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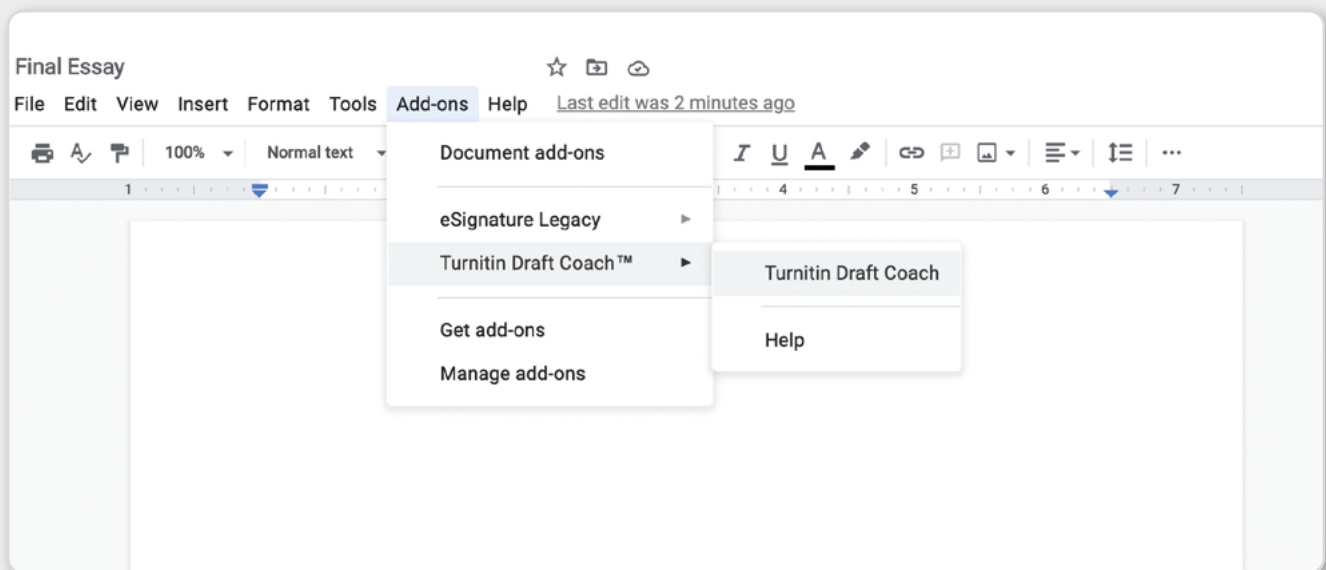
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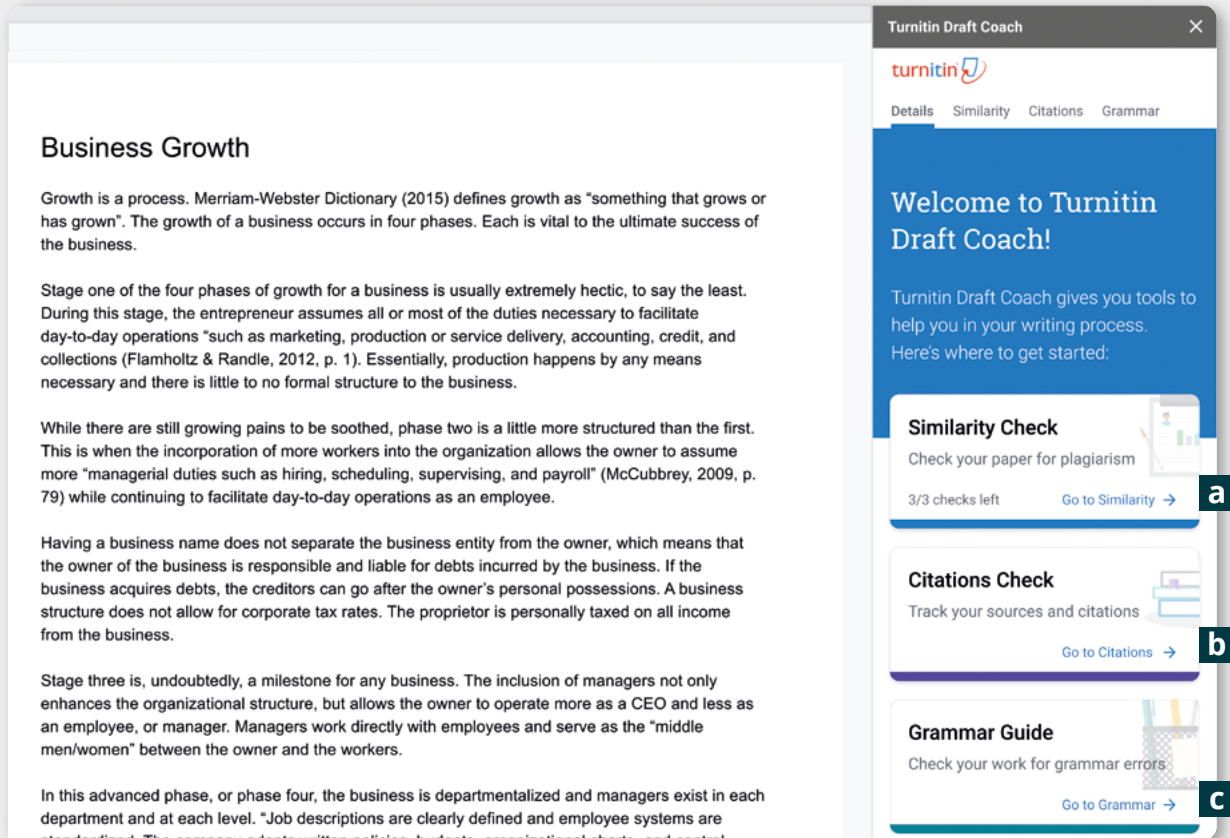
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1. Abra o Google Docs usando sua conta do Google fornecida pela instituição de ensino.
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2. Clique na guia **Add-Ons** e, em seguida, **Turnitin Draft Coach**.



