

The Business Environment Synoptic: Summary of corrections to course materials

These changes affect version V002 of the materials.

Course Notes & Questions

Pg 154	Chapter 8 Lecture Example 2 The task requirement has been amended as follows: For each of the following methods of communication identify whether the method is: (1) Speed – Quick or slow? (2) Recipients – Individual or multiple? (3) Level of detail – Lots or brief? (4) A formal record of the communication? We will accept a range of written answers in this task.
Pg 181	Chapter 8 Practice Example 181 Scenario removed from question, as not relevant. Requirement amended to make ask for an example from your workplace.
Pg 189	Chapter 8 Lecture Example 3 Solution More detail has been added to the solution as follows: <ul style="list-style-type: none">▶ Letter – not instant, recorded▶ Memo – not instant, recorded but not formally▶ Email – can be instant (read receipt) and recorded▶ Report – not instant, recorded▶ Informal note – not instant, recorded but not formally▶ Telephone – instant but not recorded▶ Meeting – instant, not usually recorded (unless minutes are kept)▶ Informal face to face – instant, not recorded

Task Bank & Mocks

Pg 59	Task 5 Revision Example 4 (d) The date in the question should be 1 January, not 1 December.
Pg 129	Task 8 Revision Example 2 (d) The tick was missing from the solution for the bottom row. Reduce export tariffs would increase demand, as indicated by the explanation.
Pg 131	Task 8 Revision Example 3 (d) The tick was missing from the solution for Option 6. The correct answer is Consider investment opportunities, as indicated by the explanation.