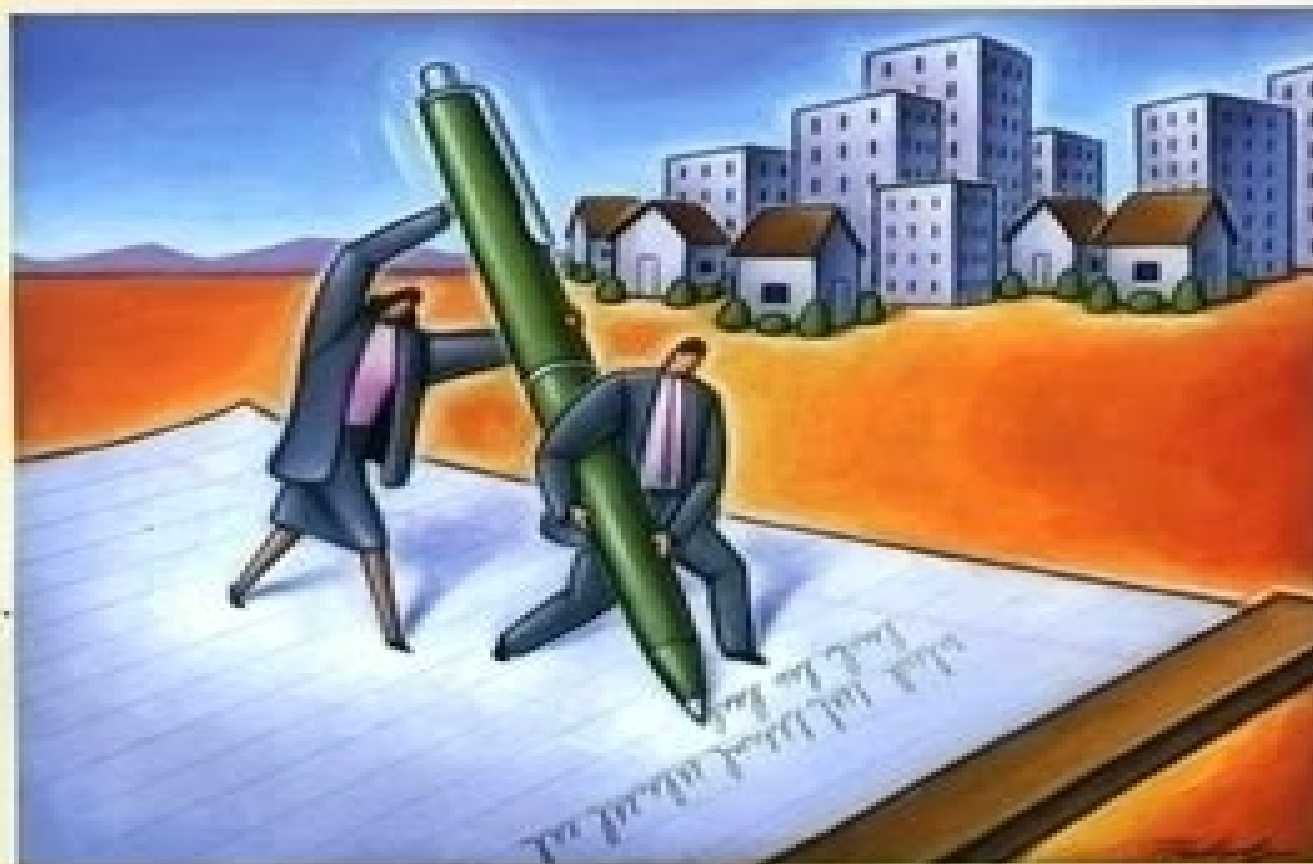




QUICK SKILLS

Writing in the Workplace



Quick Skills Writing In The Workplace

**Ruben Dupertuis, Chad Spigel, Jenny
Olin Shanahan, Gregory Young**



Quick Skills Writing In The Workplace:

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Humphrey, Doris D. Humphrey, 2000 This book enhances the opportunity for career success by targeting fundamental skills needed in today's workplace Covering topics such as changing a bad attitude building relationships and seeing oneself as others see them Attitude and Self Esteem will provide the basis to feeling confident in both attitude and self presentation

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Reading and Writing in the Global Workplace Beatrice Quarshie Smith, 2012-01-01 Reading and Writing in the Global Workplace Gender Literacy and Outsourcing in Ghana by Beatrice Quarshie Smith explores the conditions that underlie the outsourcing of US data processing work in Ghana Here Beatrice Quarshie Smith describes the convergence and interplay of at least four different socio economic forces 1 the digital and satellite technology enabling virtual environments for global outsourced data processing 2 the historical development of Ghana as a politically stable Anglophone society with a relatively strong tradition of public education 3 the neoliberal economic restructuring policies advanced by the World Bank and the International Monetary Fund and 4 the ready availability of women seeking to enter the formal wage economy either to seek independence from their roles within traditional families or in order to support their families The author's comparative study of two distinctly different workplaces reveals significant insights about problems of organizational hierarchy and management employee relations in the cross cultural environments of outsourced business and IT process work Through extensive interviews the book sheds light on the educational backgrounds day to day struggles fears and aspirations of the workers Quarshie Smith develops this multi faceted analysis with keen insights into the representational limitations and ethical responsibilities of the researcher This pioneering study about outsourced data processing work in West Africa opens up a new area for research and offers a fresh perspective from which to consider outsourcing in other regions of the globe

Resources in Education, 1999-04 *The SAGE Guide to Writing in Criminal Justice* Steven Hougland, Jennifer M. Allen, 2019-02-26 The SAGE Guide to Writing in Criminal Justice provides students studying crime with a how to manual for effective writing in institutions of higher learning professional settings public and private agencies and beyond It is an easy

accessible resource for anyone hoping to learn the nuts and bolts of writing for criminal justice audiences Christina Mancini Virginia Commonwealth University Wilder School of Government and Public Affairs The SAGE Guide to Writing in Criminal Justice equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Steven Hougland and Jennifer M Allen interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident report writer and student in criminal justice Students are also exposed to a number of best practices for academic and professional writing such as research papers resumes and cover letters and report writing The perfect companion for any introductory criminal justice course this brief text focuses on key topics that will benefit students in their classes and in the field **Undergraduate**

Research in Religious Studies Ruben Dupertuis, Chad Spigel, Jenny Olin Shanahan, Gregory Young, 2023-05-30

Undergraduate Research in Religious Studies provides students and faculty with an invaluable guide to conducting research projects across all areas in the study of religion With an emphasis on student faculty collaboration this concise book addresses the key areas methods and practical issues to inform the practice of original undergraduate research across a wide range of subdisciplines In fourteen short chapters the authors lay out the stages of the research process and different research methodologies discuss approaches examples and ethical issues particular to religious studies and address the unique value and challenges of collaborative research with undergraduate students including case studies of student faculty collaboration Designed to be utilized by students and faculty as both a textbook and reference this book offers an essential resource for all those engaging in or leading undergraduate research across religious studies *How to Write Fast Under Pressure* Philip Vassallo, 2010 The book s approach is based on the mnemonic DASH the four critical components most needed for writers working under pressure direction acceleration strength and health BOOK JACKET

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 - Chapter 3: Quick Skills Writing In The Workplace in Everyday Life
 - Chapter 4: Quick Skills Writing In The Workplace in Specific Contexts
 - Chapter 5: Conclusion
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