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| **Module code and title:** | MGBBT0UBNUnderstanding Business Organisations | **Module leader:** | Rateb Abdelsalaam |
| **Assignment No. and type:** | Essay 1,500 words | **Assessment weighting:** | 50% |
| **Submission time and date:** | On or before: **2pm Monday 23 May 2022** | **Target feedback time and date:**  | 3 weeks from the date of final submission  |

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| **Assignment task** |
| This assignment involves preparing an individual written essay on your understanding of the business organisations. |
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| **This assignment has been designed to provide you with an opportunity to demonstrate your achievement of the following module learning outcomes:** |
| LO 1 | Demonstrate sound knowledge and understanding of a variety of business types and their functions; |
| LO 2 | Appreciate the impact of functional management activities on organisations and the people within those organisations; |
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| **Task requirements** |
| **OVERVIEW**This assignment will encourage students to gain an understanding of the business environment in which business operates.**DESCRIPTION OF THE TASK – WHAT YOU ARE BEING ASKED TO DO?**The submission of a **written essay** that discusses a business types and functions using a wide variety of research materials (1,500 words).**Essay (1,500 words) – 50%**You are required to produce an essay on “Understanding business organisations and their environments” through the use of a variety of research materials. The essay must include:1. **An introduction** to the essay to give the reader an overview about what the essay is all about.
2. **Paragraph 1:** The definition and outline of three advantages and disadvantages of the different types of business for example: sole trader, partnership, limited company, etc.
3. **Paragraph 2**: Compare and contrast tall and flat structure of an organisation. Make sure you include hospitality and tourism Industry examples in your discussion.
4. **Paragraph 3:** Discuss different business functions such as Human Resource Management, Production, Operations, etc. and the impact of their functional management activities on organisations and the people within the organisations.
5. **Paragraph 4:** Define organisational culture and explain how positive culture impacts on the success of organisation.
6. **Conclusion :**You should include examples of industry practice from different organisations.

**Make sure you include hospitality and tourism Industry examples in your discussion.****You must reference all information used in the essay, using the Harvard Referencing Guide.** **See attached grid for grade descriptors.** |
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| **Referencing and research requirements** |
| Please reference your work according to the Canterbury Harvard style guidance which you can access on Moodle.  |
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| **How your work will be assessed** |
| Your work will be assessed on the extent to which it demonstrates your achievement of the stated learning outcomes for this assignment (see above) and against other key criteria, as defined in the University’s institutional grading descriptors. If it is appropriate to the format of your assignment and your subject area, a proportion of your marks will also depend upon your use of academic referencing conventions.This assignment will be marked according to the grading descriptors for Level 0 |
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| Submission details |
| This assignment should be submitted electronically via Moodle (module tutors will discuss this process with you during class time). * Please ensure that your work has been saved in an appropriate file format (Microsoft Word, Excel or PowerPoint, or PDF are the most widely used; Google Docs is also accepted). Your file must also contain at least 20 words of text, consist of fewer than 400 pages and be less than 40MB in size.
* You can submit your work as many times as you like before the submission date. If you do submit your work more than once, your earlier submission will be replaced by the most recent version.
* Once you have submitted your work, you will receive a digital receipt as proof of submission, which will be sent to your forwarded e-mail address (provided you have set this up). Please keep this receipt for future reference, along with the original electronic copy of your assignment
* You are reminded of the University’s regulations on academic misconduct, which can be viewed on the University website: Academic Misconduct Policy. In submitting your assignment, you are acknowledging that you have read and understood these regulations.
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| **Submission date and time** |
| This assignment should be submitted to Moodle **before 2pm on Week 5, Monday 23d May 2022.** You should submit all work for summative assessments by the above deadline. The five percent penalty per day will be applied to the work submitted up to seven working days after the deadline, after which a mark of 0 will be recorded. The five percent penalty will be five percent of eligible mark. For more information please refer to: Student Handbook on Moodle. Feedback and marks for this assignment will be available in three weeks from the deadline. |

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| **Assignment Guide and layout** |

**Introduction = 150 words.**

give an overview of what the Essay aims to do. To simplify this, you can ***re-word*** the relevant sections of the assignment brief, e.g. assignment task details.

