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KEY=NEW - MELINA HOOPER

OXFORD HANDBOOK OF COMMERCIAL CORRESPONDENCE

Oxford The essential reference guide to writing effective business correspondence and- now revised and updated.

OXFORD CORRESPONDENCE WORKBOOK

Oxford University Press, USA Shows you how to handle enquiries, banking, insurance, personnel, and social correspondence. Improves your written style by explaining the language of business correspondence. Saves you time -- find what you need to know immediately.

EMAIL AND COMMERCIAL CORRESPONDENCE

A GUIDE TO PROFESSIONAL ENGLISH

Springer If you write emails and letters as part of your work, then this book is for you. By applying the suggested guidelines, you will stand a much greater chance of getting the desired reply to your emails in the shortest time possible. Some of the key guidelines covered include: Write meaningful subject lines - otherwise recipients may not even open your mail. Always put the most important point in the first line - otherwise the reader may not read it. Be concise and only mention what is truly relevant. Write the minimum amount possible - you will also make fewer mistakes! Be a little too formal than too informal - you don't want to offend anyone. If you have two long important things to say, say them in separate emails. Give clear instructions and reasonable deadlines. If you need people to cooperate with you, it is essential to highlight the benefits for them of cooperating with you. Empathize with your recipient's busy workload. Never translate typical phrases literally - learn equivalent phrases. The book concludes with a chapter of useful phrases. There is also a brief introduction for trainers on how to teach Business / Commercial English.

A HANDBOOK OF COMMERCIAL CORRESPONDENCE

THE OXFORD HANDBOOK OF ENGLISH PROSE 1500-1640

OUP Oxford The Oxford Handbook of English Prose 1500-1640 is the only current overview of early modern English prose writing. The aim of the volume is to make prose more visible as a subject and as a mode of writing. It covers a vast range of material vital for the understanding of the period: from jestbooks, newsbooks, and popular romance to the translation of the classics and the pioneering collections of scientific writing and travel writing; from diaries, tracts on witchcraft, and domestic conduct books to rhetorical treatises designed for a courtly audience; from little known works such as William Baldwin's *Beware the Cat*, probably the first novel in English, to *The Bible*, *The Book of Common Prayer* and Richard Hooker's eloquent statement of Anglican belief, *The Laws of Ecclesiastical Polity*. The work not only deals with the range and variety of the substance and types of English prose, but also analyses the forms and styles of writing adopted in the early modern period, ranging from the Euphuistic nature of prose fiction inaugurated by John Lyly's mannered novel, to the aggressive polemic of the Marprelate controversy; from the scatological humour of comic writing to the careful modulations of the most significant sermons of the age; and from the pithy and concise English essays of Francis Bacon to the ornate and meandering style of John Florio's translation of Montaigne's famous collection. Each essay provides an overview as well as comment on key passages, and a select guide to further reading.

THE OXFORD HANDBOOK OF TRANSCENDENTALISM

Oxford University Press The Oxford Handbook of Transcendentalism offers an eclectic, comprehensive interdisciplinary approach to the immense cultural impact of the movement that encompassed literature, art, architecture, science, and politics.

OXFORD HANDBOOK OF LEGAL CORRESPONDENCE

THE OXFORD HANDBOOK OF THE HISTORY OF ENGLISH

Oxford University Press This ambitious Handbook takes advantage of recent advances in the study of the history of English to rethink the understanding of the field.

