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William K. Horton



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Secrets of User-seductive Documents W. Horton,1991 **Business Communication** Peter Hartley,Clive Bruckmann,2008-01-28 This is a wide ranging up to date introduction to modern business communication which integrates communication theory and practice and challenges many orthodox views of the communication process As well as developing their own practical skills readers will be able to understand and apply principles of modern business communication Among the subjects covered are interpersonal communication including the use and analysis of nonverbal communication group communication including practical techniques to support discussion and meetings written presentation including the full range of paper and electronic documents oral presentation including the use of electronic media corporate communication including strategies and media The book also offers guidelines on how communication must respond to important organizational issues including the impact of information technology changes in organizational structures and cultures and the diverse multicultural composition of modern organizations This is an ideal text for undergraduates and postgraduates studying business communication and through its direct style and practical relevance it will also satisfy professional readers wishing to develop their understanding and skills **Professional and Business Communication** Peter Hartley,Susie Marriott,Helena Knapton,2023-05-30 This new edition of Professional and Business Communication is an ideal core communications textbook for students on business management and professional courses preferring a practice focused and colloquial approach that combines accessibility with key theory Techniques and processes detailed in the book include planning and preparing written communication effective structures in documents diverse writing styles managing face to face interactions using visual aids delivering presentations and organising effective meetings The third edition of this popular text has been thoroughly revised and updated to cover the dramatic shifts in communication practices that have been driven by remote working and increased technology use It explores the current and likely future impact of these changes on communication practices both for good borderlessness flexibility and bad isolation burnout fatigue and looks at contemporary trends and future developments This edition has also been revised to include even more examples cases tasks activities and discussion topics with pedagogical features designed to aid international students This popular text and the accompanying website will continue to support students on business management and professional courses for years to come **Learning to Write Effectively: Current Trends in European Research** Mark Torrance,Denis Alamargot,Montserrat Castelló,Franck Ganier,Otto Kruse,Anne Mangen,Liliana Tolchinsky,Luuk van Waes,2012-09-05 This book provides a detailed overview of current or recent research exploring a wide range of ideas theories and practices around written text production European researchers from a broad range of disciplines brought together under the European Research Network on Learning to Write Effectively were instructed to contribute short papers summarising their current activity The papers are grouped around the four main themes The first deals with issues around the development of basic low level writing skills mainly in the early years

of education The second section focuses directly on issues around the teaching and learning of writing This is divided into five parts that describe evaluations of different forms of writing instruction research exploring the processes by which writers learn methods of text assessment in educational contexts research exploring the effects of various learner and teacher variables on the development of writing skill and conceptions of and variation in educational text genres The third section reports research exploring effective document design The final section has a main focus on tools for exploring the writing process

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Designing Web-Based Training William Horton,2000-02-23 The surge in the number of online training sites has created an unprecedented demand for experts who know all aspects of Web based training WBT site design Written by bestselling author William Horton this book provides the hands on and practical guidance that trainers demand Packed with over 100 examples this well illustrated guide walks you through every phase of designing WBT from analyzing your course requirements and assessing the needs of potential students to designing a course for a global audience You ll find out how to combine elements into effective and interesting learning sequences discover how to overcome any technical hurdle that may arise how to offer materials that motivate learning and how to use Web technologies to create 21st century alternatives to traditional courses Praise for Designing Web Based Training Horton has done it again He s addressed the cutting edge problem of Web based training design with his pragmatic research based approach His work is task oriented and down to earth He doesn t waste our time with excessive educational philosophy In short comprehensive overview practical advice engaging presentation Robert E Horn Author Visual Language Global Communication for the 21st Century As each new media wave is adopted for instructional pur poses there is a lag in effective exploitation of the unique features the medium brings for supporting learning Designing Web Based Training bridges the gap by providing a rich and detailed reference Ruth Clark EdD President Clark Training Consulting Designers have been seeking guidance on how to exploit the Web s distribution potential while combining it with powerful instructional programs Horton provides structure stimulation and substance in this important book Web based training is definitely what is happening now Designing Web Based Training will be a de facto classic in the field Gloria Gery Principal Gery Associates Author Making CBT Happen The companion Web site at www.wiley.com

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