1. Give the definition and outline of three advantages and disadvantages of the different types of business, for example: sole trader, partnership, limited company, etc.
2. Compare and contrast organisational structures.
3. Discuss different business functions such as Human Resource Management, Production, Operations, etc. and the impact of their functional management activities on organisations and the people within the organisations.
4. Define organisational culture and explain how positive culture impacts on the success of an organisation.
5. You should include examples of industry practices from different organisations.

**Paragraph 1 – task 1 – 300 Words**

**Define** and outline of **three** advantages and disadvantages of **any three different types of business**, for example: sole trader, partnership, limited company, etc. Make sure you include hospitality and tourism industry examples in your discussion.

**Paragraph 2 – task 2 – 300 words**

Compare and contrast tall and flat structure of an organisation. Make sure you include hospitality and tourism Industry examples in your discussion.

**Paragraph 3 – task 3 – 300 words**

Discuss any three business functions such as Human Resource Management, Production, Operations, etc. and the impact of their functional management activities on organisations and

the people within the organisations. Make sure you include hospitality and tourism industry examples in your discussion.

**Paragraph 4 – task 4 – 300 words**

Define organisational culture using well-reputed sources and explain how positive culture impacts the success of the organisation. Make sure you include hospitality and tourism industry examples in your discussion.

**Conclusion** – **150 words**

After writing the above four paragraphs, you will give the heading of the conclusion, and in your conclusion, you will write a summary of the Essay.

**Reference Page.** Minimum of 15 Sources, including Journals, Books and use a variety of academically accepted sources.

 “DO NOT USE WIKIPEDIA”

Make sure you have in-text citations in the body of your Essay, which can be found in your full references list.

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| Provision at Level 3 (often forming part of a Foundation Year course) is designed to prepare students for higher education. At the end of Level 3, students will be expected to demonstrate the acquisition of foundation level skills, knowledge and understanding necessary to embark on a higher education programme of study at Level 4. In accordance with the national Qualifications and Credit Framework (QCF), this includes the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.**A pass mark (40% or above) demonstrates achievement of all learning outcomes associated with the module assessment** |
|  | **Assessment category** |
| **Introductory knowledge and understanding of the basic underlying concepts and principles of the subject(s)** | **Cognitive and intellectual skills**  | **Reading and referencing** | **Presentation, style and structure**Work that significantly exceeds the specified word limit may be penalized |
| **Pass Mark** | **90%-100%** | Excellent work showing flawless understanding of the basic underlying concepts and principles of the subject(s), resulting in students being fully prepared for study at Level 4. | Insightful and accurate interpretation and evaluation of information and ideas, based on an excellent application of the most appropriate skills, methods and procedures. Work shows full awareness of the nature of the area of study and different perspectives or approaches within it | Insightful and effective use of a carefully selected range of relevant reading. Consistently accurate application of referencing. | Exemplary presentation of work that is fluent and flawless throughout.  |
| **80%-89%** | High quality work showing fluent understanding of the basic underlying concepts and principles of the subject(s), resulting in students being fully prepared for study at Level 4. | Excellent interpretation and evaluation of information and ideas, employing highly appropriate skills, methods and procedures. Work shows strong awareness of the nature of the area of study and different perspectives or approaches within it | Consistent and balanced engagement with a refined selection of many types of relevant reading. Consistently accurate application of referencing. | Highly effective presentation of work that is coherently structured and clearly expressed throughout.  |
| **70% – 79%** | Commendable work showing detailed understanding of the basic underlying concepts and principles of the subject(s), resulting in students being highly prepared for study at Level 4. | Effective interpretation and evaluation of information and ideas, showing effective use of appropriate skills, methods and procedures. Work shows well established awareness of the nature of the area of study and different perspectives or approaches within it. | Consistent engagement with a wide range of relevant reading. Consistently accurate application of referencing. | Well-formed presentation of work that is coherently structured and clearly expressed throughout.  |
| **60% – 69%** | Work of solid quality showing competent and consistent understanding of the basic underlying concepts and principles of the subject(s), resulting in students being well prepared for study at Level 4. | Good interpretation and evaluation of information and ideas, using appropriate skills, methods and procedures. Work shows sound awareness of the nature of the area of study and different perspectives or approaches within it.  | Engagement with a wide range of relevant reading. Sound application of referencing, with no inaccuracies or inconsistencies.  | Competent presentation of work in terms of structure and clarity of expression.  |

