

Skills for Business Studies

Upper-intermediate

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7 Decision-making 28–31	Rational and non- rational decision- making models	Reading quickly for general understanding Identifying the writer's point of view Reading closely for detailed information Reacting to the text	Decision-making Adjective–noun collocations	Developing ideas Organizing ideas
8 Increasing productivity 32–35	Productivity and performance	Reading for general understanding Reading closely for detailed information Reacting to the text	Pronoun referents 'Production' or 'productivity'?	Expanding an idea with reasons and examples Writing practice

	Reading text	Reading strategies	Business vocabulary	Writing skills
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10 New busin	ness Survival and growth	Reading quickly for general understanding Understanding main and supporting ideas Reacting to the text	Challenge Measurements and amounts	Writing introductions and conclusions Writing practice
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Selling ac cultures 56–59	ross Marketing mistakes: a failure to understand differences	Predicting content using signposting Identifying the writer's point of view	Meaning and significance Mistakes and difficulties	Understanding and using feedback
15 Pressure 60–63	Get stress out of your system	Predicting content using background knowledge Reading closely for detailed information Identifying arguments for and against	Dealing with problems Word formation: prefixes	Problem—solution— evaluation writing Writing practice
16 Experience	Second careers and the third age	Reading quickly for general understanding Understanding main ideas Understanding supporting ideas Reacting to the text	Careers and employment Personal qualities	Using a checklist to write a draft Using a checklist to revise writing

Answer key 68–79