**Leaving Cert Business Exam Tips**

**Credit:** [**www.businessleavingcert.com**](http://www.businessleavingcert.com)

***Key Points***

1. Read Every Question Carefully (Take Time, Don’t Panic), Questions may appear similar to previous years but the focus of the question and the specific context of the question may vary, thereby requiring different responses.  
  
2. In General accept **5 marks = 1 point,** therefore for a 20 mark question you would need 4 main points. (Details on the marking scheme may change depending on the content of the particular examination paper)  
  
3. For each main point use the SEE Approach where possible (State = 2 marks, Explain = 2 marks, Example = 1 mark)  
  
4. Give **EXAMPLE** (If possible refer to current business and economic issues e.g. Government effects on Labour Force)  
  
5. Use **BULLETS** for each individual point (the corrector finds it a lot easier to give marks to someone whose work is concise and to the point) – Use Separate paragraphs for each point.  
  
6. Try and be as **NEAT** as possible (for the same reason as above) – Present each new question on a new page. Number all sections and subsections.  
  
7. Don’t **“WAFFLE”**, answer the question being asked (OBVIOUSLY), Avoid writing irrelevant detail and repetition.  
  
8. Look for **KEY WORDS** in the question for hints E.g. Public Limited Company (A company where shares can be sold to members of the public whose liability is limited to what they invest, Shares are sold on the stock exchange e.g. CRH, Facebook, Google)  
  
9. Spend 5 – 10 minutes at the start trying to decipher which questions you can answer best. (Some questions are asked in a way to put you off E.g. Explain the Importance of means – Give the Benefits of)  
  
  
10. Be aware of Question words **Illustrate** and **Evaluate**. 

* Illustrate really means “Explain using an example”
* Evaluate means state the advantages and disadvantages and “GIVE YOUR OPINION” (simply follow your answer with “In my opinion the advantage of Limited liability makes a private limited company a better form of business than a sole trader”.

***Higher Level: Section A – Short Questions (80 marks = 20%)  20 – 30 minutes***  
*The week before the exam , a quick way to revise short questions is to flick through the index at the back of your book, writing down any definition you don’t know and looking up the answer.* 

* *I would say spend about 2.5 minutes per question (Answer your best 8)*
* *If you have time at the end, come back and answer the remaining 2.*
* *Think before you write and keep your answer direct*
* *Make sure your writing is small so it fits in the space provided (avoid if possible having to scribble out)*
* *Answer 8 out of 10.*
* *Usually made up of 2 points (5 + 5 or 4 + 6).*

***Example:****Illustrate your understanding of Entrepreneurship?*  
  
***Answer:***  
  
***Point 1:****Entrepreneurship refers to any attempt to start up or create a new business. It requires a person to use their initiative and take the risk with the aim of making a profit.*  
  
***Point 2:****Mark Zuckerberg saw an opening for a social networking website when studying in Harvard, so he created Facebook as a place for people to interact and make friends.****Ordinary Level: Section A - Short Questions (100 marks = 25%)*** *Answer 10 out of 15 questions in 40 minutes  
  
Each Short Question should be given 4 minutes  
  
Again follow the points above.*

***Section B – ABQ (80 marks = 20%) (40 minutes)*  
 *KEY = Refer to text always even if not stated in the question (Quotes are perfect)***  
  
***1. Read the Questions first****, making little quick points on the exam paper that you may base your answer on.*  
  
**2. *Read the text****and using a****highlighter****to underline the part that are relevant to questions below.****(4 minutes)***  
  
**3.** *When Answering the ABQ use the****SEE approach****(State, Explain, Example from the text you highlighted above)****4. KEY = Refer to text always even if not stated in the question******(Quotes are perfect)***  
  
**4. *AVOID    ESSAY     STYLE      ANSWERS***  
·         *You usually get a question from each unit.*  
  
·         *It usually is split into 2 questions of 30 marks and 1 question of 20 marks (see below) or 2 question of 25 marks and one question of 30 marks.*  
  
Example of Timing  
***Question A:****20 marks should take you****8 minutes*  
  
*Question B:****30 marks should take you****14 minutes***  
  
***Question C:****30 (37.5% of marks available)****14 minutes*  
  
*It is vital to know your Units inside out.***  
  
 *In 2010 (Most recent Statistics), the average mark attained by students was 54 out of 80 (68%) , this means 26 marks were lost equalling to 6.5% of the total 400 marks.****Most marks were lost due to the manner in which they answered the ABQ****.*

***Section C – Long Questions (4 Questions worth 60 marks = 15 % per question)***

***Higher Level***  
  
1. In General Use the following formula to determine the time spent per question for section C =   
  
         Marks per Question / 2.5       Example: 25 marks / 2.5 = 10 minutes  
  
2. For a full Question spend no more than **25 - 27 minute**s on each.  
  
3. Note the marks allocated to each question and allocate the appropriate amount of time accordingly.  
  
4. Do not give essay style answers – **ALWAYS BULLET POINTS (Don’t over-elaborate)**  
  
5. **Label All Diagrams**used, e.g. Product Life Cycle, Break Even Chart.  
  
6. **7 long Questions in Total**

* **Answer 1 Question from Part 1**
* **Answer 2 Questions from Part 2**
* **Answer 1 remaining from Part 1 or 2**

7. Pick the questions which **deliver the most marks for you.**   
  
8. In general **Question 1** is the most commonly answered question therefore **marked the hardest**, or they may throw in a question which is more difficult.  
  
9. If answering question on legislation, always mention the **DATE**  
  
10. Always think **structure** and **points** (Did I answer the question being asked) – USE the **SEE Approach**  
  
11. **Learn the Formula for Financial Analysis**  
  
  
**ORDINARY LEVEL**  
  
1. Follow the above points  
  
2. Spend 25 minutes per long question.   
  
3. You must answer 4 out of 8 all worth 75 marks.