

IGCSE Study Guide for Business Studies

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IGCSE STUDY GUIDE FOR BUSINESS STUDIES



Cambridge University Press/Hodder Education, 2005. Softcover. Book Condition: New. This IGCSE Study Guide for Business Studies has been written especially for the University of Cambridge International Examination IGCSE Business Studies syllabus. Written by experienced examiners, it provides all the explanation and advice you need to study efficiently and succeed in the exam. The subject is divided into topics. Each topic starts with a list of the Key Objectives, which specifies the skills and knowledge you need to acquire during the course. Where appropriate there is also a list of Key Definitions. The Key Ideas sections outline the content and can be used to check that you know and understand the essential concepts for IGCSE Business Studies. Common misconceptions and errors are highlighted, and sample questions with student's answers and examiner's comments show how you can improve your answers and increase your grades. Further questions (with answers at the back of the book) allow you to test your knowledge. Contents Introduction Unit 1 The purpose of business activity Unit 2 Types of business Unit 3 Forms of business organisation Unit 4 Government and economic influences on business Unit 5 Other external influences on business Unit 6 Business costs and revenue Unit 7 Business accounting Unit 8 Cash flow planning Unit 9 Financing business activity Unit 10 Organisational structure Unit 11 Managing a business Unit 12 Communication in business Unit 13 Motivation at work Unit 14 Recruitment, training and human resources Unit 15 Employee and employer associations Unit 16 The market and marketing Unit 17 Market research Unit 18 Presentation of information Unit 19 The marketing mix: product and packaging Unit 20 The marketing mix: price Unit 21 The marketing mix: promotion Unit 22 The marketing mix: place Unit 23 Factors affecting production Unit 24 Factors affecting location Unit 25 Business...

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