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this book aims to provide crucial insights into various facets of developing one's personality as well as to improve written verbal and non verbal communication skills special attention has been paid to the specific needs of a job aspirant such as writing of effective cvs participation in group discussions tackling job interviews and to hone one's public speaking and speed reading skills

a skill as it is understood in everyday parlance refers to either the actively and consciously learned or the innate and intrinsic ability to act towards the achievement of a goal or a set of goals with steadfastness determined precision and vigour and through the use of fixed and a calculated amount of time energy and financial resources skills are often subdivided into general and activity specific or focused skills common examples of general skills include general and time management hard work and commitment teambuilding and teamwork and thought leadership besides self and third party motivation in contrast activity or domain specific skills refer to those skills that are applicable only for a specific kind of activity for e g carrying out a military operation or achieving expertise on a particular subject a skill may be called an art when it represents a body of knowledge or branch of learning such as in the case of the art of precision surgery or the art of warfare all types of human quotidian activities require some type of skills though the degree and extent of skills may vary on a case to case basis jobs also require some kinds of skills to varying degrees and jobs may be classified and categorized into unskilled jobs semi skilled jobs and skilled jobs examples of unskilled jobs include that of a restaurant waiter this kind of job however requires a basic degree of skills such as customer management and customer service examples of semi skilled jobs include that of a chef while examples of a job requiring a high degree of skills may be that of an aeronautical engineer the latter requires years of training and practice and many formal certifications to boot

communication has an important place in human society social awareness is the product of communication communication is the process of transmitting information and common understanding from one person to another the study of communication is important because every administrative function and activity involves some form of direct or indirect communication communication is the basis of social interaction communication skill can decide our success in social life in general and professional life in particular in the process of communication the sender of the message and its receiver may have to face certain obstacles called barriers of communication

this edited book focuses on the possible education responses that can be implemented in future education times the impact of technology on learning and teaching is often

at the forefront of demands particularly from those who dictate the funding available to pay for technology within education systems this is not an unreasonable request and there is merit in impact evaluations of educational technologies including emerging technologies besides it also shows how emerging technologies including artificial intelligence blockchain educational games and virtual reality augmented reality will reshape the future of education to provide efficient learning teaching experiences and assessments furthermore the book discusses innovative teaching and learning approaches e g the use of open educational practices and peer to peer learning that can be applied in this rapidly moving technological era to maintain education including in unconditional times particularly new instructional methods such as game based learning should be designed based on integrated technologies to provide an effective learning experience resulting in better learning outcomes future education should not solely focus on technology and psychology but also on the applied instructional methods as well as the human touch to maintain authentic and effective learning experiences the book also discusses how teaching and learning can be designed to meet the growing tendency of open and distance education where thousands of learners can be taken the same course from different cultures backgrounds and learning needs this book aims to establish itself through the published books textbooks and research as a medium to provide guidelines and recommendations for different stakeholders including policymakers educational designers teachers and students on how to enhance both learning and teaching experiences in the future for better learning outcomes as well as how to maintain education in emergency times it also provides one step ahead towards future education to prepare different stakeholders for the rapid evolution of education even in times of emergency and difficult situations

mountain areas cover almost one quarter of the earth's land surface with a quarter of the global population living on them or very close by and they are sources of water food timber minerals and other natural resources they provide many opportunities for recreation as well as being centres of biological and cultural diversity and religious significance unfortunately mountain environments and populations are also particularly threatened by climate change and political conflicts and their inhabitants include many of the poorest and most vulnerable in the world this publication includes a number of papers which explore a range of sustainable development challenges for mountain regions

the younger generation today aspires to work for multinational corporations large organizations or the civil services as these are more remunerative or invest them with more power and with the competition becoming stiffer each passing day the ability to communicate effectively precisely as well as acquiring communication skills has

become an important determinant in getting jobs and subsequent growth and development a plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication and more so in technical communication this comprehensive book on basic technical communication strives to focus on the communication skills needed by professionals one of the major aims of this text is to enable students to acquire proficiency in the english language divided into five parts and 19 chapters the text deals with the four essential ingredients of communication reading writing listening and speaking skills as well as their importance objectives types and methods of improving these skills the book also discusses how these skills can be effectively applied and provides considerable practice exercises key features the text is logically organized with adequate practice in each part gives emphasis on grammar and pronunciation provides plenty of vocabulary on commonly mis spelt words difficult words foreign words and so on this student friendly book suffused with practical examples is primarily intended as a textbook for the first year students of engineering b tech of uttarakhand technical university for their course on basic technical communication it will also be of immense benefit to undergraduate students and technical professionals across the country

ayurveda which literally means the science or knowledge of life is the traditional medical system of india its origin dates back an estimated 5 10 000 years and it is widely considered to be the oldest form of health care in the world ayurveda is based on the premise that disease is the natural end result of living out of harmony with our environment natural is an important word because ayurveda understands that symptoms of disease are the body s normal way of communicating disharmony with this understanding of disease ayurveda s approach to healing becomes obvious to reestablish harmony between a person and environment once reestablished the need for the body to communicate disharmony diminishes symptoms dissipate and healing is said to have occurred through various chapters the author dr murli manohar gives out the ayurvedic concepts of health treatment diagnosis by ayurveda role of diet and season in health disease symptoms causes prevention treatment nutrition diet herbal therapies nature cure for common and chronic ailments

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this volume makes use of comparative case studies to show sustainable development activities within the natural parks and reserves of asia the americas africa europe and australia

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