THE OXFORD HANDBOOK OF LATIN PALAEOGRAPHY

Oxford University Press Latin books are among the most numerous surviving artifacts of the Late Antique, Mediaeval, and Renaissance periods in European history; written in a variety of formats and scripts, they preserve the literary, philosophical, scientific, and religious heritage of the West. The Oxford Handbook of Latin Palaeography surveys these books, with special emphasis on the variety of scripts in which they were written. Palaeography, in the strictest sense, examines how the changing styles of script and the fluctuating shapes of individual letters allow the date and the place of production of books to be determined. More broadly conceived, palaeography examines the totality of early book production, ownership, dissemination, and use. The Oxford Handbook of Latin Palaeography includes essays on major types of script (Uncial, Insular, Beneventan, Visigothic, Gothic, etc.), describing what defines these distinct script types, and outlining when and where they were used. It expands on previous handbooks of the subject by incorporating select essays on less well-studied periods and regions, in particular late mediaeval Eastern Europe. The Oxford Handbook of Latin Palaeography is also distinguished from prior handbooks by its extensive focus on codicology and on the cultural settings and contexts of mediaeval books. Essays treat of various important features, formats, styles, and genres of mediaeval books, and of representative mediaeval libraries as intellectual centers. Additional studies explore questions of orality and the written word, the book trade, glossing and glossaries, and manuscript cataloguing. The extensive plates and figures in the volume will provide readers with clear illustrations of the major points, and the succinct bibliographies in each essay will direct them to more detailed works in the field.

THE OXFORD HANDBOOK OF CUNEIFORM CULTURE

Oxford University Press The cuneiform script, the writing system of ancient Mesopotamia, was witness to one of the world's oldest literate cultures. For over three millennia, it was the vehicle of communication from (at its greatest extent) Iran to the Mediterranean, Anatolia to Egypt. The Oxford Handbook of Cuneiform Culture examines the Ancient Middle East through the lens of cuneiform writing. The contributors, a mix of scholars from across the disciplines, explore, define, and to some extent look beyond the boundaries of the written word, using Mesopotamia's clay tablets and stone inscriptions not just as 'texts' but also as material artefacts that offer much additional information about their creators, readers, users and owners.

THE OXFORD HANDBOOK OF THE POLITICAL ECONOMY OF INTERNATIONAL TRADE

Oxford University Press The Oxford Handbook of the Politics of International Trade surveys the literature on the politics of international trade and highlights the most exciting recent scholarly developments. It examines the impact of domestic societal actors, domestic institutions, and international interactions on trade policy and trade flows, as well as building on this basic analytical framework. Including contributions from prominent scholars around the globe, and from multiple theoretical and methodological traditions, the volume considers the development of concepts and policies about international trade; the influence of individuals, firms, and societies; the role of domestic and international institutions; and the interaction of trade and other issues, such as monetary policy, environmental challenges, and human rights. Showcasing both established theories and findings and cutting-edge new research, the Handbook is a valuable reference for scholars of political economy.

THE OXFORD HANDBOOK OF LITERATURE AND THE ENGLISH REVOLUTION

OUP Oxford This Handbook offers a comprehensive introduction and thirty-seven new essays by an international team of literary critics and historians on the writings generated by the tumultuous events of mid-seventeenth-century England. Unprecedented events—civil war, regicide, the abolition of monarchy, proscription of episcopacy, constitutional experiment, and finally the return of monarchy—led to an unprecedented outpouring of texts, including new and transformed literary genres and techniques. The Handbook provides up-to-date scholarship on current issues as well as historical information, textual analysis, and bibliographical tools to help readers understand and appreciate the bold and indeed revolutionary character of writing in mid-seventeenth-century England. The volume is innovative in its

attention to the literary and aesthetic aspects of a wide range of political and religious writing, as well as in its demonstration of how literary texts register the political pressures of their time. Opening with essential contextual chapters on religion, politics, society, and culture, the largely chronological subsequent chapters analyse particular voices, texts, and genres as they respond to revolutionary events. Attention is given to aesthetic qualities, as well as to bold political and religious ideas, in such writers as James Harrington, Marchamont Nedham, Thomas Hobbes, Gerrard Winstanley, John Lilburne, and Abiezer Coppe. At the same time, the revolutionary political context sheds new light on such well-known literary writers as John Milton, Andrew Marvell, Robert Herrick, Henry Vaughan, William Davenant, John Dryden, Lucy Hutchinson, Margaret Cavendish, and John Bunyan. Overall, the volume provides an indispensable guide to the innovative and exciting texts of the English Revolution and reevaluates its long-term cultural impact.

