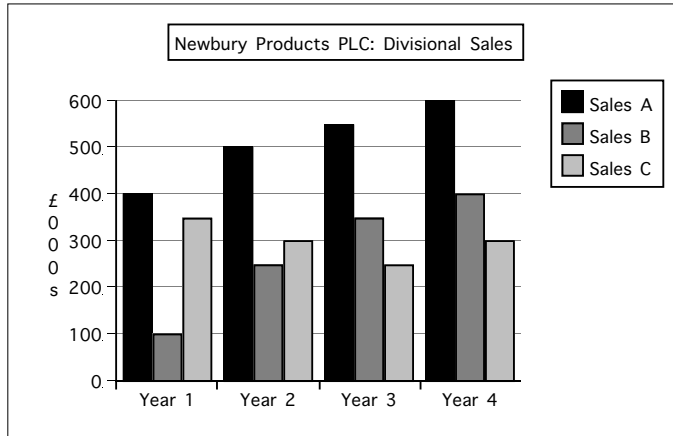


Work Effectively in Accounting Tutorial – errata

Page 120

The following answers were omitted from the 2010 printing of this book but are included in the 2011 reprinting.

3.5 This chart makes it easy to see the divisional sales trends, but less easy to see any group sales trend



3.6 Pie charts are excellent for showing proportions of a whole – and they are widely used for this – but they do not show relative quantities. They are therefore not very helpful in this context as they are clumsy in illustrating year-to-year trends: the eye cannot easily trace changes in sectors.

- 3.7
- mean £9.33
 - median £7.90
 - mode £11.00

The mean is the most arithmetically reliable as it takes all values into consideration.

The following corrections also relate to the 2011 reprinting of this book:

Page 121

The answers to 4.3 (a) and (b) should refer to 'complimentary close' rather than 'salutation'.

Page 127

The organisation chart from the AAT sample assessment should include the employee Mary Brown in the bottom right-hand box, where she joins Bob Ball and Lyn Dan.