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of issues from needs analysis and course planning to assessment and evaluation It also suggests solutions to common teaching problems The emphasis throughout is practical and a large part of the book focuses on classroom procedures There are activities for all the major skill areas and most can be used with minimal preparation Notes on key areas are included as well as sample correspondence test items worksheets and forms The quick reference index allows for easy access to the guidelines and classroom procedures Run Your Own Business: Teach Yourself Ebook Epub Kevin Duncan, 2010-01-29 Running your own business can be a daunting challenging and sometimes stressful experience but also one of the most rewarding This book expertly guides you through the principles of running a successful business Crammed with practical advice from assessing pro s and cons to motivating yourself and adopting effective practices it will prove invaluable as you tackle one of the biggest adventures of your life NOT GOT MUCH TIME One and five minute introductions to key principles to get you started AUTHOR INSIGHTS Lots of instant help with common problems and quick tips for success based on the author's many years of experience TEST YOURSELF Tests in the book and online to keep track of your progress EXTEND YOUR KNOWLEDGE Extra online articles at www teachyourself com to give you a richer understanding of running your own business FIVE THINGS TO REMEMBER Quick refreshers to help you remember the key facts TRY THIS Innovative exercises illustrate what you ve learnt and how to use it Alpha Teach Yourself Business Plans in 24 Hours Michael Miller, 2001 A step by step guide to researching creating writing and presenting a successful business plan **Smart Business James** Leibert, 2005-01-14 Smart Business is the definitive primer for understanding why companies behave as they do what the basics of sound business practice are and where the stakeholders fit in There are a handful of fairly simple but key drivers behind the way businesses operate and James Leibert explains them Smart Business will enable readers to fast track their business skills Smart books are essential primers to the key issues facing business people They are practical and action oriented providing instant knowledge for ambitious and hungry professionals who want to make a lasting impression throughout their career Smart books are designed to give killer approaches to key business subjects and deliver sound principles in a style that is both informative and has attitude They are the prefect resource for time starved information hungry business people everywhere

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