3. A barra lateral do Draft Coach aparecerá à direita do documento. Aceite os termos e condições clicando na caixa "I agree..." -- *você só precisará fazer isso na primeira vez que usar o Draft Coach.*

4. Para identificar problemas de similaridade, gramática e citações, clique em: **a** Go to Similarity, **b** Go to Citations, ou **c** Go to Grammar. *Você pode executar um máximo de 3 verificações de similaridade.*



Business Growth

Growth is a process. Merriam-Webster Dictionary (2015) defines growth as "something that grows or has grown". The growth of a business occurs in four phases. Each is vital to the ultimate success of the business.

Stage one of the four phases of growth for a business is usually extremely hectic, to say the least. During this stage, the entrepreneur assumes all or most of the duties necessary to facilitate day-to-day operations "such as marketing, production or service delivery, accounting, credit, and collections (Flamholtz & Randle, 2012, p. 1). Essentially, production happens by any means necessary and there is little to no formal structure to the business.

While there are still growing pains to be soothed, phase two is a little more structured than the first. This is when the incorporation of more workers into the organization allows the owner to assume more "managerial duties such as hiring, scheduling, supervising, and payroll" (McCubbrey, 2009, p. 79) while continuing to facilitate day-to-day operations as an employee.

Having a business name does not separate the business entity from the owner, which means that the owner of the business is responsible and liable for debts incurred by the business. If the business acquires debts, the creditors can go after the owner's personal possessions. A business structure does not allow for corporate tax rates. The proprietor is personally taxed on all income from the business.

Stage three is, undoubtedly, a milestone for any business. The inclusion of managers not only enhances the organizational structure, but allows the owner to operate more as a CEO and less as an employee, or manager. Managers work directly with employees and serve as the "middle men/women" between the owner and the workers.

In this advanced phase, or phase four, the business is departmentalized and managers exist in each department and at each level. "Job descriptions are clearly defined and employee systems are standardized. The company adopts written policies, budgets, organizational charts, and control

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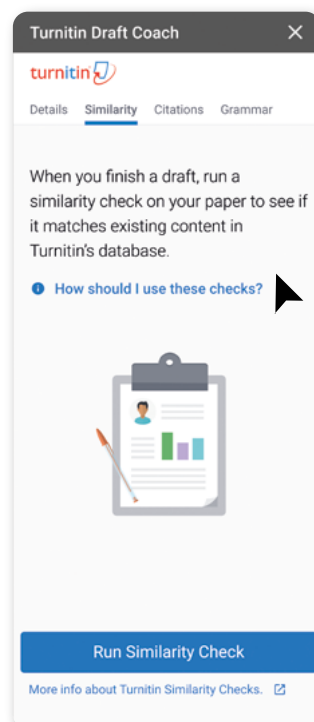
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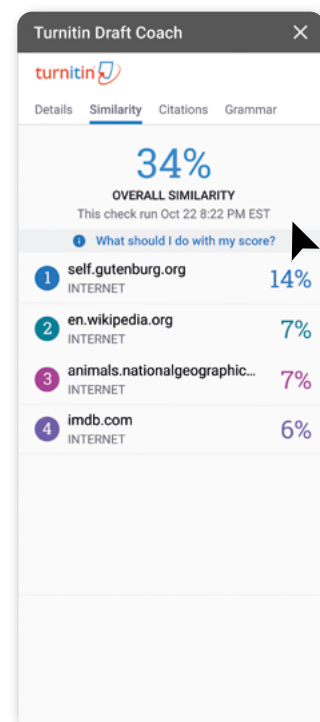
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