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This book is the first-ever authoritative work on the use and management of humor in the workplace. It is a practical guide for everyone involved: the humorists ('jokers'), the targets (sometimes 'victims'), the observers ('audience') and most of all the managers who have to 'set the tone' and encourage, control and manage humor. Humor is part and parcel of every workplace. However, while it usually demonstrates and fosters a united, happy workforce, it can at times be deeply damaging and divisive. The authors - academics with vast organizational experience and a research-based understanding of humor at work - bring together state-of-the art knowledge of the topic, making it fun, accessible and readable for all humor participants. The topics include how humor works, humor cultures in organizations, the many forms of workplace humor and their pros and cons, humor rituals at work, digital humor, workplace jokers, the 21st century issue of 'political correctness', and both the 'bright side' of humor (assisting positive cultures, making work 'fun'), and its 'dark side' (where humor offends and humiliates). With over 60 'real life' illustrative stories of workplace humor, a self-completion questionnaire to measure the Humor Climate in your organization, end-of-chapter 'takeaways' and an end-of-book summary advocating 'best practice', the book is a 'fun', how-to-do-it guide that will both inform and entertain. Dramaturgy in the Making maps contemporary

dramaturgical practices in various settings of theatre-making and dance to reveal the different ways that dramaturgs work today. It provides a thorough survey of three major areas of practice - institutional dramaturgy, production dramaturgy and dance dramaturgy - with each illustrated through a range of case studies that illuminate methodology and which will assist practitioners in developing their own 'dramaturgical toolbox'. In tracing the development of the role of the dramaturg, the author explores the contribution of Lessing, Brecht and Tynan, foundational figures who shaped the practice. She excavates the historical and theoretical contexts for each strand of the work, uniquely offering a history of dance dramaturgy and its associated theories. Based on extensive research, the volume features material from the author's interviews with fifty eminent professionals from Europe and North America, including: Robert Blacker, Jack Bradley, DD Kugler, Ruth Little and Hildegard De Vuyst. Through these, a detailed and precise insight is provided into dramaturgical processes at organisations such as the Akram Khan Company, les ballets C de la B (Gent), the National Theatre and the Royal Court (London), the Schaubühne (Berlin) and The Sundance Institute Theatre Lab (Utah), among others. Dramaturgy in the Making will prove indispensable to anyone working in theatre or wanting to better understand the dramaturgical processes in performance-making today. The book features a foreword by Geoff Proehl, author of Toward a Dramaturgical Sensibility: Landscape and Journey. The award-winning Manual For Living: REALITY, A User's Guide to the Meaning of Life, is the first book in the Manual For Living Series, and is a genuine user's guide to the meaning of life, and will change the way you see the world. Its straightforward guidance and practical wisdom will help you remain true to your path and purpose in life. A powerful, life-altering book to help you reconnect to your truth and your reason for being. Find True Fulfillment and Lasting Happiness Overcome Your Fear of Death Learn How to Fully Experience Life Reconnect With Your Inner Truth Discover Your True Purpose Chernoff writes, "We each have a path and purpose in life, a destiny as unique as our own fingerprints, yet we often live lives of petty obscurity and quiet desperation, ignoring our truth. It is our prerogative to find our purpose and fulfill it. The loss of a life is not as devastating as the loss what could have been, of the dreams left unfulfilled and passions undiscovered." In this sophisticated and compelling introduction to puppet theatre, Penny Francis offers engaging contemporary perspectives on this universal art-form. She provides an account of puppetry's different facets, from its demands and techniques, through its uses and abuses, to its history and philosophy. Now recognized as a valuable and powerful medium used in the making of most forms of theatre and filmed work, those referring to Puppetry will discover something of the roots, dramaturgy, literature and techniques of this visual art form. The book

