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a six level paired skills series that helps students to think critically and succeed academically the third edition builds on q skills for success question centered approach with even more critical thinking up to date topics and 100 new assessment

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people skills third edition

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much of the material in this book was previously published in classroom teaching skills a handbook and classroom teaching skills a workbook both c1977

this text focuses on the skills social workers use in the helping process it defines illustrates and teaches helping skills and provides manageable models for understanding them the book also looks at the underlying process and its associated set of core skills a range of helping situations are addressed so that social workers can find useful models to incorporate into their own work the core processes and skills are identified in the chapters on work with individuals and reappear in the discussions of group family and community work

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this book presents techniques and guided practice at will enable readers to accomplish reading tasks within an efficient and realistic framework new chapters on visuals teach students how to read and interpret visuals and graphics maps tables pie charts diagrams etc and how to use internet electronic resources and multimedia study aids more than 75 new exercises are included

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