



# CONTENTS

CONTENTS

**Unit One** The Background to Business (1)..... 1

**Unit Two** The Background to Business (2) ..... 15

**Unit Three** Management.....29

**Unit Four** Mutual Funds ..... 41

**Unit Five** Marketing .....53

**Unit Six** International Trade .....69

**Unit Seven** Business Accounts ..... 81

**Unit Eight** Everyday Etiquette for Office Life .....93

**Unit Nine** The Right Person for a Job .....107

**Unit Ten** Business in a Changing World..... 119