gathers together material from an international selection of sources, bringing puppet theatre to life for the student, practitioner and amateur alike. Outlining different perspectives, this classic and field-defining text introduces 'dramaturgy' as a critical concept and a practical process in an accessible and engaging style. The revised edition includes a new introduction and afterword which provides insight into contemporary developments and future directions of scholarship. A collection of novelist's non-fiction writings spanning more than thirty years addresses topics including the arts, science, literature, popular culture, and his own life. To learn to read a text for the portals of silence that are implicit in it is to gain a powerful tool for supporting and expanding one's silence, and to open the reader to the insight that ensues. The sort of reading proposed in this volume is both costly and rewarding. These pages invite readers once again to look at their own minds, to reflect on what is happening there, and to understand the essential role of silence for being human, and for living our own truth with one another. This text provides an overview of the hardware, software, and operating-system concepts used with computer systems. Using a self-mastery approach, 14 chapters lead students from a basic to a more sophisticated understanding of how command syntax, parameters, parsing commands, and troubleshooting are "The author examines eight human inner capacities by which people shape their lives. He outlines a step-by-step program to harness this great potential freely available within people to bring out the best in themselves and create the life they dream of leading" --Provided by publisher. A practical introduction to the use of the arts in dementia care. Based on experience, the book provides clear guidance on how to employ a variety of innovative techniques including art, music and dance therapies, to promote the physical, psychological, emotional, social and spiritual well-being of people with dementia. Words: A User's Guide is an accessible and invaluable reference that is ideal for students, business people and advanced learners of English. The book is structured in groups of words that may be confused because they sound alike, look alike or seem to have similar meanings, and this approach makes it much more intuitive and easy to use than a dictionary. Contrasting over 5000 words (such as habitable and inhabitable, precipitation and rainfall, reigns and reins), Words: a User's Guide provides examples of usage adapted from large national databases of contemporary English, and illustrates each headword in typical contexts and phrases. This book gives you straightforward answers, and helps with pronunciation, spelling, style and levels of formality. For those working internationally it presents international standards and compares usage in Britain and the USA. Words: A User's Guide is an excellent resource for anyone who wants to communicate well in written and spoken English. "At last! A book about the use of words that clarifies and de-mystifies in an eminently usable way. I would recommend it to anyone who wants to write well. It is a book to keep." Sandy Gilkes, Head of the Centre for Academic Practice, University of Northampton "Rigorous, fresh, intriguing and downright useful, it deserves a place on every properly

stocked reference shelf." Brian Cathcart, Professor of Journalism, Kingston University "From the pedantic to the permissive, everyone who's interested in the English language and the way we speak and write it will want a copy of this practical, entertaining book." Wynford Hicks (author of Quite Literally and The Basics of English Usage) Capitalizes on the ripeness of the German case for interdisciplinary investigation Silence is essential for the health and well-being of humans and the environment in which they live. Yet silence has almost vanished from our lives and our world. Of all the books that claim to be about silence, this is the only one that addresses silence directly. Silence: A User's Guide is just what the title says: it is a guide to silence, which is both a vast interior spaciousness, and the condition of our being in the natural world. This book exposes the processes by which silence can transfigure our lives--what Maggie Ross calls "the work of silence"; it describes how lives steeped in silence can transfigure other lives unawares. It shows how the work of silence was once understood to be the foundation of the teaching of Jesus, and how this teaching was once an intrinsic part of Western Christianity; it describes some of the methods by which the institution suppressed the work of silence, and why religious institutions are afraid of silence. Above all, this book shows that the work of silence gives us a way of being in the world that is more than we can ask for or imagine. Everything you always wanted to know about life when you're six feet under. Let's face it, death is one of the most important events in life--and it never hurts to be prepared. Herein you'll explore such provocative questions as: Is there life after death? Is the Hereafter sexist? And most important: How do you know you're dead? This eye-opening collection of amusing tidbits, historical facts, and macabre curiosities probes the mysterious state that has stymied scholars and spiritualists since the beginning of time. Did you know... * An Australian woman had her husband's ashes inserted in her breast implants, to keep him close to her heart (see page 118) * Heavy drinking combined with excess body fat can result in Spontaneous Human Combustion (see page 191) * Statistically, you're more likely to be killed by walking (660-1) than by lightning (55,000-1) (see page 193) PLUS Sex and Death * Graves of the Rich and Famous * Body Snatching and Grave Robbing * Ghosts, Ghouls, and the Undead * And Much More! The idea of "The Green Book" is to give the Motorist and Tourist a Guide not only of the Hotels and Tourist Homes in all of the large cities, but other classifications that will be found useful wherever he may be. Also facts and information that the Negro Motorist can use and depend upon. There are thousands of places that the public doesn't know about and aren't listed. Perhaps you know of some? If so send in their names and addresses and the kind of business, so that we might pass it along to the rest of your fellow Motorists. You will find it handy on your travels, whether at home or in some other state, and is up to date. Each year we are compiling new lists as some of these places move, or go out of business and new business places are started giving added employment to members of our race. This collection engages with translation and interpreting from a diverse

