

WRITTEN
EXAM TIPS
L4M1



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Remember the Learning Outcomes

1. Definitions and Added Value
2. All about the Procurement Cycle and Tech
3. Corporate Governance
4. Structures of sectors and industries and how they have challenges or can add value

Remembering the basic premise of what the learning outcomes are asking for can help your mind to focus on what you read/remember from your revision

Command Words

- **Analyse:** Examine in detail the structure of something, breaking it down into its components and understanding its relationships.
- **Compare:** Identify similarities and differences between two or more items, concepts, or processes.
- **Contrast:** Highlight the differences between two or more items, concepts, or processes.
- **Discuss:** Provide a detailed examination of a topic, including different aspects and viewpoints.
- **Evaluate:** Assess the value or significance of something, considering its strengths and weaknesses.
- **Explain:** Clarify the meaning of something, making it easier to understand.
- **Justify:** Provide reasons or evidence to support a particular conclusion or course of action.
- **Outline:** Give a brief summary or overview of a topic, highlighting key points.
- **Summarise:** Provide a concise version of a longer text or presentation, focusing on the main points.

Check out the CIPS website for the full version with their descriptions

How to Structure an Answer

- **Introduce the Topic:** Begin with a clear introduction that outlines the main topic or question you will address. Remember what the Command Word is asking.
- **Number Your Points:** If the question asks for multiple points, ensure you clearly number each point to enhance readability and organisation.
- **Use Case Study Data:** When answering case study/scenario questions, directly link your responses to the actual data provided, quoting it word for word if necessary.
- **Provide Examples:** Always include your own examples to reinforce your answers, even if the question does not explicitly ask for them.
- **Reference Models and Gurus:** Fully reference any relevant models or industry experts to strengthen your arguments and demonstrate your knowledge.
- **Explain Your Points in Detail:** Don't just state a fact (e.g., "Buying in bulk reduces prices"). Explain why and how this happens to give a comprehensive answer.
- **Offer Alternative Viewpoints:** Enhance your answers by providing alternative viewpoints and linking them to relevant subjects to show a deeper understanding.
- **Conclude with Suggestions or Strategies:** Finish your answer with practical suggestions or strategies that relate to the question, summarising your main points effectively.

TIPS

- **Use the 5 Rights of Procurement:** If you're unsure how to start a question, consider beginning your answer with the 5 Rights of Procurement. This can help focus your thinking and provide a structured approach.
- **Reference Known Brands:** Approach your answer from the perspective of a well-known brand to enhance your response with real-world examples. For instance, if the question relates to manufacturing, think of industries like the car industry or companies like Coca-Cola.
- **Use the CIPS Code of Ethics for Governance Questions:** For questions related to Learning Outcome 3 about Governance, remember to reference and apply the CIPS Code of Ethics to structure your answer effectively.
- **Answer One Question at a Time:** Read and answer one question before moving on to the next. Don't worry about what is to come; focus on each question individually to avoid feeling overwhelmed.
- **Ensure Comprehensive Responses:** If you feel you haven't written enough, you probably haven't. Make sure your responses are thorough and detailed.
- **Structure Your Answers Clearly:** Every answer should include an introduction, examples, and a conclusion. Clearly structure your points to enhance readability and comprehension.

Summary

| Technique | Description |
|--|---|
| Read Carefully | Take time to read the questions carefully to understand exactly what is being asked. |
| Plan Your Answer | Spend a few minutes planning your answer to ensure it is structured and covers all required points. |
| Introduce the Topic | Start with a clear introduction that outlines the main topic or question. |
| Number Your Points | Clearly number each point if the question asks for multiple points to enhance readability. |
| Use Case Study Data | Directly link your responses to actual data from the case study, quoting it word for word if necessary. |
| Provide Examples | Include relevant examples to reinforce your answers, even if the question does not explicitly ask for them. |
| Reference Models and Gurus | Fully reference any relevant models or industry experts to strengthen your arguments. |
| Explain in Detail | Don't just state facts—explain why and how to demonstrate a deeper understanding. |
| Offer Alternative Viewpoints | Provide alternative viewpoints and link them to relevant subjects to show comprehensive understanding. |
| Conclude Effectively | Finish with practical suggestions or strategies, summarizing your main points. |
| Answer One Question at a Time | Focus on one question before moving on to the next to avoid feeling overwhelmed. |
| Review and Revise | Leave time to review and revise your answers, ensuring clarity and accuracy. |
| Stay Calm and Confident | Stay calm and confident throughout the exam, and manage your time effectively. |
| Use the 5 Rights of Procurement | If unsure, start with the 5 Rights of Procurement to help focus your thinking. |
| Apply CIPS Code of Ethics | For governance questions, reference and apply the CIPS Code of Ethics to structure your answer. |