

Business Studies- Revision Notes

People in Business

Managing Organisational Structures

Business Structures

hierarchy: A system of levels in a business where each level has responsibility for and authority over the levels below

•Tall Structures:

- Lots of levels
- Narrow spans of control (few people to control)
- Messages take a long time to get from one end to another

•Flat Structures:

- Wide spans of control (more people to control)
- People are given more responsibility
- Less hierarchical implications
- Employees can get feedback with directness

span of control: The number of people who report directly to a manager

• narrow span of control = few people to look after = MORE control and feedback

• wide span of control = lots of subordinates to look after

Advantages and Disadvantages of a narrow span of control:

Advantages	Disadvantages
• Allows clear responsibility and organisation	• More time, money, staff, even equipment
• Easy, frequent communication	• Limits of communication with the leaders
• May lead to more promotion opportunities	• Restricted scope for promotion

Delegation

• This is the passing of authority down the hierarchy of a business

Benefits of delegation:

- Can motivate staff
- Allows it easier to the future by identify staff with the qualities needed for promotion
- Releases the boss, the opportunity to spend time planning and thinking, rather than doing

Aqa Buss2 Revision Guide

Malcolm Surridge



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Table of Contents Aqa Buss2 Revision Guide

1. Understanding the eBook Aqa Buss2 Revision Guide
 - The Rise of Digital Reading Aqa Buss2 Revision Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Aqa Buss2 Revision Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Aqa Buss2 Revision Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Aqa Buss2 Revision Guide
 - Personalized Recommendations
 - Aqa Buss2 Revision Guide User Reviews and Ratings
 - Aqa Buss2 Revision Guide and Bestseller Lists
5. Accessing Aqa Buss2 Revision Guide Free and Paid eBooks

- Aqa Buss2 Revision Guide Public Domain eBooks
- Aqa Buss2 Revision Guide eBook Subscription Services
- Aqa Buss2 Revision Guide Budget-Friendly Options
- 6. Navigating Aqa Buss2 Revision Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Aqa Buss2 Revision Guide Compatibility with Devices
 - Aqa Buss2 Revision Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Aqa Buss2 Revision Guide
 - Highlighting and Note-Taking Aqa Buss2 Revision Guide
 - Interactive Elements Aqa Buss2 Revision Guide
- 8. Staying Engaged with Aqa Buss2 Revision Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Aqa Buss2 Revision Guide
- 9. Balancing eBooks and Physical Books Aqa Buss2 Revision Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Aqa Buss2 Revision Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Aqa Buss2 Revision Guide
 - Setting Reading Goals Aqa Buss2 Revision Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Aqa Buss2 Revision Guide
 - Fact-Checking eBook Content of Aqa Buss2 Revision Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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