**BUSINESS ESSENTIALS**

**Element 3: Learning Outcome 10: Activity 1**

**New ways of working: outsourcing and offshoring**

* Define outsourcing.
* Provide examples of outsourcing.
* Define offshoring.
* Provide examples of offshoring.

To prepare for the class discussion, list the advantages and disadvantages of outsourcing and provide reasons for each.

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| **Advantages of outsourcing** | **Disadvantages of outsourcing** |
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