

Elements Of Business Writing Guide To Writing Clear Concise Letters Memos Reports Proposals And Other Business Documents

Elements Of Business Writing Guide To Writing Clear Concise Letters Memos Reports Proposals And Other Businesss

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written outputs are the primary mechanism for researchers advisors academics and managers of every kind to deliver value yet few knowledge workers are trained writers clear concise compelling tackles this essential education gap head on providing readers with the equivalent of an engaging two day master class on writing to deliver value

in spite of the proliferation of online learning creating online courses can still evoke a good deal of frustration negativity and wariness in those who need to create them the second edition of essentials of online course design takes a fresh thoughtfully designed step by step approach to online course development at its core is a set of standards that are based on best practices in the field of online learning and teaching pedagogical organizational and visual design principles are presented and modeled throughout the book and users will quickly learn from the guide s hands on approach the course design process begins with the elements of a classroom syllabus which after a series of guided steps easily evolve into an online course outline the guide s key features include a practical approach informed by theory clean interior design that offers straightforward guidance from page one clear and jargon free language examples screenshots and illustrations to clarify and support the text a checklist of online course design standards that readers can use to self evaluate a companion website with examples adaptable templates interactive learning features and online resources essentialsfonlinecoursedesign.com essentials of online course design serves as a best practice model for designing online courses after reading this book readers will find that preparing for online teaching is a satisfying and engaging experience the core issue is simply good design pedagogical organizational and visual for more of marjorie vai in her own words listen to this 2011 interview from the on teaching online podcast on teachingonline.com oto 16 essentials of online course design with marjorie vai

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thinking and audience awareness encouraging writers to develop their own voice and tailor arguments effectively rather than providing rigid rules it promotes an active approach to writing emphasizing creativity and critical analysis the book progresses logically building from basic concepts to more complex elements of essay construction ensuring a solid foundation in academic writing

contents 1 an introduction to media and journalism 2 introduction to cyber media and social media 3 core skills in print media 4 core skills in electronic media 5 basics of reporting 6 basics of feature writing 7 basics of editing 8 advertisement additional information the author of this book is r bansal

the trainer s handbook of leadership development offers facilitators human resource professionals and consultants a wide variety of tools and techniques for developing leadership competencies and characteristics drawing on research from such giants in the leadership field as warren bennis ken blanchard james kouzes and barry posner the book s thought provoking activities are designed to create real and lasting behavior change the trainer s handbook of leadership development features the proven activities and tools that will involve and inspire participants to develop the skills and characteristics that will equip them to lead us into the future karen has brought together a powerful collection of tools competency models exercises and training necessary for developing leaders in today s workplace i recommend this book for anyone who is implementing a leadership development program within their organization it could easily be used to build the entire program from scratch louis carter ceo best practice institute what a gem of a book karen lawson has written drawing on research by leadership gurus karen presents 45 competencies and characteristics critical to leadership excellence she mines each of these facets for a solid definition and the significance of each although many authors shy away from discussing leadership qualities such as authenticity and empathy karen deals with them directly she presents activities that future leaders can use to explore personal leadership qualities this book is 24kt gold if you are a leadership development professional this book is sure to become your gold standard when searching for creative yet practical ways to help develop others into outstanding leaders of the future elaine biech editor the astd leadership handbook and author the business of consulting developing the complex skills of leadership is critical for personal and organizational success if you are responsible for helping others build these skills this book deserves a spot on your bookshelf or maybe your desk because you will use it often kevin eikenberry author remarkable leadership unleashing your leadership potential one skill at a time

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there is a clear tendency to consider the errors committed by learners in the process of learning a foreign language not as a negative aspect but as a natural process in the development of their language skills in the past teachers and researchers pondered these errors as something unfavorable something to prevent from occurring at all costs in order to regulate this appearance of errors many researchers in the field of foreign language technical teaching have started to study and track the errors made by these students knowing the most common types of errors is an important and necessary step to inform teachers about where to direct their efforts regarding the most problematic areas students face while producing their technical writing assignments in a foreign language cases on error analysis in foreign language technical writing provides relevant theoretical foundations and the latest empirical research findings in the area of error analysis in foreign language technical writing this book also summarizes the experience of teaching a foreign language for professional purposes in various fields of higher education covering topics such as error analysis lexical skills and writing outputs this casebook is an essential resource for preservice teachers educators administrators librarians researchers and academicians

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it s a profession where the dynamics of fear fast cars faster money and spontaneous yet controlled violence need to be properly understood you must balance brute force with intelligent instinct know every escape route blindfolded and spot the trouble makers before they make their move because when you re leaving the scene of a crime at 100mph just one forced error can spell death this is the phenomenal autobiography of one of the most daring armed robbers of his generation he reveals the secrets of his success and tells how while on the run he came to be britain s most wanted criminal leading to the gripping chain of events that led to his last ill fated job it was a job that nearly cost him his life and left him facing a 20 year stretch

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