

Reader Friendly Reports A No Nonsense Guide To Effective Writing For Mbas Consultants And Other Professionals

This trusted book provides a focused, practical introduction to the key principles and practices guiding the operations of modern police departments. While maintaining its proven instructional approach and strong focus on community- and problem-oriented policing, the sixth edition of POLICE OPERATIONS: THEORY AND PRACTICE reflects the latest trends and research shaping the day-to-day operations of progressive police departments. A new Perspectives from a First-Line Supervisor feature shares practical, applied information. Highlights include new and revised information on evolving technology, the police officer hiring process, how police use websites and social media to communicate with the public, patrol techniques, cultural diversity, cell phone use and laws, hazardous materials response, federal emergency response agencies, and cyberterrorism. The authors complement this wealth of information with an appealing writing style, numerous photos and illustrations, and real-life examples to engage your interest, enhance learning, and demonstrate the professional relevance of chapter material. Now better than ever, this convenient book is an ideal resource for law enforcement students and professionals who want an accessible, up-to-date guide to essential principles and current trends and practices in police operations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Accountability in Social Services examines how - and why - social and human services programs can function even though they are monitored by written communication instead of face-to-face interaction. Author Jill Florence Lackey draws on her experience as a consultant for more than 50 social programs and as director of two nonprofit organizations to demonstrate the strong need for accountability mechanisms and an ethics-based leadership when running social service programs. This unique book walks you through the process of how "paper programs" emerge and operate, the monitoring mechanisms that are - and aren't - in place during program operations, and recommendations to increase accountability in the social service delivery system. The book examines programs focusing on: youth aftercare adolescent health drug prevention rural community development crime prevention violence intervention services to the homeless and more. Accountability in Social Services concludes with recommendations for organized action by consumer groups to increase responsibility in the social service delivery system. This book is invaluable as a resource for students, teachers, and practitioners working in social work and welfare, evaluation, organizational leadership, public policy, applied anthropology, and consumer science, including local organizations such as PIRGs (Public Interest Research Groups).

Reader-Friendly Reports: A No-nonsense Guide to Effective Writing for MBAs, Consultants, and Other Professionals McGraw Hill Professional

This book aims to achieve the following objectives: Equip students with knowledge on the role of effective research. Introduce students to a range of methods applicable to research. Enable students to select appropriate and ethical-based methods research question. Enable students to understand the concept of a research proposal. Enable

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students to understand the rationale for writing a research proposal. To enable students understand the major components of a research proposal and final research report. To help students understand characteristics of a good research topic, a good title, and a good problem statement. To address common challenges experienced by students with regard to: - Unclear statement of the problem and failure to show research gaps. - Poor explanation of theoretical framework through academic arguments. - Lack of precision in presenting a logical conceptual framework by focusing on the interacting variables and moderating variables in some cases. - Inconsistency in literature review not in tandem with the research objectives. - Unclear study design, methodology and methods of data analysis. - Unsystematic and unconventional referencing style. To enhance ones knowledge of ethics in research. To understand basic concepts in research. To enhance one's understanding of the differences between qualitative and quantitative type of research. To enhance one's understanding of measurements. To prepare students for writing their proposal and final defense. To help students appreciate the importance of research methods in empirical world.

As per the guidelines of Choice Based Credit System (CBCS) for all Central Universities, including the University of Delhi, and written specifically for the Ability Enhancement Compulsory Course (AECC) in English, the book introduces students to the theory, fundamentals and tools of communication to help them develop vital communication skills that would be integral to personal, social and professional interactions. With minimal textual emphasis and optimal use of practice exercises, an effort has been made to make learning a pleasure for the students. While some sections have been included from theoretical point of view, several passages have been introduced to expose the reader to more interesting materials. **KEY FEATURES**• Easy language• Equal emphasis on theory and practice• Interactive worksheets incorporated to improve communication skills• Equips students to tackle the problem areas in reading and comprehension

