BUSINESS ARITHMETIC

Business Arithmetic

HAROLD WARD

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Preface

An arithmetical textbook should ideally cater for several different kinds of reader.

There are those students whose early introduction to the subject was not blessed with success and who are, in consequence, dismissed as having no head for figures.

Others, who are working alone, and whose schooldays are perhaps long behind them, find that they have forgotten many of the basic principles. Even those who feel at home with figures sometimes find that what they learned at school is of little immediate help when they enter the world of business, either because they cannot apply their knowledge or because they are not sufficiently acquainted with the organisation and practices of modern commerce.

I have tried to overcome these difficulties and diversities of outlook in the following ways:

1 For the student of limited numeracy this book begins by taking him systematically through the basic processes of arithmetic which, right from the start, are applied to practical business problems.

2 For the student working alone there is an introduction to the practical problems of business. The successive stages of difficulty are explained with a wealth of worked, step-by-step examples, and self-examination questions, with answers, enable him to test his progress as he goes along.

The more numerate student might very well skip the first four chapters but, thereafter, he will find himself introduced to all the facets of the business world, and each one is explained with a variety of example and practical detail.

Teachers will welcome the break-down of the text into a series of working units, each followed by a progress test, and answers.

The coverage is wide, and should be adequate for most professional examinations in Arithmetic, up to the advanced level. There is also an introductory treatment of commonly used Statistical processes. Students working for the examinations of the principal Public Bodies will find a selection of past examination questions with answers.

It should be pointed out that these answers are the ones suggested by the author, and are not to be regarded as 'official' answers of the appropriate Examining Body.

In conclusion the author gratefully acknowledges permission to quote from the past examination questions of the following bodies:

Union of Lancashire and Cheshire Institutes (U.L.C.I.); the Royal Society of Arts (R.S.A.); the London Chamber of Commerce and Industry (L.C.C.).

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