

Business, Basically
Table of Contents

Lesson 1 – Finding a Job	page 1
Lesson 2 – The Interview	page 5
Lesson 3 – Resumes	page 7
Lesson 4 – Cover Letters	page 9
Lesson 5 – Salary	page 11
Lesson 6 – You’re Fired!	page 13
Lesson 7 – Characteristics of an Entrepreneur	page 15
Lesson 8 – Meetings	page 17
Lesson 9 – Emails	page 19
Lesson 10 – Writing Emails	page 21
<i>Wrap-Up Activity: The Job Fair</i>	page 26
Lesson 11 – Corporate Spending (I)	page 27
Lesson 12 – Corporate Spending (II)	page 29
Lesson 13 – Advertising	page 31
Lesson 14 – Presentations	page 33
Lesson 15 – The Stock Market	page 36
Lesson 16 – Stock Selection Strategies	page 38
Lesson 17 – Charts and Graphs	page 40
Lesson 18 – Business and Culture	page 43