The elimination of the Office of Technology Assessment (OTA) in 1995 came during a storm of budget cutting and partisan conflict. Operationally, it left Congress without an institutional arrangement to bring expert scientific and technological advice into the process of legislative decisionmaking. This deficiency has become increasingly critical, as more and more of the decisions faced by Congress and society require judgments based on highly specialized technical information. Offering perspectives from scholars and scientists with diverse academic backgrounds and extensive experience within the policy process, Science and Technology Advice for Congress breaks from the politics of the OTA and its contentious aftermath. Granger Morgan and Jon Peha begin with an overview of the use of technical information in framing policy issues, crafting legislation, and the overall process of governing. They note how, as nonexperts, legislators must make decisions in the face of scientific uncertainty and competing scientific claims from stakeholders. The contributors continue with a discussion of why OTA was created. They draw lessons from OTA's demise, and compare the use of science and technological information in Europe with the United States. The second part of the book responds to requests from congressional leaders for practical solutions. Among the options discussed are expanded functions within existing agencies such as the General Accounting or Congressional Budget Offices; an independent, NGO- administrated analysis group; and a dedicated successor to OTA within Congress. The models

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emphasize flexibility--and the need to make political feasibility a core component of design.

Includes various departmental reports and reports of commissions. Cf. Gregory. Serial publications of foreign governments, 1815-1931.

Easy to read and well-organized, CRIMINAL INVESTIGATION, 11th Edition delivers a field-based approach to modern investigative principles and practices that is strongly grounded in current research. Demonstrating techniques and practical applications, the book introduces long-standing tools, practices, and policies alongside the latest innovations in technology and science to give readers and future criminal justice professionals a broad perspective of criminal investigations today. Topics covered include D.N.A. evidence, terrorism and homeland security, the increasing standard of proof for stop vs. search/arrest vs. conviction, cybercrime, crimes against children, forensics and physical evidence, investigative photography and sketching, identity theft, white-collar crime, and ethics, among many others. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The subject of management research methodology is enthralling and complex. A student or a practitioner of management research is beguiled by uncertainties in the search and identification of the research problem, intrigued by the ramifications of research design, and confounded by obstacles in obtaining accurate data and complexities of data analysis.

Management Research Methodology: Integration of Principles, Methods and Techniques seeks a balanced treatment of all these aspects and blends problem-solving techniques, creativity aspects, mathematical modelling and qualitative approaches in order to present the subject of Management Research Methodology in a lucid and easily understandable way. Revised edition of: Neuropsychological evaluation of the child. 2004.

The Regulation of Corporate Disclosure, Third Edition is a complete and up-to-date handbook on the issue of corporate disclosure, covering the impact of the federal securities laws on both informal communications and the process of communicating with shareholders. The Third Edition expands topics previously covered, addressing the legal issues and practical concerns surrounding implementation of the Private Securities Litigation Reform Act of 1995, the Sarbanes-Oxley Act of 2002, and the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. The book also has an in-depth treatment of management and's discussion and analysis (MDandA), something that, although appearing in required SEC filings, involves many of the same difficult and complex issues raised by the informal disclosure process. Also addressed are: SEC reforms of the periodic reporting process; issues pertaining to stock research analysts and conflicts of interest; and various relevant corporate governance requirements and their disclosure implications. Critical areas analyzed include ;Disclosure requirements and anti-fraud provisions The duty to disclose Dissemination Issues involving materiality Disclosure of bad news Negotiations Dealing with analysts And much more!

This paper (a) provides a snapshot of the overall value added of Fund's surveillance perceived by stakeholders; (b) details where the Fund stands in terms of four operational priorities set out in the 2008 TSR; (c) examines key issues identified in the recent IEO paper on the IMF performance in the run up to the global crisis; and (d) discusses stakeholders' perception on the communication aspects of surveillance.

