

# English For Business Studies Third Edition Teachers Book

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systematic vocabulary building language reference section multi lingual glossary of key terms

part a foundations of business 1 nature and purpose of business 2 classification of business activities 3 forms of business organisations sole proprietorship or sole trade 4 joint hindu family business 5 partnership 6 co operative societies 7 company joint stock company 8 choice of form of business organisations and starting a business 9 private and public sector enterprises 10 forms of organising public sector enterprises and changing role of public sector 11 global enterprises multinational companies joint venture and public private partnership 12 business services i banking 13 business services ii insurance 14 business services iii communication postal and telecom 15 business services iv warehousing 16 transportation 17 e business and outsourcing services 18 social responsibility of business and business ethics part b corporate organisation finance and trade 19 foramation of a compay 20 sources of business finance 21 small business 22 internal trade 23 external trade or international business 24 project report value based question vbq with answers

specifically written for a level business studies students and those studying for the diploma in business studies run by the institute of commercial management this book aims to provide a concise summary of important topics in a readable form

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