but complementary range of perspectives, in dialogue with the seminal work of Theo Hermans. A foundational figure in the field, Hermans's scholarly engagement with translation spans several key areas, including history of translation, metaphor, norms, ethics, ideology, methodology, and the critical reconceptualization of the positioning of the translator and of translation itself as a social and hermeneutic practice. Those he has mentored or inspired through his lectures and pioneering publications over the years are now household names in the field, with many represented in this volume. They come together here both to critically re-examine translation as a social, political and conceptual site of negotiation and to celebrate his contributions to the field. The volume opens with an extended introduction and personal tribute by the editor, which situates Hermans's work within the broader development of critical thinking about translation from the 1970s onward. This is followed by five parts, each addressing a theme that has been broadly taken up by Theo Hermans in his own work: translational epistemologies; historicizing translation; performing translation; centres and peripheries; and digital encounters. This is important reading for translation scholars, researchers and advanced students on courses covering key trends and theories in translation studies, and those engaging with the history of the discipline. The Open Access version of this book, available at <http://www.taylorfrancis.com>, has been made available under a Creative Commons Attribution-Non Commercial-No Derivatives 4.0 license. This familiar guide to information resources in the humanities and the arts, organized by subjects and emphasizing electronic resources, enables librarians, teachers, and students to quickly find the best resources for their diverse needs. Nontechnical handbook for SGML users with diverse backgrounds and no special training in SGML. How can I communicate even more effectively with people who have learning disabilities? Communicate with Me is an invaluable toolkit for carers, professionals, schools and services striving to improve the quality of their communication with those they support. Key features include: a comprehensive range of techniques and guidance for carers and professionals around how to communicate with and involve children and adults with learning disabilities; a wealth of practical examples and case studies to illustrate and contextualise the suggested approaches; a detailed quality assurance framework to help schools and services develop CPD, establish excellence across their organisations in the way that they communicate with people with learning difficulties and improve outcomes for those they support. Communicate with Me is a resource for anyone involved in supporting children or adults with a learning disability including residential or community support workers, play workers, advocates and teachers who work directly with people, as well as line managers and service managers who can facilitate change within service structures and promote good practice in their teams. Martin Goodwin is an experienced practitioner who has more than 18 years experience in working with children and young people in a range of capacities including management and direct

delivery. Martin is a qualified teacher/ trainer in post compulsory education and children's rights advocate with a BA Hons in Professional Studies: Learning Difficulties, PG Cert in Social Studies and MA in Youth and Community studies. Jennie Miller specialises in working with adults with a learning disability in the residential setting where she has over ten years' experience, holding a management role since 2004. Jennie has a BA (hons) in Professional Studies: Learning Difficulties. Cath Edwards has over thirty years' experience of working with children and young people with learning disabilities including autism and severe and profound multiple learning disability. Cath has a BEd in education, a degree-level qualification in special educational needs, and is a Master Practitioner of Neuro-Linguistic Programming. Cath is also a qualified yoga teacher and a professional storyteller. Review: The publication of this resource is timely. Services are shrinking and specialist support is contracting. People with learning disabilities need informed, committed and skillful partners in their struggle to take their rightful place in society - and this accessible, interactive and comprehensive guide will prove an invaluable support to everyone who has the privilege and the challenge of sharing their lives and work with people who have difficulties in communication. Dr Nicola Grove, Consultant in Communication and Narrative, Honorary Senior Lecturer, Tizard Centre, Founder, Openstorytellers. Helping education students become savvy qualitative researchers

Qualitative Research in Education: A User's Guide, Third Edition continues to bring together the essential elements of qualitative research, including traditions and influences in the field and practical, step-by-step coverage of each stage of the research process. Synthesizing the best thinking on conducting qualitative research in education, author Marilyn Lichtman uses a conversational writing style that draws readers into the excitement of the research process. Real-world examples provide both practical and theoretical information, helping readers understand abstract ideas and apply them to their own research. The Sears List of Subject Headings, an outstanding name amongst subject headings lists, is used all over the world in small and medium sized libraries. It has constantly been revised and kept up to date, both in its methods and contents, by incorporating new subjects and updated organizational machinery. Being handy, simple, inexpensive and always current, the Sears List is a convenient choice for teaching subject headings work in library schools. User's Guide to Sears List of Subject Headings, 2nd Edition is a companion book which, although based on the 222nd edition of the Sears List, should also be useful to the libraries using some previous edition. It attempts to explain the theoretical foundations, history and application of the Sears List as well as of the subject headings work in general. It explicates the various hidden potentials of the system to construct subject headings needed for local situations. The object of this small, practical introduction is to be simple, clear and illustrative. The book assumes no prior knowledge either of the Sears List or of subject headings work in general. It is a manual for beginners to understand the importance of