THE OXFORD HANDBOOK OF PARTICIPATION IN ORGANIZATIONS

OUP Oxford Employee participation encompasses the range of mechanisms used to involve the workforce in decisions at all levels of the organization - whether direct or indirect - conducted with employees or through their representatives. In its various guises, the topic of employee participation has been a recurring theme in industrial relations and human resource management. One of the problems in trying to develop any analysis of participation is that there is potentially limited overlap between these different disciplinary traditions, and scholars from diverse traditions may know relatively little of the research that has been done elsewhere. Accordingly in this book, a number of the more significant disciplinary areas are analysed in greater depth in order to ensure that readers gain a better appreciation of what participation means from these quite different contextual perspectives. Not only is there a range of different traditions contributing to the research and literature on the subject, there is also an extremely diverse sets of practices that congregate under the banner of participation. The handbook discusses various arguments and schools of thought about employee participation, analyzes the range of forms that participation can take in practice, and examines the way in which it meets objectives that are set for it, either by employers, trade unions, individual workers, or, indeed, the state. In doing so, the Handbook brings together leading scholars from around the world who present and discuss fundamental theories and approaches to participation in organization as well as their connection to broader political forces. These selections address the changing contexts of employee participation, different cultural/ institutional models, old/'new' economy models, shifting social and political patterns, and the correspondence between industrial and political democracy and participation.

THE OXFORD HANDBOOK OF EARLY MODERN ENGLISH LITERATURE AND RELIGION

Oxford University Press This pioneering Handbook offers a comprehensive consideration of the dynamic relationship between English literature and religion in the early modern period. The sixteenth and seventeenth centuries were the most turbulent times in the history of the British church - and, perhaps as a result, produced some of the greatest devotional poetry, sermons, polemics, and epics of literature in English. The early-modern interaction of rhetoric and faith is addressed in thirty-nine chapters of original research, divided into five sections. The first analyses the changes within the church from the Reformation to the establishment of the Church of England, the phenomenon of puritanism and the rise of non-conformity. The second section discusses ten genres in which faith was explored, including poetry, prophecy, drama, sermons, satire, and autobiographical writings. The middle section focuses on selected individual authors, among them Thomas More, Christopher Marlowe, John Donne, Lucy Hutchinson, and John Milton. Since authors never write in isolation, the fourth section examines a range of communities in which writers interpreted their faith: lay and religious households, sectarian groups including the Quakers, clusters of religious exiles, Jewish and Islamic communities, and those who settled in the new world. Finally, the fifth section considers some key topics and debates in early modern religious literature, ranging from ideas of authority and the relationship of body and soul, to death, judgment, and eternity. The Handbook is framed by a succinct introduction, a chronology of religious and literary landmarks, a guide for new researchers in this field, and a full bibliography of primary and secondary texts relating to early modern English literature and religion.

THE OXFORD HANDBOOK OF DANCE AND THEATER

Oxford University Press The Oxford Handbook of Dance and Theater collects a critical mass of border-crossing scholarship on the intersections of dance and theatre. Taking corporeality as an idea that unites the work of dance and theater scholars and artists, and embodiment as a negotiation of power dynamics with important stakes, these essays focus on the politics and poetics of the moving body in performance both on and off stage. Contemporary stage performances have sparked global interest in new experiments between dance and theater, and this volume situates this interest in its historical context by extensively investigating other such moments: from pagan mimes of late antiquity to early modern archives to Bolshevik Russia to post-Sandinista Nicaragua to Chinese opera on the international stage, to contemporary flash mobs and television dance contests. Ideologically, the essays investigate critical race theory, affect theory, cognitive science, historiography, dance dramaturgy, spatiality, gender, somatics, ritual, and biopolitics among other modes of inquiry. In terms of aesthetics, they examine many genres such as musical theater, contemporary dance, improvisation, experimental theater, television, African total theater, modern dance, new Indian dance theater aesthetics, philanthroproductions, Butoh, carnival, equestrian performance, tanztheater, Korean Talchum, Nazi Movement Choirs, Lindy Hop, Bomba, Caroline Masques, political demonstrations, and Hip Hop. The volume includes innovative essays from both young and seasoned scholars and scholar/practitioners who are working at the cutting edges of their fields. The handbook brings together essays that offer new insight into well-studied areas, challenge current knowledge, attend to

neglected practices or moments in time, and that identify emergent themes. The overall result is a better understanding of the roles of dance and theater in the performative production of meaning.

