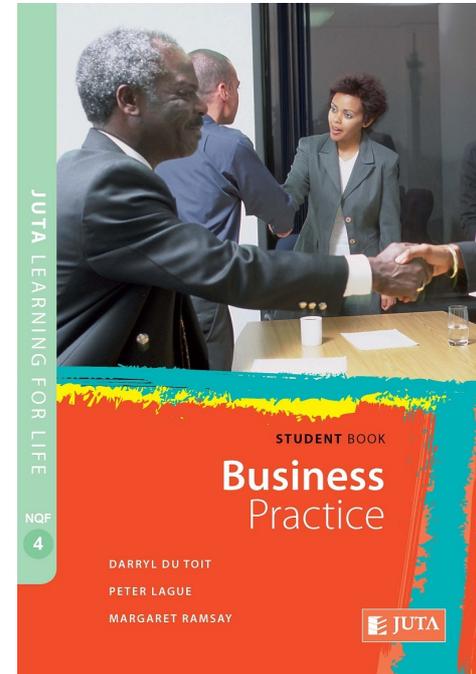


Business Practice

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About this Publication:

The *Business Practice* curriculum for the FET NQF Levels 2—4 ensures that all FET (NCV) students are equipped with the knowledge, skills, attitudes and values required to work effectively and efficiently in any field related to Business Practice.

Contents Include:

These topics are fully covered:

- Topic 1 Personal effectiveness in the business environment
- Topic 2 Organisational ethics
- Topic 3 Cultural awareness in dealing with customers and colleagues
- Topic 4 Efficient time management
- Topic 5 Working as a project team manager
- Topic 6 Analyse new developments reported in the media

Of Interest and Benefit to:

To ease students' learning this Student Book has the following key features and benefits:

- It is written in an-easy-to-understand style to ensure that all students find the material accessible.
- At a glance the student can see which Learning Outcomes (LO) and Subject Outcomes (SO) are covered in each chapter and every unit.
- All headings include the specific SO and LO covered in that section of work.
- Key terms are explained in the text and as special margin features.
- 'Something to do' and 'Something to think about' notes appear wherever relevant.
- A variety of relevant, practical and engaging activities is offered – allowing for work with partners, groups and the rest of the class.
- Clear and lively illustrations, diagrams and photographs are used throughout to enhance understanding.
- Summaries at the end of the chapter recap all the main ideas covered.

- Summative assessment tasks test students' understanding and highlight further development areas for lecturers.
- Checklists are given to help students identify any areas that need attention.
- A comprehensive glossary explains all the most important terms used in the book, and in the subject.