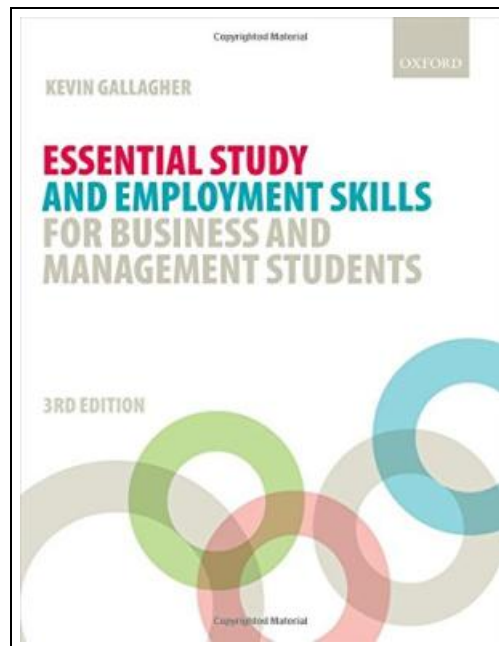


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Oxford University Press. Paperback. Book Condition: new. BRAND NEW, Essential Study and Employment Skills for Business and Management Students (3rd Revised edition), Kevin Gallagher, Essential Study and Employment Skills for Business and Management Students offers a comprehensive, one-stop guide that will equip you with all the necessary skills needed to enhance your success both during university and in your future working environment. It covers all the core areas associated with business and management degrees, and offers a unique focus on employability to ensure that you can translate the skills you acquire into professional practice. This third edition has been fully revised to include a new group activity in each chapter, as well as updated activities throughout to reinforce the skills introduced in each chapter. The content and structure of the book has been updated to focus more effectively on core areas such as the use of quantitative data, and the development of professional skills and employability. With the main focus of the book firmly on active experimentation and reflection, Essential Study and Employment Skills for Business and Management Students remains unparalleled as a resource to support, encourage, and develop business and management students throughout their time at university and beyond. Online Resource Centre: For students: Selected activities from the text (including templates to complete online) Answer guidance on writing style and using a narrative approach Critical incidents log Excel workbook to provide additional support in areas such as constructing pie charts, bar charts, and line charts Information on using Excel in data analysis Web links YouTube channel featuring relevant videos on skills, including interviews with students and graduates that accompany the book For lecturers: PowerPoint slides.



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