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A Dictionary of
Business

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Preface

A Dictionary of Business is the third edition of *A Concise Dictionary of Business*, first published in 1990. The original edition was prepared on the assumption that it would be of use to students of all kinds of business courses, ranging from GCSE Business Studies to degree and postgraduate business subjects, as well as to business people and their professional advisers (lawyers, bankers, accountants, managers, insurers, etc.).

The feedback the publishers received from this first edition was that the book largely fulfilled its intended purposes, but that recent developments in industry as well as in university and college business courses needed to be reflected in the new edition.

In the second edition, therefore, special attention was paid to the vocabulary used in business strategy, organizational behaviour, marketing, and human resources management. This emphasis in the revision made it particularly useful for students of business courses at all levels.

At the same time the entries for the terms commonly used in commerce were updated and often expanded to take account of developments in the first half of the 1990s. In addition, the vocabularies associated with finance and with accounting practices were expanded and updated.

This third edition has brought the book into the 21st century, with a special emphasis on the use of the Internet in commercial practices. The burgeoning vocabulary of e-commerce and interactive marketing is a feature of this edition. It also includes the changes that business people and students should know about in the fields of the law and computing.

The extensive network of cross references in the original dictionary has been retained in this new edition. An asterisk (*) placed before a word in an entry indicates that this word can be looked up in the dictionary and will provide further explanation or clarification of the entry being read. However, not every word that has an entry in the dictionary has an asterisk placed before it when it is referred to in the text. Some entries simply refer the readers to another entry, indicating either that they are synonyms or that they are most conveniently explained in one of the dictionary's longer articles. Synonyms and abbreviations are usually placed within brackets immediately after the headword.

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