourage teachers to adapt our booklets into their own personalised resources that we hope will continue to evolve and improve over time. To support this, all our booklets are provided unbranded and in editable Word format. Below are some ideas you might want to explore to personalise, edit and digitise these booklets for use in your course delivery.

1

Brand them to suit your school/department needs

This is a quick and simple way to build the booklets into your department offer. To brand these documents, here are some quick edits that are easy to do:

- add or edit our front cover. This might include adding a school logo, names and group information
- change the font and insert images
- edit the header/footer to feature centre, teacher, and group information.

2

Use the booklets for remote working/digital homework

Our booklets can be used unedited as a digital document, or you can change them in the following ways:

- share the documents on a virtual learning environment (VLE) or sharing platform (e.g. Sharepoint or Google Drive) so that students can write into them or print them out
- bring the documents to life by inserting live web links that hyperlink to relevant websites
- insert videos from platforms such as YouTube using hyperlinks or the insert video option in Microsoft/Google.

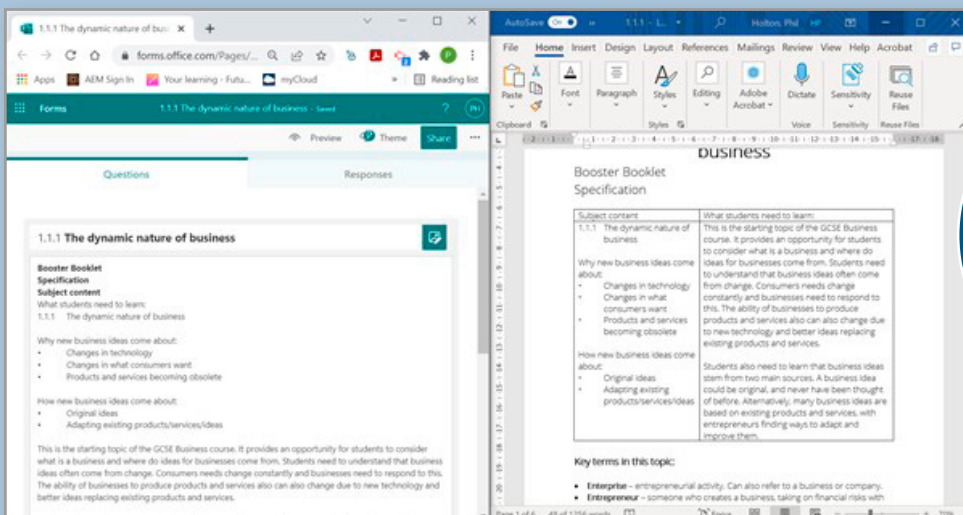
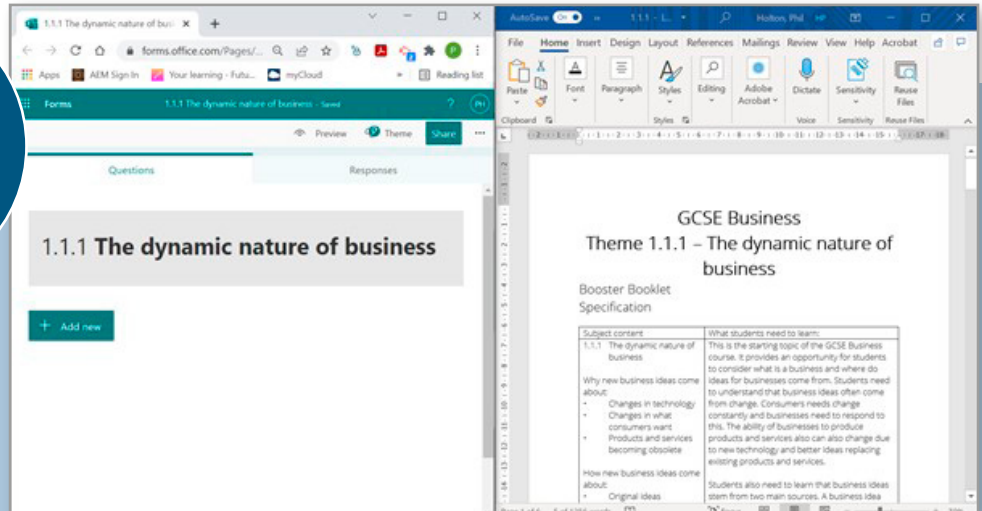


3

Turn the booklets into self-marking assessment documents

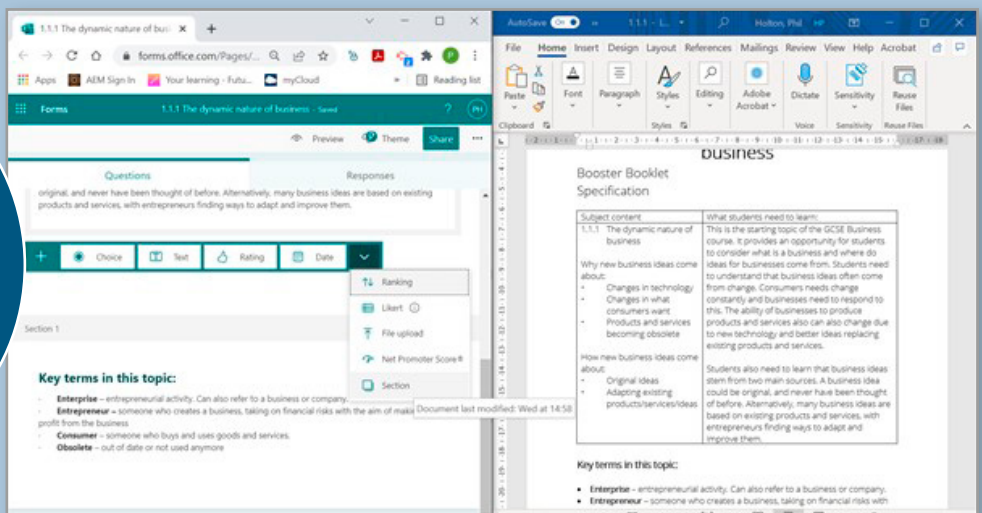
Using Google/Microsoft forms, you can copy across our booklets into these two applications and make some of the content both an assessment option and a self-marking feature of the booklet. Here is how:

