



## Study Skills for Business and Management Students (Paperback)

By Barbara Allan

OPEN UNIVERSITY PRESS, United Kingdom, 2009. Paperback. Book Condition: New. 224 x 168 mm. Language: English . Brand New Book. This practical handbook is an essential course companion for business and management students at degree level. It contains case studies, exercises, tips and self-assessment tools that will help students with their personal and professional development. The book covers key areas, such as: Learning and teaching methods Study strategies Time management Research methods Assessment activities Exam techniques Job searching And it also emphasizes the skills that are key for business and management courses, which include: Academic writing Critical and reflective thinking Effective communication Interpersonal skills Project management Research skills Team working Study Skills for Business and Management Students has been carefully structured to be used throughout a degree course in order to hone the skills necessary to get a good degree and begin a successful career. An accompanying website has more information on related careers with up-to-date web links.



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