

BUS10699: Business Language and Learning Skills

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15 items

Extracts from resources used accross this session (1 items)

Items listed in this section are used in several different weeks and must be combined in order to make them all available.

Extracts from Mackenzie - in English for business studies: a course for business studies and economics students, 2010

[Chapter](#) | **Prescribed** | Readings 1.2, 2.3, 2.4, 4.1, 5.1

Week 1 Readings (2 items)

Habit 3. Put first things first - in The seven habits of highly effective people: restoring the character ethic, 1990

[Chapter](#) | **Prescribed** | Reading 1.1

Reading 1.2 - 'What is Management?' by Peter Drucker is found in 'Extracts from Mackenzie' at the top of this reading list.

Week 2 Readings (4 items)

Reading a case study - in Essential academic skills, 2009

[Chapter](#) | **Prescribed** | Reading 2.1

Grow your mindset - in Mindset: the new psychology of success, 2006

[Chapter](#) | **Prescribed** | Reading 2.2

Reading 2.3 - 'Quality is free' by PB Crosby is found in 'Extracts from Mackenzie' at the top of this reading list.

Reading 2.4 - 'Total quality management' by I. Mackenzie is found in 'Extracts from Mackenzie' at the top of this reading list.

Week 3 Readings (3 items)

A system tailor-made for cheats - in The Australian, by Paul Mathews, 2007

[Article](#) | **Prescribed** | Reading 3.1

Reflective learning journals - in The study skills handbook, 2008

[Chapter](#) | **Prescribed** | Reading 3.2

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Contact your tutor for a copy.

Activity 7.1 - in Communication skills toolkit: unlocking the secrets of tertiary success, 2006

Chapter | **Prescribed** | Reading 3.3

Week 4 Readings (1 items)

Reading 4.1 - 'Products and brands' by I. Mackenzie is found in 'Extracts from Mackenzie' at the top of this reading list.

Week 5 Readings (1 items)

Reading 5.1 - 'Stocks and shares' by I. Mackenzie is found in 'Extracts from Mackenzie' at the top of this reading list.

Week 6 Readings (3 items)

In teamwork, one bad apple really does make a difference - in Sydney Morning Herald, by K Burke, 2011

Article | **Prescribed** | Reading 6.1

Eportfolios in Business Communication Courses as Tools for Employment - in Business Communication Quarterly, by E. A. Okoro; M. C. Washington; P. W. Cardon, 2011

Article | **Prescribed** | Reading 6.3

5 Reasons Why Your Online Presence Will Replace Your Resume in 10 years - in Forbes.com, by Dan Schawbel, 2011-02-21

Webpage | **Prescribed** | Reading 6.2