

PREVIEW OF SPECIAL FEATURES



Before looking at how to succeed in each chapter, let's look at some special features.

- 1. The toll-free, 24-hour hotline.** This toll-free number allows you to call anytime and get extra help on any of the 22 summary practice tests located at the end of each chapter. I have recorded messages on how you should solve each problem. Think of this hotline as a pre-exam tune-up. The toll-free number is 1-800-338-9708.
- 2. Group activity: Personal Finance, a Kiplinger Approach.** In each chapter you can debate a business math issue based on a *Kiplinger's Personal Finance* magazine article that is presented. This is great for critical thinking, as well as improving your writing skills.
- 3. The Wall Street Journal newspaper.** This newspaper insert helps explain how to read *The Wall Street Journal*, as well as show how business math relates to it. The newspaper is page-referenced to the text and is very helpful for those who have not followed stocks, bonds, and mutual funds.
- 4. Business Math Handbook and Study Guide.** This reference guide contains all the tables found in the text. It makes homework, exams, etc. easier to deal with than flipping back and forth through the text. The *Handbook* also features a built-in study guide that provides self-paced worksheets that review each chapter's vocabulary, theory, and math applications. A set of 10 extra word problems for each chapter is included. Also included is a calculator reference guide with advice on how to use different calculators.
- 5. Blueprint aid boxes.** For the first eight chapters (not in Chapter 4), blueprint aid boxes are available to help you map out a plan to solve a word problem. I know that often the hardest thing to do in solving word problems is where to start. Use the blueprint as a model to get started.
- 6. Spreadsheet templates.** Excel® templates are available for selected end-of-chapter problems. You can run these templates as is or enter your own data. The templates also include an interest table feature that enables you to input any percentage rate and any terms. The program will then generate table values for you.
- 7. Business Math Internet Resource Guide.** This Guide lists websites covering topics from each chapter, as well as descriptions of what you can expect to find at each site. It is referenced on the Scrapbook page in the text and includes group projects you can work on using the exciting possibilities of the Web.
- 8. DVD-ROM.** The DVD packaged with the text includes practice quizzes, links to websites listed in the Business Math Internet Resource Guide, the Excel® templates, PowerPoint, videocases, and videos—which feature tutorials on all the Learning Unit Practice Quizzes.
- 9. The Business Math website.** Visit the site at www.mhhe.com/slater8e and find the Internet Resource Guide with hot links, tutorials, practice quizzes, and other study materials useful for the course.



HOW TO READ AND USE THE BOOK

The colors in this text have a purpose. You should read the description below, then look at several pages to see how it works.



Blue: Movement, cancellations, steps to solve, arrows, blueprints



Gold: Formulas and steps



Green: Tables and forms



Red: Key items we are solving for

Chapters

Each chapter is broken down into learning units. Each learning unit covers a key concept or a small group of concepts.

Learning Objectives

At the beginning of each chapter you'll find a list of learning objectives, along with financial tips and a timeline of events.



Practice Quizzes

At the end of each learning unit is a practice quiz, followed by solutions. These provide you with immediate feedback on your understanding of the unit. These are all solved on the DVD. Appendix A is a complete parallel set of quiz problems without solutions.

Chapter Organizer

At the end of each chapter is a quick reference guide called the Chapter Organizer and Study Guide. Key points, formulas, and examples are provided. A list of vocabulary terms is also included. All have page references. (A complete glossary is found at the end of the text.) Think of the chapter organizer as your set of notes and use it as a reference when doing homework problems, and to review before exams.

Critical Thinking Discussion Questions

These questions are intended to be thought-provoking and stimulate critical thinking.

Problems

At the end of each chapter is a complete set of drill and word problems. Solve as many as you can and then use the check figures for the odd-numbered problems that are located in Appendix C.



Challenge Problems

The last two word problems in each chapter let you “stretch” your business math skills. These are harder and require more effort.

Additional Homework Assignments by Learning Unit

At the end of the text in Appendix B is a complete set of drill and word problems arranged by learning unit. These can be used for additional reinforcement. Your instructor may ask you to turn these in. Check figures for the odd-numbered problems are shown in Appendix C.



Summary Practice Test

This is a test before the test. All questions are page referenced back to the topic so you can check your methods. The test is a combination of drill and word problems. Check figures for *all* practice tests are in Appendix C. Remember: There is a toll-free hotline to review these tests at 1-800-338-9708. You can call from anywhere anytime and you will hear recorded hints from me on each problem.

Business Math Scrapbook

At the end of each chapter you will find actual clippings from *The Wall Street Journal* and various other publications. These articles will give you a chance to use the theory provided in the chapter to apply to the real world. It allows you to put your math skills to work.

Cumulative Reviews

At the end of Chapters 3, 8, and 13 are word problems that test your retention of business math concepts and procedures. Check figures for *all* cumulative review problems are in Appendix C.



Video Cases on DVD

There are seven new video cases applying business math concepts to real companies such as Hotel Monaco, Louisville Slugger, American President Lines, Washburn Guitars, Online Banking, McDonald's, and Federal Signal Corporation. Video clips are included on the student DVD. Some background case information and assignment problems incorporating information on the companies are included at the end of Chapters 6, 7, 8, 9, 11, 16, and 21.

Compounding/ Present Value Overlays

A set of color overlays are inserted in Chapter 13. These color graphics are intended to demonstrate for students the concepts of present value and future value and, even more important, the basic relationship between the two.

Jeffrey Slater