

# London Examinations General Certificate of Education

## 7100 Ordinary Level Commerce

### Suggested Reading List

The following books may be of use to candidates who are sitting the Ordinary Level Commerce syllabus. The list given is not meant to be exhaustive and other books are available which can provide suitable material. It is not intended to suggest that a candidate should attempt to consult all of the books but rather select a few of them for study.

Candidates with little or no previous knowledge of the subject are recommended to read one of the introductory texts before using one of the main texts. The books within each category are to some extent alternatives, but there will be some variations in the syllabus coverage by each book and there will also be differences in emphasis. A single text can therefore provide only the main foundation for study and cannot be relied upon to cover every aspect of the subject, which may be examined.

In addition, Commerce is a subject, which is continually evolving in a changing world environment, and a textbook can never be fully up-to-date. Some of the books listed have been more recently revised than others, but they should always be supplemented wherever possible from contemporary sources such as newspapers and Government publications.

*Introductory Texts:*

<b>AUTHOR</b>	<b>Title/edition</b>	<b>Publisher/ISBN</b>
A. G. Hall	GCSE Commerce	Heinemann (1989) ISBN: 0 435 45551 6
W. G. Skinner	Business & Commerce Today	Hodder (1991) ISBN: 0 340 40702 6
A. T. Whitcomb	Comprehensive Commerce	Nelson (1987) ISBN: 0 17 438181 6
W. Jones	Revise Commerce – Complete Revision Course for GCSE	Letts Study Aid (1987) ISBN: 0 85097 777 0
R. Wells & C. Ferguson	Introducing Commerce	Longman (1987) ISBN: 0 582 22500 0

H. L. Jones & R. P. Jones	Groundwork of Commerce: Book 1	Edward Arnold (1983) ISBN: 0 7131 0728 6
H. L. Jones & R. P. Jones	Groundwork of Commerce: Book 2	Edward Arnold (1986) ISBN: 0 7131 7464 1

*Main Texts:*

<b>AUTHOR</b>	<b>Title/edition/ISBN</b>	<b>Publisher</b>
D. Loble	Success in Commerce	John Murray (1988) ISBN: 0 7195 4444 0
H. G. Hughes & J. W. Loveridge	Textbook of Commerce	Butterworth (1981) ISBN: 0 408 70928 6
R. R. Pitfield	Mastering Commerce	Macmillan (1982) ISBN: 0 333 30445 4
G. M. Whitehead	Commerce Made Simple	Heinemann (1981) ISBN: 0 434 98480 9
T. A. C. Shafto	Commerce: Structure and Practice	McGraw (1979) ISBN: 0 07 084679 X
J. L. Hanson	Structure of Modern Commerce	Pitman (1986) ISBN: 0 273 02532 5
L. W. T. Stafford	Modern Commercial Knowledge	Macdonald & Evans (1985) ISBN: 0 7121 0198 5