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- Communication foundations in the digital era
- Communication in the workplace
- Communication with customers
- 
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Communication through documents - Communication across the organisation  
Highlighting communication as a core employability skill, the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete applications, and empowers students to apply communication skills in real workplace settings. Written holistically to help learners develop authentic communication-related competencies from the BSB Training Package, the text engages students with its visually appealing layout

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and full-colour design,  
student-friendly writing  
style, and range of  
activities.

The ability to apply  
written, oral and  
interpersonal communication  
skills are essential if you  
are to succeed in your  
chosen career. Successful  
people are able to apply and  
adjust these skills to suit  
the various situations they  
encounter in the workplace.  
The eighth edition of THE  
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previous editions to provide  
an understanding of  
communication principles  
that can then be applied in

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the workplace. This user-friendly text is divided into four parts: Workplace Communication, Workplace Relationships, Workplace Documents and Career Development. Each chapter includes learning objectives and a list of key terms at the beginning of each chapter, margin notes to highlight key ideas, a comprehensive glossary and end-of-chapter summaries that review the essential concepts presented in the chapter. Coverage of employability skills has also been incorporated into the new edition, with Ready For Work activities at the end of each section that

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enable students to reflect on their readiness for work and career advancement or promotion. A Companion Website at [pearsoned.com.au/dwyer](http://pearsoned.com.au/dwyer) provides further online resources for teachers and students and includes: True/False questions, Internet exercises, Good/Bad practice and research topic questions. This provides teachers with additional assessments and tasks, an exam revision tool and the opportunity to integrate technology into course delivery.

This fully revised fifth edition has been written to

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meet the National  
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and has been geared to  
national training packages.  
Thoughtfully designed with  
excellent pedagogical  
features, the book has real  
value as a teaching and  
learning tool. The text  
comprehensively covers  
theory and practice.

Jargon and slang have wormed  
their way into almost every  
business document, speech,  
and conversation that we  
have today. With online  
business communications  
being much more  
conversational and informal  
than the written business  
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they positively encourage the use of figurative speech: ergo, more jargon, more slang. This book is by no means all encompassing, but the author has researched and shared several hundred of the most commonly used terms. Not only do we now know what they all mean but, where appropriate, we also learn their origins—some of which are fascinating and very surprising. A very valuable handbook for any student or practitioner in business to help demystify this crazy language called “English.”

In recent times, festivals around the world have grown

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in number due to the increased recognition of their importance for tourism, branding and economic development. Festivals hold multifaceted roles in society and can be staged to bring positive economic impact, for the competitive advantage they lend a destination or to address social objectives. Studies on festivals have appeared in a wide range of disciplines, and consequently, much of the research available is highly fragmented. This handbook brings this knowledge together in one volume, offering a comprehensive evaluation of the most



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current research, debates and controversies surrounding festivals. It is divided into nine sections that cover a wide range of theories, concepts and contexts, such as sustainability, festival marketing and management, the strategic use of festivals and their future. Featuring a variety of disciplinary, cultural and national perspectives from an international team of authors, this book will be an invaluable resource for students and researchers of event management and will be of interest to scholars in the fields of anthropology, sociology, geography,

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"It is refreshing to see a book such as this which is both broad in its conceptualization of the field of child research and deep in its focus. The volume's editors are paragons of awareness when it comes to the need for interdisciplinary research and theory to illuminate the lives and experience of children." - James Garbarino, Loyola University Chicago "Covers a satisfying and unprecedentedly wide range of research relating

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to childhood. The 5th Edition contributors include many eminent international scholars of childhood, making the book a valuable resource for child researchers. Child advocates will also find the book to be invaluable in their efforts to improve children's well-being, and to change policies and practices for the better." - Anne Smith, University of Otago "A really scintillating collection that will provide a lasting perspective on child studies - stimulating and comprehensive!" - Jonathan Bradshaw, University of York  
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changes in children's social and legal status, this Handbook includes examination of children as family members, friends, learners, consumers, people of faith, and participants in law and politics. The contributors also discuss the methodological and ethical requirements for research that occurs in natural settings and that enables children themselves to describe their perspective. The book is divided into three parts:

- Part I: Setting-Specific Issues in Child Research
- Part II: Population-Specific Issues in Child Research
- Part III: Methods in

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Research on Children and  
Childhood

Employers consider communication as one of the most critical skills for workers today. Writing for the Workplace: Business Communication for Professionals is an easy-to-follow guide that provides strategies for effective professional communication. Written to address the needs of both students entering the workforce and business professionals looking to improve their written communication, the book offers guides to compose typical workplace documents, from effective e-mails and

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convincing reports to  
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engaging resumes. This  
concise book offers busy  
readers concrete strategies  
to improve their workplace  
writing.

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