THE OXFORD HANDBOOK OF ANCIENT ANATOLIA

(10,000-323 BCE)

Oxford University Press This title provides comprehensive overviews on archaeological philological, linguistic, and historical issues at the forefront of Anatolian scholarship in the 21st century.

THE OXFORD HANDBOOK OF AMERICAN WOMEN'S AND GENDER HISTORY

Oxford University Press From the first European encounters with Native American women to today's crisis of sexual assault, The Oxford Handbook of American Women's and Gender History boldly interprets the diverse history of women and how ideas about gender shaped their access to political and cultural power in North America. Over twenty-nine chapters, this handbook illustrates how women's and gender history can shape how we view the past, looking at how gender influenced people's lives as they participated in migration, colonialism, trade, warfare, artistic production, and community building. Theoretically cutting edge, each chapter is alive with colorful historical characters, from young Chicanas transforming urban culture, to free women of color forging abolitionist doctrines, Asian migrant women defending the legitimacy of their marriages, and transwomen fleeing incarceration. Together, their lives constitute the history of a continent. Leading scholars across multiple generations demonstrate the power of innovative research to excavate a history hidden in plain sight. Scrutinizing silences in the historical record, from the inattention to enslaved women's opinions to the suppression of Indian women's involvement in border diplomacy, the authors challenge the nature of historical evidence and remap what counts in our interpretation of the past. Together and separately, these essays offer readers a deep understanding of the variety and centrality of women's lives to all dimensions of the American past, even as they show that the boundaries of "women," "American," and "history" have shifted across the centuries.

THE OXFORD HANDBOOK OF ANDREW MARVELL

Oxford University Press The Oxford Handbook of Andrew Marvell is the most comprehensive and informative collection of essays ever assembled dealing with the life and writings of the poet and politician Andrew Marvell (1621-78). Like his friend and colleague John Milton, Marvell is now seen as a dominant figure in the literary landscape of the mid-seventeenth century, producing a stunning oeuvre of poetry and prose either side of the Restoration. In the 1640s and 1650s he was the author of hypercanonical lyrics like 'To His Coy Mistress' and 'The Garden' as well as three epoch-defining poems about Oliver Cromwell. After 1660 he virtually invented the verse genre of state satire as well as becoming the most influential prose satirist of the day—in the process forging a long-lived reputation as an incorruptible patriot. Although Marvell himself was an intensely private and self-contained character, whose literary, religious, and political commitments are notoriously difficult to discern, the interdisciplinary contributions by an array of experts in the fields of seventeenth-century literature, history, and politics gathered together in the Handbook constitute a decisive step forward in our understanding of him. They offer a fully-rounded account of his life and writings, individual readings of his key works, considerations of his relations with his major contemporaries, and surveys of his rich and varied afterlives. Informed by the wealth of editorial and biographical work on Marvell that has been produced in the last twenty years, the volume is both a conspectus of the state of the art in Marvell studies and the springboard for future research.

