

Activity 2
Worksheet (Action Verb)

Topic	Explanatory Notes	Level of Action Verb
1(a) Business Environment – Hong Kong Business Environment	Be aware of the economic policies and general business practices in the Mainland.	
1(a) Business Environment – Forms of Business Ownership	Evaluate the pros and cons of the different forms of business ownership.	
1(b) Introduction to Management – Management Functions	Demonstrate a basic understanding of the following management functions for organizations: planning, organizing, leading and controlling.	
1(b) Introduction to Management – SMEs management	Compare the differences between small and large businesses from management perspectives	
1(c) Introduction to Accounting – The Accounting Cycle	Explain the accounting equation and demonstrate how transactions affect it.	
1(c) Introduction to Accounting – The Accounting Cycle	Prepare a trial balance.	
1(d) Basics of Personal Financial Management – Fundamentals of Financial Management	Differentiate the roles of different sectors of the Hong Kong financial market.	
1(d) Basics of Personal Financial Management – Personal Financial Management	Appreciate the importance of maintaining a good personal credit record.	