

Name: Anuj Sapkota
Class: 8 Gr' B
Roll no: 6
Subject: OBTF

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1)

→ SWOT analysis is an analysis done for business and marketing planning. It is done on a sheet of paper which has many columns with rows which shows the analytical chart. SWOT analysis has a full form, too. It stands for Strengths, Weaknesses, Opportunities and Threats. In SWOT, Strength means the resources which give the companies a competitive advantage. In SWOT, weaknesses are the most important part as if the companies want to succeed, they think how to go against the rival companies and it makes them stronger. In SWOT, opportunities are the cash and financing resources which come as a one time chance to quickly grow their market by spending more money on their advertisement. At last, threats means the thing which shows how a company is vulnerable to developments in the marketplace. It is similar to weaknesses.

2.)

Vocational education is the type of education which focuses on training more and practical more than theory. It is skill based education. It is very important. Its importance are;

- It provides skills and work techniques which helps to provide employment.
- to prepare background for successful career.

- It helps to create self employment.
- To use available resources.
- It can be alternative to normal school education for the economically backwards.

3.

- Problem solving skills are the 1 solution of such activities which require solutions.
- Its stages are:
 - Problem identification:
 - It includes understanding the nature of the problem and defining the problem.
 - Structuring the problem.
 - It is all about analysis of problem.
 - Looking for possible solution:
 - It focuses on possible solution for the identified problem.
 - Making decision.
 - It includes selection of best alternative among various alternatives.
 - Implementation:
 - It involves accepting and carrying out the chosen course of action.
 - Seeking feedback.
 - It is about reviewing the outcome.

4 → Involvement of people is the heart of local level business. Its advantages are;

- It ~~is~~ will create positive goodwill in the business.
- It will attract more employees.
- It will increase our dignity and reputation in business.
- It will strengthen the relationships among other businesses.
- It will develop our personal skills and create a sense of pride in business.