DEVELOPING WRITING SKILLS IN SPANISH

Routledge Developing Writing Skills in Spanish provides intermediate and advanced level students with the necessary skills to become competent and confident writers in the Spanish language. With a focus on writing as a craft, Developing Writing Skills in Spanish offers a rich selection of original materials including narrative texts, expository essays, opinion pieces and newspaper articles. Each chapter covers a specific kind of writing and is designed to help tackle the material in small units. The book aids students in crafting clear, coherent and cohesive manuscripts by means of guided practice and step-by-step activities. Key features: Guidance on how to structure a variety of texts: narrative, descriptive, expository, argumentative, academic, journalistic, legal and scientific. Sequenced exercises on style, writing conventions, word choice, syntax and grammar. Reference lists and tables with specialized vocabulary, transition words and other useful expressions. Strategies and tips for planning manuscripts, brainstorming ideas, vocabulary enrichment, editing and proofreading. Includes original samples, as well as fragments from newspapers, well-known literary works and essays by notable Hispanic authors and journalists. Website with additional activities to reinforce the content of each chapter and a teacher's guide with valuable support materials at: www.developingwritingskills.com Designed as a classroom text, self-study material or simply as a resource on writing, Developing Writing Skills in Spanish is the ideal supplement for all intermediate to advanced students of Spanish.

CLASSROOM-BASED RESEARCH AND EVIDENCE-BASED PRACTICE

AN INTRODUCTION

SAGE This refreshing Second Edition offers a helpful overview of educational research for those training to be teachers, or setting out on classroom-based research projects. The book illustrates the nature and logic of the research process, and supports readers in critically evaluating the strengths and limitations of published studies. Drawing on a variety of relevant examples, the book demonstrates each stage of the research process - including formulating research questions, selecting data collection techniques and deciding on approaches to data analysis - and usefully integrates each stage. The new edition includes: - an expanded treatment of data analysis - new, discrete chapters looking at ethical issues, and at how teachers can research their own classrooms through the use of case studies - discussion of research carried out by trainee teachers. Clear and comprehensive, the examples included in the book demonstrate the range of topics that are suitable for research in the classroom and identify key factors for consideration when undertaking classroom-based research. This book is essential reading for students, researchers, teachers and trainee teachers interested in doing research in the classroom.

THE OXFORD HANDBOOK OF MONTAIGNE

Oxford University Press "The creator of the 'essay,' Michel de Montaigne serves as a bridge between what we call the early modern and modernity. The Essays resemble a patchwork of personal reflections that tend toward a single goal: to live better in the present and to prepare for death. Montaigne constantly redefines the nature of his task in order to fashion himself anew and, in the end, offers an impressionistic model of descriptions based on momentary experiences. Over the centuries, the reception of Montaigne has been anything but simple. The institutionalization of an author depends on what one might call his or her 'ideological and historical trajectory.' An effect of 'globalization' has even reached Montaigne in recent years, bringing him sudden, worldwide visibility. His thought has become internationalized, and he is read, studied, and commented in most European countries as well as in North America, Latin America, and Asia"

DOCUMENT DRAFTING HANDBOOK

THE OXFORD HANDBOOK OF NEO-RIEMANNIAN MUSIC THEORIES

OUP USA In recent years neo-Riemannian theory has established itself as the leading approach of our time, and has proven particularly adept at explaining features of chromatic music. The Oxford Handbook of Neo-Riemannian Music Theories assembles an international group of leading music theory scholars in an exploration of the music-analytical, theoretical, and historical aspects of this new field.

THE OXFORD HANDBOOK OF GRAMMATICALIZATION

Oxford University Press This book presents the state of the art in research on grammaticalization, the process by which lexical items acquire grammatical function, grammatical items get additional functions, and grammars are created. Leading scholars from around the world introduce and discuss the core theoretical and methodological bases of grammaticalization, report on work in the field, and point to promising directions for new research. They represent every relevant theoretical perspective and approach. Research on grammaticalization and its role in linguistic change encompasses work on languages from every major linguistic family. Its results offer valuable insights for all theoretical frameworks, including generative, construction, and cognitive grammar, and relate to work in fields such as phonology, sociolinguistics, and language acquisition. The handbook is divided into five parts, of which the first two are devoted to theory and method, the third and fourth to work in linguistic domains, classes, and categories, and the fifth to case studies of grammaticalization in a range of languages. It will be an indispensable source of information and inspiration for all those who wish to know more about this fascinating and important field.

