



The Business Student's Handbook: Learning Skills for Study and Employment

By Sheila Cameron

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The Business Student's Handbook integrates study skills, interpersonal skills and work skills to help students gain better marks in their study and to transfer those skills for success in the workplace.

The book covers a broad range of topics including: essential skills such as essay writing, exam technique and managing one's studies, interpersonal skills such as working in teams, communicating and presenting, and work skills such as exploring problems, managing projects and improving creativity.

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Bibliography

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Editorial Review

From the Back Cover

The Business Student's Handbook

Skills for Study and Employment

Fifth Edition

Sheila Cameron

More than just a study skills book!

The Business Student's Handbook integrates study skills, interpersonal skills and work skills to help students gain better marks in their study and to transfer those skills for success in the workplace. The broad range of topics covered includes:

- Essential skills such as essay writing, exam technique and managing one's studies.
- Interpersonal skills such as working in teams, communicating and presenting.
- Work skills such as exploring problems, managing projects and improving creativity.

Skills are improved by doing, rather than reading, so this book comes with an extensive bank of exercises and activities, both in the text and online, to help you assess your strengths and to build a personal development plan to improve on weaker areas.

This new edition has even more content covering the key issues for today's students, such as critical thinking and analysis, reflective practice and logic and plagiarism. It also contains more examples and case studies to help you apply advice to your own studies.

Activities are fully supported with resource materials and teaching notes for lecturers, all available for free at www.pearsoned.co.uk/cameron .

Sheila Cameron has worked for the Open University Business School since its inception. She has been involved in its MBA programme in a variety of roles, including a period as MBA Director and is also the author of *The MBA Handbook*, Sixth Edition.

About the Author

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