A compendium of successful case studies of FAMILY PLANNING implementation in India This is the first book on innovations in family planning service delivery in the country which is of particular contemporary relevance, both nationally and globally. It features innovative case studies of family planning from India which have demonstrated impact and are sustainable and scalable. These cases contribute to the approaches of problem solving, enhancing quality family planning care at the grass-roots level and influence future directions of the programme. The book facilitates advocacy, strengthening programme design and enhancing competency

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as well as orienting the healthcare system to support these efforts. This is an important book for programme planners, policy makers and researchers.

A practical and accessible guide for helping school psychologists meet their everyday challenges In this newest addition to the Jossey-Bass "Survival Guide" series, popular blogger Rebecca Branstetter offers help for school psychologists who must often travel to multiple school sites, deal with students with severe disabilities, meet with concerned parents, and manage school crises. The book is filled with practical advice, proven strategies, and useful tools, complete with reproducible forms, letters, and checklists for busy professionals. Filled with the tools, strategies, and ideas for school psychologists who must deal with the myriad challenges of working with a diverse group of students, often in multiple locations Another book in the popular Jossey-Bass "Survival Guide" Series Rebecca Branstetter is an experienced school psychologist and popular blogger ("Notes from the School Psychologist": studentsgrow.blogspot.com) This vital resource offers a down-to-earth guide for both novice and seasoned school psychologists.

Effective communication is the key to success in life. We live in an era where words and gestures play an important role in effective communication. Businesses operate in various circumstances and it is paramount that the communication between different parties concerned is clear and effective and also takes into account the cultural sensitivities. This is where the concept of Business Communication comes to play. This book, written in accordance with the syllabus of the University of Delhi, is an attempt to equip the readers with skills required to communicate effectively in a business situation. It would also be useful for the students of BCom, BBA, and MBA of other universities, and for anyone looking to learn the nitty-gritties of business communication. **KEY FEATURES** • Analysis of vital components of business communication • Informative use of illustrations, examples, diagrams and pictures • Inclusion of review questions and university examination questions • New tools for business communication like, emails, teleconferencing, video conferencing, telex, fax discussed in detail

In the media and medical literature, managing cancer as a chronic disease is fast becoming the focus of care. Patients who manage their cancer have the best chance of staying alive, having a good quality of life, or of being cured. They seek second opinions, research all types of cancer treatments, ask the right questions, protect themselves against errors during treatment, and change their lifestyles. This book provides patients with more than 200 things they need to know and elaborates on more than 200 things they can do. Doing only a few of these things may save your life. This book teaches patients how to increase their odds, how to go about making treatment decisions, how to find what they need on the Internet, why research services are worth their weight in gold, and much more. *Managing Cancer: Managing to Stay Alive* gives patients the following: information about what to do first; forms to help keep track of medical information; lists of questions to use to evaluate treatment options (traditional, integrative, alternative, and experimental); questions to have answered before deciding on a treatment, when given a new medication, and before having a biopsy procedure; questions to ask conventional doctors, alternative doctors, the oncologist initially, and yourself before beginning a treatment; information on how to help avoid becoming one of the 50,000 Americans who die from medical errors in hospitals or one of the 100,000 patients who die from hospital infections each year; and concise listings of symptoms of medical emergencies such as infection, anemia, blood clotting problems, allergic reactions, and adverse reactions to drugs.

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This text features discussions on emerging technologies in the field of needs assessment as well as abundant social work case examples. It covers one of the most essential kinds of research for social work management.

For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

A concise and student-friendly handbook, THE PR STYLEGUIDE serves as a complete style guide and reference tool for PR students and practitioners. Assisting students in presenting messages that display great form and style, THE PR STYLEGUIDE addresses the most widely used and accepted practices in developing PR pieces providing many visual examples and a breakdown of the goals for each piece.