THE OXFORD HANDBOOK OF BRITISH POETRY, 1660-1800

Oxford University Press In the most comprehensive and up-to-date overview of the poetry published in Britain between the Restoration and the end of the eighteenth century, forty-four authorities from six countries survey the poetry of the age in all its richness and diversity—serious and satirical, public and private, by men and women, nobles and peasants, whether published in deluxe editions or sung on the streets. The contributors discuss poems in social contexts, poetic identities, poetic subjects, poetic form, poetic genres, poetic devices, and criticism. Even experts in eighteenth-century poetry will see familiar poems from new angles, and all readers will encounter poems they've never read before. The book is not a chronologically organized literary history, nor an encyclopaedia, nor a collection of thematically related essays; rather it is an attempt to provide a systematic overview of these poetic works, and to restore it to a position of centrality in modern criticism.

PAINTING AND EXPERIENCE IN FIFTEENTH CENTURY ITALY

A PRIMER IN THE SOCIAL HISTORY OF PICTORIAL STYLE

Oxford Paperbacks An introduction to 15th century Italian painting and the social history behind it, arguing that the two are interlinked and that the conditions of the time helped fashion distinctive elements in the painter's style.

INTERNATIONAL BUSINESS CORRESPONDENCE

Anchor Academic Publishing International business correspondence is not simply writing or information exchange. It is something that you want others to know about you – to know about your business and the way you deal with business transactions. It is by the way you create your letter that your reader can identify whether you are friendly, rude, or you just simply want to do business. Your letter shows your attitude. This is one reason why it is important to consider your way of writing, write professionally and with courtesy. Success of business transactions is not only dependent on your ability to talk and communicate verbally, but also the way you communicate in letters. How important is learning the proper way of writing business letters? This book will help you to improve your written communication by guiding you through the steps and guidelines of making an effective letter. Aside from that, you will learn to see that planning is important. Gathering information and doing some research will help you. As you go through answer complaints, it will save you to make adjustments, it is important and friendly to reply to inquiries, it is good to be precise in your quotations, it is proper to acknowledge placed orders or acknowledge payment, it is worth to check all outgoing orders for shipment and delivery, it is important to have an insurance policy, it is tedious to deal internationally without bank transactions, and it is by connection that you can increase your sales. You need to connect to your customers and readers in order to build a good working relationship. If you are able to establish a good relationship, they will value you as their business partners. Skills in creating business letters are important for the success of your business. Business letter writing skills will also boost your confidence as a businessman and will help boosting your business as well. This book aims to help students to develop their skills and confidence in writing international business letters. It can also serve as a reference for students at college and university levels.

HANDBOOK FOR ACADEMIC AUTHORS

Cambridge University Press Whether you are a graduate student seeking to publish your first article, a new Ph.D. revising your dissertation for publication, or an experienced author working on a new monograph, textbook, or digital publication, *Handbook for Academic Authors* provides reliable, concise advice about selecting the best publisher for your work, maintaining an optimal relationship with your publisher, submitting manuscripts to book and journal publishers, working with editors, navigating the production process, and helping to market your book. It also offers information about illustrations, indexes, permissions, and contracts and includes a chapter on revising dissertations and one on the financial aspects of publishing. The book covers not only scholarly monographs but also textbooks, anthologies, multi-author books, and trade books. This fifth edition has been revised and updated to align with new technological and financial realities, taking into account the impact of digital technology and the changes it has made in authorship and publishing.

THE OXFORD HANDBOOK OF SAMUEL TAYLOR COLERIDGE

OUP Oxford A practical and comprehensive reference work, the *Oxford Handbook* provides the best single-volume source of original scholarship on all aspects of Coleridge's diverse writings. Thirty-seven chapters, bringing together the wisdom of experts from across the world, present an authoritative, in-depth, and up-to-date assessment of a major author of British Romanticism. The book is divided into sections on Biography, Prose Works, Poetic Works, Sources and Influences, and Reception. The Coleridge scholar today has ready access to a range of materials previously available only in library archives on both sides of the Atlantic. The Bollingen edition, of the *Collected Works of Samuel Taylor Coleridge*, forty years in production was completed in 2002. The *Coleridge Notebooks (1957-2002)* were also produced during this same period, five volumes of text with an additional five companion volumes of notes. The Clarendon Press of Oxford published the letters in six volumes (1956-1971). To take full advantage of the convenient access and new insight provided by these volumes, the *Oxford Handbook* examines the entire range and complexity of Coleridge's career. It analyzes the many aspects of Coleridge's literary, critical, philosophical, and theological pursuits, and it furnishes both students and advanced scholars with the proper tools for assimilating and illuminating Coleridge's rich and varied accomplishments, as well as offering an authoritative guide to the most up-to-date thinking about his achievements.

