

Effective Letters in Business

Shurter, R.L.

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Effective Letters in Business Shurter R. L.,1974 Managerial Communication Dr. Nupur Angirish,Dr. Jyoti Gaur,2023-12-22 Preface This write up is dedicated to our parents the ROFEL Trust Vapi and Suresh Gyan Vihar University Jaipur for their ongoing inspiration Hello and welcome to the realm of Business Training and Development The information for this book came from a variety of different writers and researchers on the subject as well as from our own training and teaching experiences The book is intended to aid managers and staff in improving performance achieving success and enhancing job happiness As we all know greater performance in business is especially linked to the person s work abilities and communication is not independent of this As everyone is aware greater performance in business explicitly refers to the person s work abilities and communication is not independent of this In terms of development better performance pertains to wider abilities that might improve both a person s personal and professional performance in addition to preparing an employee or manager for a position with more responsibility Understanding communication helps people define goals clarify their beliefs advance in their careers use learning management techniques and perform better at work while still enjoying their personal lives and relationships All businesses and organizations as well as employees and managers at all levels always need to enhance their communication skills Professionals in the business world educators engineers physicians accountants and construction workers Although adept in their fields professionals such as secretaries managers and lawyers sometimes struggle to communicate with coworkers superiors employees customers clients and partners Additionally all other abilities and knowledge are transmitted through conversation Learning communication skills and business understanding are topics covered in this book In various respects this book is special We both have teaching business and soft skill expertise and using that knowledge as a springboard we re on the right track to tackle the problem gently while offering essential doable advice on how to handle oneself and one s business Even though nothing in this world is flawless we have done our best to deliver the information in an engaging casual and easy to read manner Students majoring in business communication management law or home science extension will benefit from reading the book We anticipate that after reading this book you will concur with us

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The National Council of Churches established the Delta Ministry in 1964 to further the cause of civil rights in Mississippi the southern state with the largest black population proportionately and with the stiffest level of white resistance At its height the Ministry which was headquartered in Greenville had the largest field staff of any civil rights organization in the South Active through the mid 1970s the Ministry outlasted SNCC CORE and the SCLC in Mississippi helping to fill the vacuums when these organizations fell apart or refocused their energies In this first book length study of the Delta Ministry Mark Newman tells how the organization conducted literacy citizenship and vocational training He documents the Ministry s role in fostering the growth of Head Start and community based health care and in widening the distribution of free surplus federal food and food stamps Newman discusses among other Ministry successes the Delta Foundation which created jobs by channeling grant money to small businesses that could not secure bank loans At the same time he details the Ministry s problems from its chronic underfunding to its uneasy relationship with the Mississippi NAACP which pursued civil rights objectives through less confrontational methods Newman examines the Freedomcrafts manufacturing cooperative and other ministry failures as well as mixed efforts such as Freedom City a collective agricultural and manufacturing community built by displaced agricultural workers *Divine Agitators* looks at many inadequately studied events across a time span that extends beyond the widely accepted end dates of the civil rights movement It offers new insights at the most local levels of the movement into conflict within and between civil rights groups the increasing subtlety of white resistance the disengagement of the federal government and the rise of Black Power

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