vocabulary control, the process of subject analysis, the structure and organization of the Sears List, and the methods to locate, specify and construct subject headings and provide cross references for the public catalogue. Subject headings in the complex areas of languages, literatures, biographical and geographical works are given a chapter each. Review questions and exercises conclude most chapters. A bibliography and glossary are valuable features of this work This text is an introduction to the full range of standard reference tools in all branches of English studies. More than 10,000 titles are included. The Reference Guide covers all the areas traditionally defined as English studies and all the field of inquiry more recently associated with English studies. British and Irish, American and world literatures written in English are included. Other fields covered are folklore, film, literary theory, general and comparative literature, language and linguistics, rhetoric and composition, bibliography and textual criticism and women's studies. Intended to support the national initiative to strengthen learning in areas of science, technology, engineering, and mathematics, this book helps librarians who work with youth in school and public libraries to build better collections and more effectively use these collections through readers' advisory and programming. • Introduces more than 500 STEM resource suggestions for toddlers to young adults • Highlights more than 25 detailed library program or activity suggestions to be paired with STEM book titles • Provides resource suggestions for professional development • Contains bonus sections on STEM-related graphic novels, apps, and other media

Drama-based Pedagogy examines the mutually beneficial relationship between drama and education, championing the versatility of drama-based teaching and learning designed in conjunction with classroom curricula. Written by seasoned educators and based upon their own extensive experience in diverse learning contexts, this book bridges the gap between theories of drama in education and classroom practice. Kathryn Dawson and Bridget Kiger Lee provide an extensive range of tried and tested strategies, planning processes and learning experiences, in order to create a uniquely accessible manual for those who work, think, train and learn in educational and/or artistic settings. It is the perfect companion for professional development and university courses, as well as for already established educators who wish to increase student engagement and ownership of learning. Les Ballets C de la B was founded by Alain Platel in 1984. Since then it has become a company that enjoys great success at home and abroad. Over the years, Platel has developed a unique choreographic oeuvre. His motto, 'This dance is for the world and the world is for everyone', reveals a deep social and political commitment. Through the three topics of emotions, gestures and politics, this book unravels the choreopolitics of Platel's Les Ballets C de la B. His choreopolitics go beyond conveying a (political) message because rather than defending one opinion, Platel is more concerned about the exposure of the complexity within the debate itself. Highly respected scholars from different fields contribute to this

book to provide an interdisciplinary perspective on the intense emotions, the damaged narratives, and the precarious bodies in Platel's choreographic oeuvre. Why are so many people attracted to narrative fiction? How do authors in this genre reframe experiences, people, and environments anchored to the real world without duplicating "real life"? In which ways does fiction differ from reality? What might fictional narrative and reality have in common—if anything? By analyzing novels such as Arundhati Roy's *The God of Small Things*, Amitav Ghosh's *The Glass Palace*, Zadie Smith's *White Teeth*, and Hari Kunzru's *The Impressionist*, along with selected Latino comic books and short fiction, this book explores the peculiarities of the production and reception of postcolonial and Latino borderland fiction. Frederick Luis Aldama uses tools from disciplines such as film studies and cognitive science that allow the reader to establish how a fictional narrative is built, how it functions, and how it defines the boundaries of concepts that appear susceptible to limitless interpretations. Aldama emphasizes how postcolonial and Latino borderland narrative fiction authors and artists use narrative devices to create their aesthetic blueprints in ways that loosely guide their readers' imagination and emotion. In *A User's Guide to Postcolonial and Latino Borderland Fiction*, he argues that the study of ethnic-identified narrative fiction must acknowledge its active engagement with world narrative fictional genres, storytelling modes, and techniques, as well as the way such fictions work to move their audiences. Education Studies continues to grow as a popular undergraduate area of study. This core text addresses themes common to all Education Studies courses. It benefits from a large list of chapters from key contributors at key institutions. This third edition has been completely revised and updated with the addition of seven new chapters. Themes newly explored include gender, research, the power of money and status and alternatives to schooling. This fully comprehensive text is accessibly written, with learning features throughout to encourage students to approach issues critically. Fully up-to-date and covering a huge range of themes for Education Studies students. *A User's Guide to Copyright* is intended as a guide and a reference work on all aspects of copyright, including ownership, transmission, and licensing. This book also deals with the more straightforward copyright problems that arise and explores copyright law as it applies to certain organizations, businesses, and people for whom copyright plays an important part in their daily life, from publishers and printers to libraries, schools, music industry, film industry, television and radio stations, computer software and firmware, and character merchandising. This book is comprised of 29 chapters divided into two sections and begins with an overview of copyright law, paying particular attention to the basic rules of copyright, statutes and statutory instruments, and Copyright Act 1956. The reader is then introduced to copyright works encompassing literature, drama, music, and the arts as well as sound recordings, cinematograph films, and television and radio broadcasts. The following chapters discuss the concept of originality, breach of confidence,

