

1. Record Nr.	UNINA9910459695403321
Autore	Rai Urmila
Titolo	Business communication [[electronic resource] /] / Urmila Rai, S.M. Rai
Pubbl/distr/stampa	Mumbai [India], : Himalaya Pub. House, 2008
ISBN	1-282-81337-4 9786612813375 1-4416-7594-9 93-5043-199-8
Edizione	[1st ed.]
Descrizione fisica	1 online resource (223 p.)
Altri autori (Persone)	RaiS. M
Disciplina	650/.0141
Soggetti	Business communication Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	COVER; CONTENTS; CHAPTER 1 : FUNDAMENTALS OF COMMUNICATION; CHAPTER 2 : TYPES OF COMMUNICATION; CHAPTER 3 : MEDIA OF COMMUNICATION; CHAPTER 4 : CONCEPT AND PRACTICE OF EFFECTIVE COMMUNICATION; CHAPTER 5 : BARRIERS TO EFFECTIVE COMMUNICATION; CHAPTER 6 : METHODS TO IMPROVE COMMUNICATION SKILLS; CHAPTER 7 : LISTENING; CHAPTER 8 : WRITTEN COMMUNICATION SKILLS; CHAPTER 9 : LAYOUT OF A BUSINESS LETTER; CHAPTER 10 : TYPES OF LETTERS; CHAPTER 11 : BANKING CORRESPONDENCE; CHAPTER 12 : INSURANCE LETTERS; CHAPTER 13 : SECRETARIAL CORRESPONDENCE; CHAPTER 14 : SALES LETTERS CHAPTER 15 : PREPARING PROMOTIONAL MATERIALCHAPTER 16 : STRUCTURE OF A REPORT; CHAPTER 17 : PRINCIPLES OF WRITING REPORTS; CHAPTER 18 : ORAL COMMUNICATION SKILLS; CHAPTER 19 : UNDERSTANDING THE AUDIENCE; CHAPTER 20 : LANGUAGE AND TONE OF ORAL COMMUNICATION; CHAPTER 21 : UNDERSTANDING BODY LANGUAGE
Sommario/riassunto	This is a handbook of Business Communication for students as well as for professionals and business persons. It gives a sound understanding of communication theory and the principles of effective

communication, both oral and written. It contains many communication techniques and tips for handling delicate situations tactfully. Besides a number of illustrative examples, every chapter has practice exercises. This ninth revised edition takes into account the communication needs of business people. Topics such as dealing with cross-cultural communication, choosing the most effective medium for convey

2. Record Nr.

UNINA9910797933503321

Titolo

Colonial heritage, memory and sustainability in Africa : challenges, opportunities and prospects / / edited by Munyaradzi Mawere & Tapuwa R. Mubaya

Pubbl/distr/stampa

Bamenda, Cameroon : , : Langaa Research & Publishing CIG, , 2016
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ISBN

9956-763-25-X

Descrizione fisica

1 online resource (376 p.)

Disciplina

338.9607

Soggetti

Sustainable development - Africa
Decolonization - Africa
Postcolonialism - Africa

Lingua di pubblicazione

Inglese

Formato

Materiale a stampa

Livello bibliografico

Monografia

Note generali

Description based upon print version of record.

Nota di bibliografia

Includes bibliographical references at the end of each chapters.

Nota di contenuto

1. Colonial heritage, memory, and sustainability in dialogue : an introduction / Munyaradzi Mawere -- 2. Presentism, contested narratives and dissonances in Zimbabwe's liberation war heritage : the case of Joice Mujuru / Fidelis P.T. Duri -- 3. Memorial heritage as fountain of peace and justice in Africa : the case of Ifa in Nigeria / Okewande Oluwole Tewogboye -- 4. Historic buildings, sustainability and colonial heritage in Zimbabwe / Munyaradzi Mawere & Tapuwa R. Mubaya -- 5. Africa must get rid of colonial debris / Nkwazi Mhango -- 6. Africa and the future of colonial past / Layo Ogunlola -- 7. The challenges of honouring female liberation war icons in Zimbabwe : some discourses about the National Heroes Acre / Ngonidzashe Marongwe & Blessed Magadzike -- 8. When Yaa Asantewaa meets

