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| 1. Record Nr. | UNISOBE600200007218 |
| Titolo | Visitatio ecclesie capituli Utinensis (1346) / a cura di Cristina Moro |
| Pubbl/distr/stampa | Udine : Istituto Pio Paschini, 1994 |
| Descrizione fisica | 139 p. ; 24 cm |
| Collana | Fonti per la storia della chiesa in Friuli ; 2 |
| Lingua di pubblicazione | Italiano |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
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| 2. Record Nr. | UNINA9910785659303321 |
| 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 |
| 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

3. Record Nr.	UNINA9910298657103321
Autore	Pomogailo Anatolii D
Titolo	Nanostructured Materials Preparation via Condensation Ways // by Anatolii D. Pomogailo, Gulzhian I. Dzhardimalieva
Pubbl/distr/stampa	Dordrecht : , : Springer Netherlands : , : Imprint : Springer, , 2014
ISBN	90-481-2567-7
Edizione	[1st ed. 2014.]
Descrizione fisica	1 online resource (475 p.)
Disciplina	620.1/1 620.5
Soggetti	Nanotechnology Nanochemistry Chemistry, Organic Organic Chemistry
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 and index.
Nota di contenuto	Part 1 Methodology of power-consuming preparation of nanostructured materials -- Methodology of thermal transformations -- Photo- and radiolytic methods -- Electrochemical methods -- Mechanochemical methods of nanomaterials preparation -- Part 2 The chemical transformations in inorganic matrices -- The peculiarities of structure of inorganic matrices -- Chemical transformations of guest in inorganic matrix -- Systems with crystal matrices -- Reactions in inorganic carrier of high dispersity -- The peculiarities of chemical transformations in sol-gel synthesis.- Part 3 The chemical transformations in organic matrices -- The routes of organometallic compounds decomposition in organic polymer matrices -- Stabilization of polynuclear metaloclusters and nanoparticles with microencapsulation -- Self-organization of nanoparticles of core-shell structure at the decomposition of metal-containing precursors -- A solid-phase thermolysis of metal-containing monomers and polymers -- The novel approaches to the formation of nanostructured materials -- The preparation of novel layer structures as a route of nanoceramics synthesis -- Thermal transformations of unsaturated metal carboxylates -- Frontal regimes in the preparation of metalopolymer

nanocomposites.

Sommario/riassunto

The book is devoted to novel nanostructured materials and nanotechnology. A comprehensive analysis of the condensing methods of preparation of novel nanostructured materials is given. The methodology of power-consuming preparation of nanostructured materials is discussed, including thermolysis, photo- and radiolytic, electrochemical and mechanochemical methods. The peculiarities of chemical transformations in organic and inorganic matrices are compared. Special attention is given to kinetics and mechanism of the formation of nanocomposites. The structure and properties of such nanostructured materials are analysed.