and publication in relation to copyright. Infringement of copyright is also considered, along with exceptions and defenses to copyright actions; the law on industrial designs; and the uses of copyright in fields such as publishing, music, libraries, performing arts, and architecture. This monograph is designed to assist people whose work involves them in day-to-day dealings with copyright. Recent radical changes in timecode technology, location shooting and post-production working practices have been brought about by the fragmentation of the television programme making industry and by a dramatic increase in affordable digital transmission and editing equipment and systems. With the expansion of non-traditional television service producers (cable, satellite and video-on-demand) almost anything goes as far as shooting and editing formats are concerned. Timecode: A User's Guide is an indispensable reference for anyone needing to get to grips with the many aspects of timecode, whether in-house or on location. Taking into account these changes this book has now been brought completely up to date to include: * timecode and DVD, LTC & VITC in HANC packets in the serial digital TV interfaces * timecode in IEEE1395 (Firewire) * timecode and digital video cassettes * new recording formats of DVD, DV mini cassettes and D6 are included * 4:3 scanning for wide-screen films - standards updated * new material to cover new working practices * new appendices to cover

the global LF time data transmissions and time data embedded in BBC transmissions Advice is also given on avoiding and remedying faults and errors. Dramaturgy in the Making maps contemporary dramaturgical practices in various settings of theatre-making and dance to reveal the different ways that dramaturgs work today. It provides a thorough survey of three major areas of practice - institutional dramaturgy, production dramaturgy and dance dramaturgy - with each illustrated through a range of case studies that illuminate methodology and which will assist practitioners in developing their own 'dramaturgical toolbox'. In tracing the development of the role of the dramaturg, the author explores the contribution of Lessing, Brecht and Tynan, foundational figures who shaped the practice. She excavates the historical and theoretical contexts for each strand of the work, uniquely offering a history of dance dramaturgy and its associated theories. Based on extensive research, the volume features material from the author's interviews with fifty eminent professionals from Europe and North America, including: Robert Blacker, Jack Bradley, DD Kugler, Ruth Little and Hildegard De Vuyst. Through these, a detailed and precise insight is provided into dramaturgical processes at organisations such as the Akram Khan Company, les ballets C de la B (Gent), the National Theatre and the Royal Court (London), the Schaubühne (Berlin) and The Sundance Institute Theatre Lab (Utah), among others. Dramaturgy in the Making will

prove indispensable to anyone working in theatre or wanting to better understand the dramaturgical processes in performance-making today. The book features a foreword by Geoff Proehl, author of *Toward a Dramaturgical Sensibility: Landscape and Journey*. This is the book for anyone who aspires to the title "informed citizen." It clearly explains how political news works, how the media influences readers—and how to sort through it all to be a better, smarter consumer of political news. • Shows readers how to spot bad political arguments, as well as why they should be skeptical of the "hard data" behind many of those arguments • Shares clear, accessible explanations of the ever-present biases that affect our view of political news • Offers a multitude of clear examples taken from current politics on ways in which media distorts political information and messages • Provides a compelling look at social media platforms such as Facebook and Twitter as sources of political information, how we perceive information from these venues, and how they affect our understanding of American political dialogue Carolyn Gillay and Bette Peat have teamed up again to write the Windows 2000 Professional version of their runaway bestseller *Windows User's Guide to DOS*. Like its predecessor, this book is aimed at the student who has had little or no experience in working with a computer at the operating system level. It is suitable for a three- credit, 16-week, semester-length course.