Set up an appropriately named form (in either platform).
E.g. 1.1.1

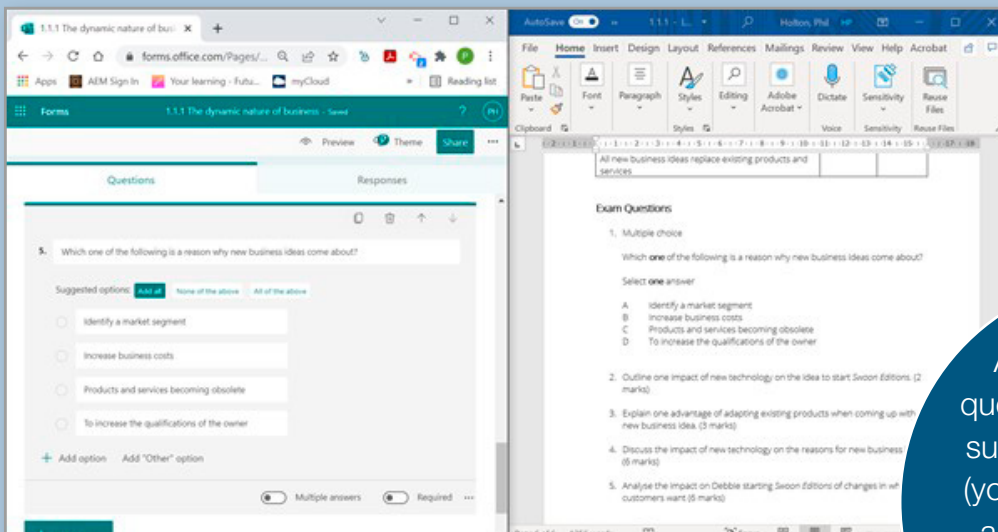
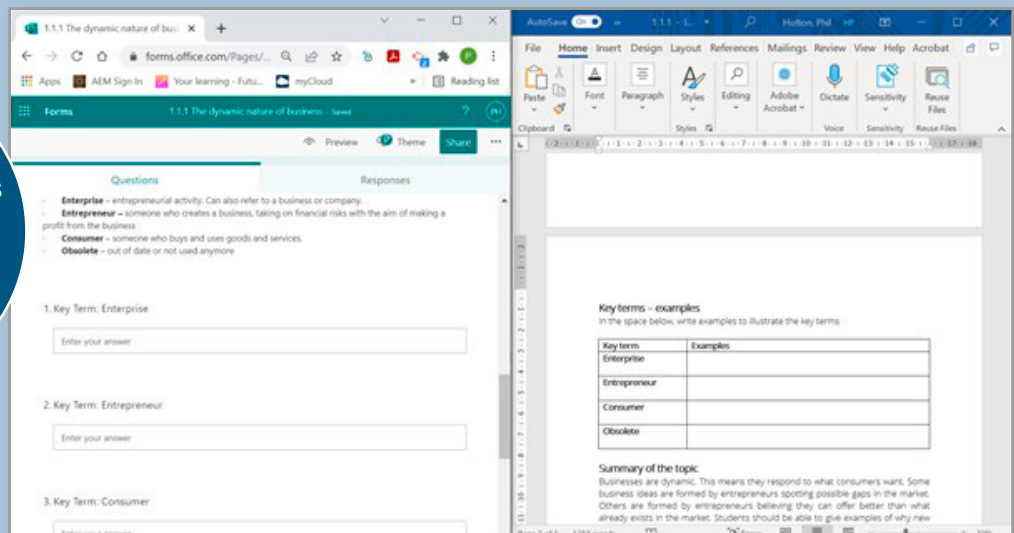


Paste across all the content you want students to read only.

If you want to keep the structure of the booklet, you can add "sections" to your form as an option under the add (+) option.



Add "text" response questions if a question is not suitable for self-marking.



Add multiple choice questions if a question is suitable for self-marking (you will need to provide a range of answers to choose from, and identify the correct answer(s) in your form).

4 Add to the documents for print

Our booklets are laid out perfectly for printing, but they can be quickly changed through the following ways:

- consider reducing the font size of the document to 9 for reading text
- change the font to a suitable and readable font such as Arial
- reduce wasted space by deleting gaps between sections
- add minimal images and only those that print well in B&W
- insert QR codes to websites or online resources to make them more useful.

Share our booklets with other centres

Whilst we have set up and shared with schools our basic booklet structure, we would like to encourage all centres that add to their booklets to share these across social media with other centres delivering the Pearson Edexcel GCSE (9-1) Business qualification.

Subject Advisor Support

We have a Subject Advisor service for Business. Colin Leith and his team can advise you on both the content or assessment of our GCSE and A level qualifications. Colin will also be able to direct your questions to the Senior Examining and supporting Product team via our free 'Ask the Expert' service.

Contact the Business and Economics team by email on teachingbusiness@pearson.com

