

# Proofreaders Guide Skills Answers

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exam board aqa level as a level subject business written by experienced examiner neil james this student guide for business focuses on the topic of decision making to improve operational financial and human resources performance the first section content guidance summarises content needed for the exams with knowledge check questions throughout

the second section questions and answers provides samples of different questions and student answers with examples of how many marks are available for each question students can identify key content for the exams with our concise summary of topics find out what examiners are looking for with our questions and answers section test their knowledge with rapid fire questions and answers avoid common pitfalls with clear definitions and exam tips throughout reinforce their learning with bullet list summaries at the end of each section

in this issue we've covered hot technology fields like robotics and 3d printing as well as give you a peek at what we feel may be the top 20 jobs in the future we've also covered a relatively unknown field called knowledge management and got a chance to speak with a real life professional to give some great advice and insights into this field for those with a love for the written word you don't want to miss our article on journalism where it'll give you the lowdown on the profession and tells you how to get there

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