Deborah : an African and Biblical dialogue on women leadership in liberation war / Kojo Okyere -- 9. Memorialisation of Liberation War heritage in Africa : an appraisal of some selected Zimbabwean landscapes of cultural memory in Mozambique and Zimbabwe / Tapuwa R. Mubaya, Munyaradzi Mawere & Lovemore Mandima -- 10. Akan Asafo Company : a practical model for achieving true African liberation and sustainable development / George Anderson Jnr. -- 11. Exploring Zimbabwe's liberation heritage : an assessment of the potential of "protected villages" as a significant heritage typology / Godhi Bvocho & Farai Mudododzi Chabata -- 12. Cultural heritage in Ghana : a vehicle for sustainable development? / Richard Asante -- 13. Synergy and dissonance between history and heritage : problematising heroism and the National Heroes' Acre in the context of Zimbabwe's liberation war /Fidelis Peter Thomas Duri -- 14. The rhetoric of genocide in Africa : memory and trauma in three selected literary works / Moussa Traore.

Sommario/riassunto

This book serves as a drive and medium for constructive analysis, critical thinking, and informed change in the broad area of cultural heritage studies. In Africa, how to overturn the gory effects and reverse the wholesale obnoxious and unpardonable losses suffered from the excruciating experience of colonialism in a manner that empowers the present and future generations, remains a burning question. Colonial and liberation war heritage have received insignificant attention. The relevance, nature, and politics at play when it comes to the role of memory and colonial heritage in view of nation-building and sustainability on the continent is yet to receive careful practical and theoretical attention and scrutiny from both heritage scholars and governments. Yet, colonial heritage has vast potentials that if harnessed could reverse the gargantuan losses of colonialism and promote sustainable development in Africa. The book critically reflects on the opportunities, constraints, and challenges of colonial heritage across Africa. It draws empirical evidence from its focus on Zimbabwe, South Africa, Nigeria, Ghana, Zambia, and Mozambique, to advance the thesis that cultural heritage in Africa, and in particular colonial heritage, faces challenges of epic proportions that require urgent attention.

3. Record Nr.	UNINA9910777323903321
Autore	Schaffner-Goldberg Gertrude
Titolo	Diminishing Welfare [[electronic resource]] : A Cross-National Study of Social Provision
Pubbl/distr/stampa	Westport, : Greenwood Publishing Group, Incorporated, 2001
ISBN	1-4294-7534-X 0-313-07435-6
Descrizione fisica	1 online resource (400 p.)
Altri autori (Persone)	RosenthalMarguerite G
Disciplina	361.9
Soggetti	Public welfare -- Cross-cultural studies Social policy -- Cross-cultural studies Welfare state -- Cross-cultural studies Social Welfare & Social Work - General Social Welfare & Social Work Social Sciences
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	""Contents""; ""Acknowledgments""; ""Diminishing Welfare""; ""Chapter 1 Introduction: Three Stages of Welfare Capitalism Gertrude Schaffner Goldberg""; ""Chapter 2 More than Reluctant: The United States of America Gertrude Schaffner Goldberg""; ""Chapter 3 Downloading the Welfare State, Canadian Style Patricia M. Evans""; ""Chapter 4 Sweden: Temporary Detour or New Directions? Helen Lachs Ginsburg and Marguerite G. Rosenthal""; ""Chapter 5 Diminishing Welfare: The Case of the United Kingdom Jane Millar""; ""Chapter 6 The Triple Exceptionalism of the French Welfare State Mark Kesselman"" ""Chapter 7 The Dismantling of Welfare in Germany Gerhard BaA? cker and Ute Klammer""""Chapter 8 Diminishing Welfare: The Italian Case Enrica Morlicchio, Enrico Pugliese, and Elena Spinelli""; ""Chapter 9 Hungary: Retrenchment amid Radical Restructuring Phineas Baxandall""; ""Chapter 10 Is the Japanese- Style Welfare Society Sustainable? Masami Nomura and Kimiko Kimoto""; ""Chapter 11 Diminishing Welfare: Convergence toward a Liberal Model? Gertrude Schaffner Goldberg""; ""Bibliographical Essay Marguerite G. Rosenthal""; ""Index""; ""About the

Contributors"
