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"Effective Group Discussion focuses on secondary groups, such as work groups, committees, task forces, self-directed work teams, and other small groups with tasks to complete. The text provides practical tips and also serves well as a reference source for advanced communication students, consultants, or group leaders"--

Communicating in Groups offers a concise, step-by-step introduction to the theory and practice of small group communication and teaches students to develop and apply critical thinking skills in group problem-solving situations. The

book continues to synthesize current small group theory and research while presenting the material in a practical and accessible manner for students interested in the dynamics of small group communication. The eighth edition marks the first time two central chapters on communication are integrated into one chapter, capturing key principles of both verbal and non-verbal small group behavior within a new definition of communication. With the firm belief that group participation can be an uplifting, energizing experience, authors Kathy Adams and Gloria Galanes give students the tools they will need to achieve this outcome. Research and theory are presented with a focus on what is important to students—understanding their group experiences and making them effective communicators.

Written for the small group communication course, *Effective Group Discussion* combines the most recent research findings relevant to understanding small groups with the practical tools students need to become productive group members. This text's implementation of research and theory in the systems approach framework provide students with a unique understanding of the scholarship in this field. This leading text is about secondary groups of all kinds: work groups, committees, task forces, self-directed work teams, and other small groups whose objectives include finding solutions to problems, producing goods, and creating policies. Gloria Galanes has become the lead author and brings a vast knowledge of computer-mediated group communication and culture that is reflected in this edition.

This first volume to analyze the science of meetings offers a unique perspective on an integral part of contemporary work life. More than just a tool for improving individual and organizational effectiveness and well-being, meetings provide a window into the very essence of organizations and employees' experiences with the organization. The average employee attends at least three meetings per week and managers spend the majority of their time in meetings. Meetings can raise individuals, teams, and organizations to tremendous levels of achievement. However, they can also undermine effectiveness and well-being. The *Cambridge Handbook of Meeting Science* assembles leading authors in industrial and organizational psychology, management, marketing, organizational behavior, anthropology, sociology, and communication to explore the meeting itself, including pre-meeting activities and post-meeting activities. It provides a comprehensive overview of research in the field and will serve as an invaluable starting point for scholars who seek to understand and improve meetings.

The bestselling textbook to understanding health research, updated and expanded *Research Methods in Health Promotion* provides students and practitioners with essential knowledge and skills regarding the design, implementation, analysis, and interpretation of research in the field of health promotion. Now in its second edition, this bestselling textbook has been updated with more recent research methodologies and additional information on sampling, participatory and survey research, and qualitative data analysis. The entire research process is covered, with specific points relating to both qualitative and quantitative research. By breaking the daunting process of research into simple and well-defined steps, this user-friendly text encourages students to think about research as a sequential process and provides explanations that facilitate better understanding of each step in the research process. A separate set of chapters cover the more quantitative methodological areas including designs, measurement, sampling, and data analysis in depth, giving readers the understanding they need to apply in practice. This book also provides applied chapters that illustrate the practical aspects of the research process, along with other critical information including grant writing and scientific writing. Evaluate the ethics, design, analysis, and interpretation of research Identify and understand the key components of research studies Analyze and interpret the results of experimental and survey research designs Understand the process of publishing a research report and constructing a grant proposal *Research Methods in Health Promotion* is ideal for both undergrad and graduate methods courses in health promotion and public health.

Previous editions ('*Social Skills in Interpersonal Communication*') have established this work as the standard textbook on communication. Directly relevant to a multiplicity of research areas and professions, this thoroughly revised and updated edition has been expanded to include the latest research as well as a new chapter on negotiating. Key examples and summaries have been augmented to help contextualise the theory of skilled interpersonal communication in terms of its practical applications. Combining both clarity and a deep understanding of the subject matter, the authors have succeeded in creating a new edition which will be essential to anyone studying or working in the field of interpersonal communication.

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