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Harvard Business Essentials Harvard Business Review, 2003

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Series Adviser: Mary Munter

Professor Mary Munter has taught management communication for over twenty-five years, for seven years at the Stanford Graduate School of Business and since 1983 at the Tuck School of Business at Dartmouth. Professor Munter is considered one of the leaders in the management communication field. Among her publications is *Guide to Managerial Communication*, recently published in its sixth edition and named one of the five best business books by the Wall Street Journal. She has also published many other articles and books and consulted with over ninety corporate and not-for-profit clients.

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writings specific to the correctional profession such as the pre sentence investigation report contact sheets court status reports incident reports rehabilitation and therapy Covering correctional institutions as well as community corrections the goal is to interweave professional and technical writing academic writing and information literacy with the result being a stronger more confident report writer and student in corrections This text will be a concise supplemental writing book in courses focused on writing in the criminal justice discipline report writing or in introductory corrections courses It is part of a series of books on this topic that will span criminal justice policing corrections and research methods *The Fundamentals of Business Writing*: Claudine L. Boros,Leslie Louis Boros,2012-04-02 to follow *The SAGE Guide to Writing in Policing* Jennifer M. Allen,Steven Hougland,2019-12-02 Effective writing strategies for report writing guide students through the legal requirements and best practices for creating and completing reports commonly found in the field of policing Writing assignments and exercises provide students with opportunities to apply course material Examples of resumes and cover letters offer students real world tips to help prepare them for the workforce A discussion on plagiarism clearly defines the concept to students as well as offers advice on how plagiarism can be avoided An entire chapter devoted to information literacy explains to students how to better identify obtain and evaluate information *Project-Based Learning* Harm-Jan Steenhuis,Lawrence Roland,2018-09-20 This book provides students guidance on how to deal with the project based instruction form Project based learning is different from traditional lectures and requires students to behave different from the traditional classroom Different types of projects such as projects that contribute to theory and projects that contribute to practice are covered to explain to students what to expect how to approach the project how to interact with students in groups and how to interact with the instructor The discussion includes many useful examples *Rhetorical Theory and Praxis in the Business Communication Classroom* Kristen Getchell,Paula Lentz,2018-09-10 Winner of the Association for Business Communication s 2019 Distinguished Book Award *Rhetorical Theory and Praxis in the Business Communication Classroom* responds to a significant need in the emerging field of business communication as the first collection of its type to establish a connection between rhetorical theory and practice in the business communication classroom The volume includes topics such as rhetorical grammar genre awareness in business communication theory the role of big data in message strategy social media and memory and the connection between rhetorical theory and entrepreneurship These essays provide the business communication scholar practitioner and program administrator insight into the rhetorical considerations of the business communication landscape *Health Services Management* Zachary Pruitt,2024-10-22 Develop the Skills to Become an Effective Health Services Manager Designed for current and future health services managers this accessible and engaging text blends foundational management competencies with career building insights The book dives into all the core health management domains including leadership ethics population health finance HR project management and more with examples drawn from diverse healthcare settings Professional reflections and career

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