THE OXFORD HANDBOOK OF QUINTILIAN

Oxford University Press The *Oxford Handbook of Quintilian* aims to trace Quintilian's influence on the theory and practice of rhetoric and education up to the present. Chapters cover topics including Quintilian's *Institutio oratoria*, his views on education and literary criticism, and his reception and influence.

HANDBOOK OF TECHNICAL WRITING

St. Martin's Press New to this edition: Up-to-date information on on-line research and computer resources. A unique four-way access system enables users of the Handbook of Technical Writing to find what they need quickly and get on with the job of writing: 1. The hundreds of entries in the body of the Handbook are alphabetically arranged, so you can flip right to the topic at hand. Words and phrases in bold type provide cross-references to related entries. 2. The topical key groups alphabetical entries and page numbers under broader topic categories. This topical table of contents allows you to check broader subject areas for the specific topic you need. 3. The checklist of the writing process summarizes the opening essay on "Five Steps to Successful Writing" in checklist form with page references to related topics, making it easy to use the Handbook as a writing text. 4. The comprehensive index provides an exhaustive listing of related and commonly confused topics, so you can easily locate information even when you don't know the exact term you're looking for.

BUSINESS CORRESPONDENCE

A GUIDE TO EVERYDAY WRITING : INTERMEDIATE

PEARSON EDUCATION KOREA The book contains lots of models of letters, e-mails, faxes and memos. Units teach how to initiate new correspondence and how to respond. Lots of tips about common business expressions and practices. Controlled practice in the in grammar, vocabulary and mechanics of everyday business writing.

THE OXFORD HANDBOOK OF BEN JOHNSON

THE OXFORD HANDBOOK OF CHARLES DICKENS

Oxford University Press The Oxford Handbook of Charles Dickens is a comprehensive and up-to-date collection on Dickens's life and works. It includes original chapters on all of Dickens's writing and new considerations of his contexts, from the social, political, and economic to the scientific, commercial, and religious. The contributions speak in new ways about his depictions of families, environmental degradation, and improvements of the industrial age, as well as the law, charity, and communications. His treatment of gender, his mastery of prose in all its varieties and genres, and his range of affects and dramatization all come under stimulating reconsideration. His understanding of British history, of empire and colonization, of his own nation and foreign ones, and of selfhood and otherness, like all the other topics, is explained in terms easy to comprehend and profoundly relevant to global modernity.

THE ELEMENTS OF BUSINESS WRITING

Longman Publishing Group Anyone who has ever had to write any business document, from interoffice memo to fifty-page proposal, will find this the single most effective tool for producing clear, concise, and persuasive prose. Equally useful to executives and support staff, it shows how to write clearly and powerfully, organize material and avoid errors and jargon.

THE OXFORD HANDBOOK OF LATE ANTIQUITY

Oxford University Press The Oxford Handbook of Late Antiquity offers an innovative overview of a period (c. 300-700 CE) that has become increasingly central to scholarly debates over the history of western and Middle Eastern civilizations. This volume covers such pivotal events as the fall of Rome, the rise of Christianity, the origins of Islam, and the early formation of Byzantium and the European Middle Ages. These events are set in the context of widespread literary, artistic, cultural, and religious change during the period. The geographical scope of this Handbook is unparalleled among comparable surveys of Late Antiquity; Arabia, Egypt, Central Asia, and the Balkans all receive dedicated treatments, while the scope extends to the western kingdoms, and North Africa in the West. Furthermore, from economic theory and slavery to Greek and Latin poetry, Syriac and Coptic literature, sites of religious devotion, and many others, this Handbook covers a wide range of topics that will appeal to scholars from a diverse array of disciplines. The Oxford Handbook of Late Antiquity engages the perennially valuable questions about the end of the ancient world and the beginning of the medieval, while providing a much-needed touchstone for the study of Late Antiquity itself.

