

The No Nonsense Guide To Teaching Writing

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The No Nonsense Guide To

Book description. This book provides a 'no-nonsense' guide to project management which will enable library and information professionals to lead or take part in a wide range of projects from large-scale multi-organisation complex projects through to relatively simple local ones. Barbara Allan has fully revised and updated her classic 2004 title 'Project Management' to incorporate considerable developments during the past decade, including: the development and wide-scale acceptance of formal ...

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Based on the internationally renowned training days run by the author and her business partner, The No-nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats. It utilizes checklists, practical exercises, sample documentation, case studies and helpful diagrams to ensure a very accessible and pragmatic approach, allowing anyone to get to grips with the basics quickly.

The No-nonsense Guide to Archives and Recordkeeping

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The No-Nonsense Guide to World History by Chris Brazier

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The No-Nonsense Guide to Science is a 2006 book by the philosopher Jerome Ravetz, one of the fathers of post-normal science, in which the author offers a critical account of techno-science and argues for a deeper appreciation of uncertainty and ignorance in scientific knowledge and for a need for citizens' participation in the appraisal of science when this is used in support or relation to policy.

The No-Nonsense Guide to Science - Wikipedia

Buy No-Nonsense Guide to Green Politics (No-Nonsense Guides) Illustrated by Derek Wall (ISBN: 9781906523398) from Amazon's Book Store. Everyday low prices and free delivery on eligible orders.

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'The internet's authority on skincare, Caroline Hiron's debut non-fiction book is a no nonsense guide to skincare – and getting the nation off face wipes for good.' Evening Standard Online 'Skin queen of the internet' Image Magazine Ireland

Skincare: The ultimate no-nonsense guide and Sunday Times ...

No-Nonsense Guides. No-Nonsense Guides are primers to important issues, written from a critical perspective. These accessible guides—on topics ranging from globalization, green politics and global media to the arms trade, sexual diversity, and animal rights—will appeal to senior high school students, lower level college and university students, and anyone who wants to “sound smart at the water cooler.”.

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The No-Nonsense Guide to Enlightenment free ebook

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Which is where my book, The No-Nonsense Guide to Using Buddhism and Eastern Philosophy For A Better Life comes in. By unwrapping these iconic teachings, this unique 96 page eBook filters out the mystery of these philosophies and shows you how to improve all aspects of daily living, including your relationships, emotional resilience and state of mind.

The No-Nonsense Guide to Buddhism and Eastern Philosophy ...

The No-Nonsense Guide To Climate Change. Jeff Holman | 17th March 2011. In his brisk guide to the complex issue of climate change, Danny Chivers is out to convince you that this problem is one for the here and now 'If you wake up to find that your house is flooding, you don't ignore it and set off to work because you're worried about ...

The world food system is put under the microscope in this updated edition of "The No-Nonsense Guide to World Food."

The prevailing model of endless economic growth is unsustainable. This book unpicks the idea of degrowth and explores alternative visions.

Demystifies all the colors of the sexual rainbow, tracking the campaigns for rights and equality worldwide.

Most people's knowledge of world history is hazy and incomplete at best. This updated No-Nonsense Guide gives a full picture, revealing the hidden histories and communities left out of conventional history books—from the civilizations of Africa, Asia, and Latin America to the history of women. The new final chapter includes material on the financial crisis and the world response to climate change. Chris Brazier is co-editor at New Internationalist. His previous books include Vietnam: The Price of Peace. He is principal writer for UNICEF's The State of the World's Children report.

Globalisation has become one of the most used and encompassing words over the past decade, of undeniable influence in economics,

politics and activism. Globalisation is literally all around; every aspect of life is affected by a global structure of communication and economy. This fully revised and updated guide condenses this complex subject into clear, concise commentary. It examines the debt trap, the acceleration of neoliberalism, competition for energy resources, the links between the war on terror, the arms trade and the alternatives to corporate control.

Explores how democracy has been constricted and deformed by economic power-brokers and a self-serving political class from Birmingham to Bangalore. Swift considers the different tools people in power have used to manipulate democratic principles, such as freedom, to their advantage. Includes chapter-length discussions of topics such as the economic meltdown, Barack Obama, eco-democracy, democratising the economy and democracy in the global south. It is also a guide to the rich diversity of forms of elected government full of practical advice for voters.

This practical how-to-do-it guide is ideal for professionals involved in the management of archives and records, especially if they are just starting out or without formal training. The book covers all aspects of recordkeeping and archives management. It follows the records' journey from creation, through the application of classification and access techniques, evaluation for business, legal and historical value and finally to destruction or preservation and access in the archive. Based on the internationally renowned training days run by the author and her business partner, *The No-nonsense Guide to Archives and Recordkeeping* deals with records and archives in all formats. It utilizes checklists, practical exercises, sample documentation, case studies and helpful diagrams to ensure a very accessible and pragmatic approach, allowing anyone to get to grips with the basics quickly. The book is divided into four main work areas: - current records: including creation, filing, classification and security - records management: including aims, risks, planning, preparation and delivery - archives management: including collecting policies, intellectual property rights, appraisal, digitization and outreach - archival preservation: including policy, disaster prevention and repositories. This one-stop-shop will be essential for a wide readership including archives and records assistants, librarians, information managers and IT professionals responsible for archives and records and managers of archives staff.

Economic growth and wealth creation will never meet the poor's need for sufficiency and safety.

This invaluable guide is excellent for students, peace groups and activists. With tables, maps, case studies and quotes it looks at how conflict escalates and ways it can be prevented. It examines the changing types of war, including the War on Terror and ethnic conflict such as in Rwanda; the role of diplomacy and the UN and what steps ordinary people are taking to re-build communities. It also offers ideas and inspiration for creating lasting peace.

Rights are universal - that's the theory. How can this be transformed into reality for all?

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