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The book that has taught thousands of students how to write winning business reports For more than 30 years, Carter A. Daniel has been teaching MBA students at Rutgers University the art of effective business communication with the aid of his eminently practical guide Reader-Friendly Reports. Now available to the public for the first time, this beloved resource gives you everything you need to translate your hard-won figures, conclusions, and insights into concise and powerful reports. No definition of communication, no history, no theory, no diagrams Reader-Friendly Reports simply shows you how to: Target your audience Determine your purpose Develop your points Organize your ideas Make smooth transitions Conduct research Illustrate with clear graphs and charts Reader-Friendly Reports (the "Daniel Manual") is the A to Z guide to ensuring you meet your first priority: making sure people can understand and remember your report from beginning to end.

Revealing Minds is a practical, hands-on guide to assessing learning problems, based on the approach of All Kinds of Minds, the groundbreaking nonprofit institute co-founded by Mel Levine. Whereas most assessments of struggling learners focus on what is "broken" within a student and needs to be fixed, All Kinds of Minds has adopted a more positive and comprehensive approach to the process. Rather than labeling children or categorizing them into certain pre-defined groups, their optimistic and helpful path creates a complete picture (or "profile") of each student, outlining the child's assets along with any weaknesses, and identifying specific breakdown points that lead to problems at school. The process of assessment should be able to answer a question such as, "Why is my son struggling with reading?" with a better answer than, "Because he has a reading disability." Revealing Minds shows how to discover hidden factors—such as language functioning, memory ability, or attention control—that are impeding a student's learning. It goes beyond labels and categories to help readers understand what's really going on with their students and create useful learning plans. Providing scores of real-life examples, definitions of key terms, helpful diagrams, tables, and sample assessments, Pohlman offers a useful roadmap for educators, psychologists, and other professionals to implement the All Kinds of Minds approach in their own assessments.

Packed with real-world examples, **SUCCESSFUL WRITING AT WORK: CONCISE**, 4e delivers a practical yet succinct introduction to effective workplace

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writing for a variety of communication tasks. Based on the market-leading **SUCCESSFUL WRITING AT WORK**, 10e, the **CONCISE** edition covers the most essential skills for effective workplace communication. The text begins with writing basics, emphasizing the characteristics of effective writing, the writing process, ethics, and the importance of audience. It covers basic business correspondence, walks students through formatting letters for a variety of business situations, and features a step-by-step chapter on getting a job. More advanced chapters focus on document design and visuals, writing instructions and procedures, writing reports, proposals, and making business presentations. The Fourth Edition emphasizes ethical considerations throughout as well as integrates guidelines for greening the workplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

"There has been a steady flow of controversies since the IRS issued its regulations on qualified appraisers and qualified appraisals. The IRS has developed a body of law relating to the qualifications needed to satisfy the Government that an appraisal is adequate to support the taxable event on the taxpayer's return. This book discusses elements related to testifying experts and introduces a novel form of expert testimony: hot tubbing. The book identifies the law, analyzes the cases, identifies the problems and provides insight and solutions to help appraisers do work which will be accepted by the IRS"--

Becoming a Public Relations Writer is a comprehensive guide to the writing process for public relations practice. Using straightforward, no-nonsense language, realistic examples, easy-to-follow steps, and practical exercises, this text introduces the various formats and styles of writing you will encounter as a public relations practitioner. A focus on ethical and legal issues is woven throughout, with examples and exercises addressing public relations as practiced by corporations, non-profit agencies, and other types of organizations both large and small. In addition, the book offers the most comprehensive list of public relations writing formats to be found anywhere—from the standard news release to electronic mail and other opportunities using a variety of technologies and media. The fifth edition has been updated to reflect significant developments in the public relations field, including: New and updated information on research into persuasion and social psychology aimed at helping readers be more influential in their writing. Significant updating on a new chapter on multimedia, introducing a new transmedia format for a comprehensive news package for print, broadcast, online and social media. Expansion of a chapter on websites, blogs and wikis. Expansion of the chapter on direct mail and online appeals. Updated examples of actual pieces of public relations writing. A companion website with resources for instructors and students, including a glossary, flashcards, exercises, and appendices on ethical standards, careers in public relations, and professional organizations. Through its comprehensive and accessible approach, **Becoming a Public Relations Writer** is an invaluable resource for future and current public

relations practitioners.

