

1. Record Nr.	UNINA9910954017103321
Autore	Al-Maskari Khaled Mohamed <1972->
Titolo	A practical guide to business writing : writing in English for non-native speakers / / Khaled Mohamed Al Maskari
Pubbl/distr/stampa	Chichester, West Sussex., : Wiley, 2012
ISBN	9781283645294 1283645297 9781118410776 1118410777
Edizione	[1st ed.]
Descrizione fisica	1 online resource (170 p.)
Disciplina	808.06/665
Soggetti	Business writing Business communication
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 and index.
Nota di contenuto	Copyright page; Title page; Contents; About the Author; Foreword; Preface; Introduction; What Does this Book Cover?; Chapter 1: Business Writing Style; 1. Keep your purpose, readers and content in mind; 2. Keep your sentences short; 3. Use positive language; 4. Use linking words; 5. Use simple, familiar words; 6. Use the passive voice for specific reasons; When to use the passive voice?; 7. Use bullet points and numbered lists correctly; When to use bulleted and numbered lists; Put lists of items in parallel form; 8. Use tables and charts effectively; Tables; Charts; Line chart; Pie chart Bar chartFlow chart; 9. Use impersonal style when expressing opinions; 10. Avoid outdated expressions; 11. Avoid repetition; 12. Avoid turning verbs into nouns; Summary; Chapter 2: Business Memos; 1. Heading; 2. Purpose; 3. Body; 4. Conclusion; 5. Closing; 6. Carbon copy "CC"; Common types of memos; 1. To inform; 2. To request; 3. To instruct; 4. To recommend; 5. To respond; 6. To complain; 7. To remind; 8. To show appreciation; Summary; Chapter 3: Business E-mails; 1. Write a clear subject line; 2. Use the "cc" button; 3. Use the Out of Office Assistant How to use the Out of Office Assistant4. Use attachments for long

documents; 5. Keep your message short; 6. Don't use e-mail for immediate action; 7. Use spell check; Frequently misspelled business words; 8. Use courteous language; 9. Provide an action statement when necessary; 10. Identify yourself clearly; 11. Do not overuse abbreviations; 12. Do not use all capitals when typing; Summary; Chapter 4: Common Writing Errors; Chapter 5: Useful Business Phrases; 1. Referring to a previous communication; 2. Requests; 3. Referring to a negative issue; 4. Enclosing documents; 5. Condolences 6. Congratulations 7. Apologies; 8. Recommendations; 9. Closing phrases; Chapter 6: Avoid Confusing Words; Chapter 7: Personal Business Documents; 1. Employee request; 2. Congratulations; 3. Appreciation; References; Acknowledgements; Index

Sommario/riassunto

Nowadays, letters, reports and emails are vital components of business practice. Communication is increasingly global, but it's not any easier to understand or contribute to for non-fluent English speakers. There is increasing pressure to be able to produce effective documents for a business environment but little help out there to do so efficiently, resulting in wasted time and uncomfortable business communication. This book provides a wealth of practical information for any person who aims to produce short, effective documents within the work environment. It offers sensible, valuabl

2. Record Nr.	UNINA9910971761103321
Autore	Raylu Namrata
Titolo	A cognitive behavioural therapy program for problem gambling : therapist manual / / Namrata Raylu and Tian Po Oei
Pubbl/distr/stampa	Hove, East Sussex ; ; New York, NY, : Routledge, 2010
ISBN	1-136-96225-5 1-136-96226-3 1-282-62929-8 9786612629297 0-203-85042-4
Edizione	[1st ed.]
Descrizione fisica	1 online resource (268 p.)
Altri autori (Persone)	OeiTian Po
Disciplina	616.85/227
Soggetti	Compulsive gambling - Treatment Compulsive gamblers - Rehabilitation Cognitive therapy
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Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Book Cover; Title; Copyright; Contents; Figures and tables; Preface; Chapter 1: Overview; Chapter 2: Review of the problem gambling treatment literature; Chapter 3: Session one: Assessment; Chapter 4: Session two: Psychoeducation and selfmanagement strategies to stabilize gambling; Chapter 5: Session three: Cognitive-restructuring I ± identifying gambling specific thinking errors; Chapter 6: Session four: Cognitive-restructuring II ± challenging gambling specific thinking errors; Chapter 7: Session five: Cognitive-restructuring III ± identifying and challenging other/general thinking errors Chapter 8: Session six: Relaxation and imaginal exposureChapter 9: Session seven: Problem-solving and goal-setting skills training; Chapter 10: Session eight: Management of negative emotions; Chapter 11: Session nine: Relapse prevention and maintenance of therapeutic gains I ± balanced lifestyle; Chapter 12: Session ten: Relapse prevention and maintenance of therapeutic gains II ± coping with high-risk situations; Chapter 13: Elective session: Assertiveness skills training; Chapter 14: Elective session: Getting out of debt

Chapter 15: Elective session: Teaching significant others strategies to cope/deal with the gambler's behaviours
APPENDIX A: Guidelines for home exercises; APPENDIX B: Guidelines for role-plays/behavioural rehearsals; APPENDIX C: Assessing and managing suicidal clients; APPENDIX D: Notes on stages of change; APPENDIX E: Notes on motivational interviewing; APPENDIX F: Notes on controlled gambling; APPENDIX G: Case formulation and treatment plan sheet; APPENDIX H: Contract for completion of the treatment programme; APPENDIX I: Monitoring gambling sheet
APPENDIX J: Motivations towards gambling worksheet
APPENDIX K: Identifying gambling triggers and establishing safeguards worksheet; APPENDIX L: Daily schedule; APPENDIX M: Alternative activities worksheet; APPENDIX N: The START technique contract; APPENDIX O: Irrational thoughts record A (adapted from Beck et al., 1979); APPENDIX P: Irrational thoughts record B (adapted from Beck et al., 1979); APPENDIX Q: Relaxation techniques; APPENDIX R: Imaginal exposure worksheet; APPENDIX S: Problem-solving worksheet; APPENDIX T: Goal-setting worksheet; APPENDIX U: Negative emotions worksheet
APPENDIX V: Balanced lifestyle worksheet
APPENDIX W: Budgeting worksheet; References; Author index; Subject index

Sommario/riassunto

This book is a treatment manual providing guidance for therapists treating clients with gambling addictions. In this book the authors use a cognitive behavioural approach and provide a session by session guide for overcoming problem gambling. Essential topics covered include: assessment and psychoeducation; cognitive behavioural strategies to stabilize gambling; identifying and challenging thinking errors; relaxation and imaginal exposure; problem solving and goal setting; managing negative emotions; relapse prevention; maintain