THE OXFORD HANDBOOK OF COMPUTATIONAL AND MATHEMATICAL PSYCHOLOGY

Oxford University Press This Oxford Handbook offers a comprehensive and authoritative review of important developments in computational and mathematical psychology. With chapters written by leading scientists across a variety of subdisciplines, it examines the field's influence on related research areas such as cognitive psychology, developmental psychology, clinical psychology, and neuroscience. The Handbook emphasizes examples and applications of the latest research, and will appeal to readers possessing various levels of modeling experience. The Oxford Handbook of

Computational and mathematical Psychology covers the key developments in elementary cognitive mechanisms (signal detection, information processing, reinforcement learning), basic cognitive skills (perceptual judgment, categorization, episodic memory), higher-level cognition (Bayesian cognition, decision making, semantic memory, shape perception), modeling tools (Bayesian estimation and other new model comparison methods), and emerging new directions in computation and mathematical psychology (neurocognitive modeling, applications to clinical psychology, quantum cognition). The Handbook would make an ideal graduate-level textbook for courses in computational and mathematical psychology. Readers ranging from advanced undergraduates to experienced faculty members and researchers in virtually any area of psychology--including cognitive science and related social and behavioral sciences such as consumer behavior and communication--will find the text useful.

THE FAR RIGHT TODAY

John Wiley & Sons The far right is back with a vengeance. After several decades at the political margins, far-right politics has again taken center stage. Three of the world's largest democracies – Brazil, India, and the United States – now have a radical right leader, while far-right parties continue to increase their profile and support within Europe. In this timely book, leading global expert on political extremism Cas Mudde provides a concise overview of the fourth wave of postwar far-right politics, exploring its history, ideology, organization, causes, and consequences, as well as the responses available to civil society, party, and state actors to challenge its ideas and influence. What defines this current far-right renaissance, Mudde argues, is its mainstreaming and normalization within the contemporary political landscape. Challenging orthodox thinking on the relationship between conventional and far-right politics, Mudde offers a complex and insightful picture of one of the key political challenges of our time.

UNITED NATIONS CORRESPONDENCE MANUAL : A GUIDE TO THE DRAFTING, PROCESSING, AND DISPATCH OF OFFICIAL UNITED NATIONS COMMUNICATIONS

United Nations Publications

THE OXFORD HANDBOOK OF MILTON

OUP Oxford Four hundred years after his birth, John Milton remains one of the greatest and most controversial figures in English literature. The Oxford Handbook of Milton is a comprehensive guide to the state of Milton studies in the early twenty-first century, bringing together an international team of thirty-five leading scholars in one volume. The rise of critical interest in Milton's political and religious ideas is the most striking aspect of Milton studies in recent times, a consequence in great part of the increasingly fluid relations between literary and historical study. The Oxford Handbook both embodies the interest in Milton's political and religious contexts in the last generation and seeks to inaugurate a new phase in Milton studies through closer integration of the poetry and prose. There are eight essays on various aspects of Paradise Lost, ranging from its classical background and poetic form to its heretical theology and representation of God. There are sections devoted both to the shorter poems, including 'Lycidas' and Comus, and the final poems, Paradise Regained and Samson Agonistes. There are also three sections on Milton's prose: the early controversial works on church government, divorce, and toleration, including Areopagitica; the regicide and republican prose of 1649-1660, the period during which he served as the chief propagandist for the English Commonwealth and Cromwell's Protectorate, and the various writings on education, history, and theology. The opening essays explore what we know about Milton's biography and what it might tell us; the final essays offer interpretations of aspects of Milton's massive influence on later writers, including the Romantic poets.