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## START About ExPress Notes

We are very pleased that you have downloaded a copy of our ExPress notes for this paper. We expect that you are keen to get on with the job in hand, so we will keep the introduction brief.

First, we would like to draw your attention to the terms and conditions of usage. It's a condition of printing these notes that you agree to the terms and conditions of usage. These are available to view at [www.theexpgroup.com](http://www.theexpgroup.com). Essentially, we want to help people get through their exams. If you are a student for the ACCA exams and you are using these notes for yourself only, you will have no problems complying with our fair use policy.

You will however need to get our written permission in advance if you want to use these notes as part of a training programme that you are delivering.

### **WARNING! These notes are not designed to cover everything in the syllabus!**

They are designed to help you assimilate and understand the most important areas for the exam as quickly as possible. If you study from these notes only, you will not have covered everything that is in the ACCA syllabus and study guide for this paper.

### Components of an effective study system

On ExP classroom courses, we provide people with the following learning materials:

- The ExPress notes for that paper
- The ExP recommended course notes / essential text or the ExPedito classroom course notes where we have published our own course notes for that paper
- The ExP recommended exam kit for that paper.
- In addition, we will recommend a study text / complete text from one of the ACCA official publishers, but we do not necessarily give this as part of a classroom course, as we think that it can sometimes slow people down and reduce the time that they are able to spend practising past questions.

ExP classroom course students will also have access to various online support materials, including:

- The unique ExP & Me e-portal, which amongst other things allows "view again" of the classroom course that was actually attended.
- ExPand, our online learning tool and questions and answers database

Everybody in the World has free access to ACCA's own database of past exam questions, answers, syllabus, study guide and examiner's commentaries on past sittings. This can be

an invaluable resource. You can find links to the most useful pages of the ACCA database that are relevant to your study on ExPand at [www.theexpgroup.com](http://www.theexpgroup.com).

## How to get the most from these Express notes

For people on a classroom course, this is how we recommend that you use the suite of learning materials that we provide. This depends where you are in terms of your exam preparation for each paper.

Your stage in study for each paper	These Express notes	EXP recommended course notes, or EXPedite notes	EXP recommended exam kit	ACCA online past exams
<b>Prior to study</b> , e.g. deciding which optional papers to take	<b>Skim through</b> the Express notes to get a feel for what's in the syllabus, the "size" of the paper and how much it appeals to you.	<b>Don't</b> use yet	<b>Don't</b> use yet	Have a <b>quick look</b> at the two most recent real ACCA exam papers to get a feel for examiner's style.
At the start of the <b>learning phase</b>	<b>Work through</b> each chapter of the Express notes <b>in detail</b> before you then work through your course notes.  Don't try to feel that you have to understand everything – just get an idea for what you are about to study.  <b>Don't make any annotations</b> on the Express notes at this stage.	<b>Work through in detail.</b> Review each chapter after class at least once.  Make sure that you understand each area reasonably well, but also make sure that you can recall key definitions, concepts, approaches to exam questions, mnemonics, etc.	Nobody passes an exam by what they have studied – we pass exams by being efficient in being able to prove what we know. In other words, you need to have effectively input the knowledge and be effective in the output of what you know. <b>Exam practice is key</b> to this.  Try to do at least one past exam question on the learning phase for each major chapter.	<b>Don't</b> use at this stage.

Your stage in study for each paper	These ExPress notes	ExP recommended course notes, or ExPedit notes	ExP recommended exam kit	ACCA online past exams
<b>Practice phase</b>	<b>Work through</b> the ExPress notes again, this time <b>annotating</b> to explain bits that you think are easy and be brave enough to cross out the bits that you are confident you'll remember without reviewing them.	<b>Avoid reading through</b> your notes again. Try to focus on doing past exam questions first and then go back to your course notes/ ExPress notes if there's something in an answer that you don't understand.	This is <b>your most important tool</b> at this stage. You should aim to have worked through and understood at least two or three questions on each major area of the syllabus. You pass real exams by passing mock exams. Don't be tempted to fall into "passive" revision at this stage (e.g. reading notes or listening to CDs). Passive revision tends to be a waste of time.	Download the <b>two most recent real exam</b> questions and answers.  Read through the <b>technical articles</b> written by the examiner.  Read through the two most recent <b>examiner's reports</b> in detail. Read through some other older ones. Try to see if there are any recurring criticisms he or she makes. You must avoid these!
<b>The night before</b> the real exam	<b>Read through the ExPress notes in full.</b> Highlight the bits that you think are important but you think you are most likely to forget.	Unless there are specific bits that you feel you must revise, avoid looking at your course notes. Give up on any areas that you still don't understand. It's too late now.	<b>Don't</b> touch it!	Do a final review of the two most <b>recent examiner's reports</b> for the paper you will be taking tomorrow.
<b>At the door</b> of the exam room before you go in.	<b>Read quickly</b> through the full set of ExPress notes, focusing on areas you've highlighted, key workings, approaches to exam questions, etc.	<b>Avoid</b> looking at them in detail, especially if the notes are very big. It will scare you.	<b>Leave</b> at home.	<b>Leave</b> at home.

Our Express notes fit into our portfolio of materials as follows:

## Express Notes

Provide a base understanding of the most important areas of the syllabus only.



## Expedite Notes

Provide a comprehensive coverage of the syllabus and accompany our face to face professional exam courses



## Expert Notes

Provide detailed coverage of particular technical areas and are used on our Professional Development and Executive Programmes.

To maximise your chances of success in the exam we recommend you visit [www.theexpgroup.com](http://www.theexpgroup.com) where you will be able to access additional free resources to help you in your studies.



## START About The Exp Group

Born with a desire to be the leading supplier of business training services, the Exp Group delivers courses through either one of its permanent centres or onsite at a variety of locations around the world. Our clients range from multinational household corporate names, through local companies to individuals furthering themselves through studying for one of the various professional exams or professional development courses.

As well as courses for ACCA and other professional qualifications, our portfolio of expertise covers all areas of financial training ranging from introductory financial awareness courses for non financial staff to high level corporate finance and banking courses for senior executives.

Our expert team has worked with many different audiences around the world ranging from graduate recruits through to senior board level positions.

Full details about us can be found at [www.theexpgroup.com](http://www.theexpgroup.com) and for any specific enquiries please contact us at [info@theexpgroup.com](mailto:info@theexpgroup.com).