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| **Level 3** | **Introductory knowledge**  | **Cognitive and intellectual skills**  | **Reading and referencing** | **Presentation, style and structure** |
| **Pass mark** | **50% – 59%** | Adequate work showing understanding of the basic underlying concepts and principles of the subject(s), resulting in students being prepared for study at Level 4, but lacking depth and breadth. | Adequate interpretation and evaluation of information and ideas, largely using appropriate skills, methods and procedures. Work shows awareness of the nature of the area of study and an emerging awareness of different perspectives or approaches within it. | Engagement with an appropriate range of reading beyond essential texts. Referencing may show minor inaccuracies or inconsistencies.  | Work is structured in a largely coherent manner and is for the most part clearly expressed.  |
| **40% – 49%** | Simple factual approach showing understanding of the basic underlying concepts and principles of the subject(s), resulting in students being largely prepared for study at Level 4. Narrow or misguided selection of material, with elements missing or inaccurate. | A limited interpretation and evaluation of information and ideas, showing emerging awareness of the nature of the area of study and different perspectives or approaches within it, although not always logical or coherent and with inaccuracies.  | Evidence of reading, largely confined to essential texts, but mainly reliant on taught elements. Referencing may show inaccuracies and/or inconsistencies. | Ordered presentation in which relevant ideas / concepts are reasonably expressed. |
| **Marginal fail** | **35% – 39%** | Work shows limited but fragmentary understanding of the basic underlying concepts and principles of the subject(s), for example through inaccuracies, inclusion of irrelevant material and/or absence of appropriate information. | Weak and at times flawed interpretation and evaluation of information and ideas, resulting in largely descriptive work that shows lack of awareness of the nature of the area of study and different perspectives or approaches within it. | Poor engagement with essential texts and no evidence of wider reading. Heavily reliant on taught elements. Inconsistent and weak use of referencing. | Work is loosely, and at times incoherently, structured, with information and ideas often poorly expressed.  |
| **Fail** | **20% – 34%** | Unsatisfactory work showing weak and flawed understanding of the basic underlying concepts and principles of the subject(s), for example through serious inaccuracies, inclusion of a significant amount of irrelevant material and/or absence of appropriate information. | Very weak interpretation and evaluation of information and ideas, resulting in descriptive work that is often illogical, invalid or irrelevant. Little awareness of the nature of the area of study and no appreciation of different perspectives or approaches within it. | Limited evidence of reading and/or reliance on inappropriate sources. Limited engagement with taught elements. Very poor use of referencing.  | Work is poorly presented in a disjointed and incoherent manner. Information and ideas are very poorly expressed, with weak English and/or inappropriate style. |
| **< 20%** | Highly unsatisfactory work showing major gaps in understanding of the basic underlying concepts and principles of the subject(s). Inclusion of largely irrelevant material, absence of appropriate information and significant inaccuracies. | Work is largely irrelevant or inaccurate, characterised by descriptive text and unsubstantiated generalisations. Minimal or no use of evidence to back up views, showing complete lack of awareness of the nature of the area of study and different perspectives or approaches within it. | No evidence of reading or engagement with taught elements. Absent or incoherent referencing.  | Work is extremely disorganised, with much of the content confusingly expressed. Very poor English and/or very inappropriate style. |