Distributed to some depository libraries in microfiche.

The most trustworthy source of information available today on savings and investments, taxes, money management, home ownership and many other personal finance topics.

One of the most common methods of data collection in second language research is using questionnaires of various kinds. In spite of the wide application of questionnaires in the second language field, there does not seem to be sufficient awareness in the profession about the theory of questionnaire design and processing. The usual--and in most cases false--perception is that anybody with a bit of common sense can design good questionnaires, and the practice of questionnaire design and use has remained largely uninformed by theory. As a consequence, it is all too common to see that studies which start out with exciting research questions are spoiled by the application of badly designed questionnaires and/or a lack of reliable and valid results due to faulty processing. One reason for the lack of sufficient awareness of questionnaire theory among language researchers is the absence of relevant summaries and training materials in the second language literature. The purpose of the current book is to fill this gap. The book is motivated by very practical purposes, namely to help researchers to increase the efficiency of their questionnaires and to avoid possible pitfalls. Accordingly, special care has been taken to avoid unnecessary jargon, to make the text accessible, and to relate everything to real-life situations. Illustrated by concrete examples, the book offers a thorough but accessible overview of the theory of questionnaire design, and administration and processing, with a special view on second language research applications. The conclusion summarizes the main points of questionnaire theory in a straightforward checklist that offers an easy-to-use tool for researchers. Researchers and students in TESOL and second-language programs and applied linguistics, with secondary markets in other language research (e.g., child language) will find this book useful.

INTRODUCTION TO PRIVATE SECURITY, Fifth Edition, provides a comprehensive, accessible, state-of-the-art overview of private security, its principles, its legal authority, its growing role in the criminal justice system, and its impact on society. Newly updated with expanded coverage of important current issues such as IT security, terrorism, homeland security, and security management, this best-selling text has also been streamlined and redesigned with a more manageable, appealing, and flexible format. Hess's thoroughly engaging writing style and the clear, compelling organization of the text help make even complex course material interesting and accessible, while preparing you for success as a professional in a dynamic and exciting field. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The classic, definitive guide to the design, conduct, and analysis of randomized

clinical trials.

Problem-solving assessment is an essential component of multi-tiered systems of support such as response to intervention (RTI) and positive behavioral interventions and supports (PBIS). This authoritative work provides a complete guide to implementing a wide range of problem-solving assessment methods: functional behavioral assessment, interviews, classroom observations, curriculum-based measurement, rating scales, and cognitive instruments. Prominent experts demonstrate the key role of assessment throughout the process of supporting at-risk students, from identifying academic and behavioral problems to planning and monitoring interventions. Several chapters include reproducible forms that can be downloaded and printed in a convenient 8 1/2" x 11" size. New to This Edition Reflects current education policy and best practices. Seminal chapter on problem solving by Stanley L. Deno has been updated with a revised model. All chapters now discuss assessment in the context of multi-tiered systems of support. Chapter on working with culturally and linguistically diverse learners. Chapter on graphing student data. See also *Response to Intervention, Second Edition*, by Rachel Brown-Chidsey and Mark W. Steege, which provides step-by-step guidelines and practical tools for implementing RTI schoolwide.

In this year's Citizens' Report on Governance and Development, the National Social Watch Coalition monitors and analyzes the Indian Government's performance in the four broad spheres-legislature, executive, judiciary, and local government. Through the lens of fundamental economic and social values-such as rights, development, freedom, and security-the report examines the sensitivity, efficiency, and efficacy of the institutions in enforcing rights and ensuring delivery of public services.

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