

## CONTENTS

Вступ .....	5
Unit 1. Management as a Science .....	7
Unit 2. Planning and Organising .....	36
Unit 3. Directing and Controlling .....	69
Unit 4. Business Organisation and Marketing .....	107
Unit 5. Financial and Risk Management .....	142
Unit 6. Human Resource Management .....	175
Unit 7. The Profession of a Manager .....	203
Unit 8. Business Research and Research Ethics .....	229
Unit 9. Peculiarities of Business Communication .....	259
Unit 10. Information Technologies in Management .....	288
Unit 11. Head-hunting and Job Hunting .....	317
Tests for self-control .....	345
Keys to tests .....	373
Audioscripts .....	388
Videoscripts .....	402
Grammar reference .....	420
Vocabulary .....	462
Literature .....	489
Audio resources .....	492
Video resources .....	493