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Academic paper writing

Typically used in the public sector, briefing papers are short documents that include summaries of a particular issue and the suggested course of action to go along with it. In a business environment, a briefing paper may be used by an executive assistant to inform the CEO about an issue that will be discussed at the next board meeting, for example. In this case, the CEO may want to know the background and context of the issue and any next steps so that she can discuss the specifics with the members of the board. If you're looking to write a briefing paper for someone in your business, be sure to keep it precise and succinct. As the name suggests, briefing papers are meant to be short. Generally, you'll need to keep your paper under two pages so it is easy to read and absorb. The purpose of a briefing paper is to inform the recipient about a complex issue, provide the context at a high level and include recommendations for what to do next. This helps him to be aware of the highlights in order to make any necessary decisions or complete any related tasks. Briefing papers are written in clear, plain language, and often include bullet points instead of dense paragraphs so they are easy to scan. Include the name of who you're writing the briefing document for, the current date and the subject of the briefing note at the top. Many briefing notes start off with a "Purpose" section, which is used to identify the reason for the note. This will help alert the reader about why this information is important to them. The purpose of this document is to inform the president of the details relating to the police incident in our Saint Louis office on September 3. As the incident has become national news, the president may receive questions from members of the media. Alternately, some briefing notes start off with an "Issues" section, where you can include any problems at hand that need to be solved. The body of the briefing paper should include a section on "Key Considerations," which is where you can note the context or background of the issue, and any relevant information the reader should be aware of. Things to consider: The perpetrator is not, and never has been, an employee of this company. He acted alone, without help from anyone in our facility. While employees did open secure doors, they did so under duress, and according to safety procedures. Three employees will be decorated by the Saint Louis police department for their bravery in helping to subdue the perpetrator. Next, outline the suggested course of action in a "Next Steps" section. Here, you can include possible outcomes and scenarios based on the solutions available. Some briefing papers also include "Speaking Notes." This is where you can include specific points that the reader should address if they are giving a speech or holding a meeting related to the topic at hand. Instead of writing out a speech that they should read, it's better to include short bullet points with the topics they should mention. This will help them to explain the matter in their own words. At the end of your briefing paper, include your contact information so that the reader can easily reach you if they have any questions. A form of a white paper, a product paper focuses on only one particular product offered by a company. Companies often use white papers to advertise a new product or an upgrade to an existing product. However, your product paper should not read like an advertisement. Instead, make it read like an informational sheet that helps solve consumers' problems. The product you offer happens to solve that problem. Identify a potential problem or issue that the product would solve for your target audience. For example, the Snuggie, a blanket with arms, solved a very simple problem: people could not have a blanket on top of them and fully use their arms at the same time. The problem's complexity does not matter. Compose a title that grabs the attention of your target audience. Talk about the problem at the beginning of the product paper. Don't mention your product right away. At first, focus on your target audience's problem and why it needs a solution. Put in factual information about how to fix the problem you've identified. This information should support the use of your product, but does not necessarily have to mention your product specifically. If possible, include outside sources for this research to add credibility. Outline the various ways that your product can solve the target audience's particular problem. Do not use advertising language. Stick with straightforward facts in your product paper. Include information about why your particular product offers a better solution than similar products on the market. Add features and benefits that set your product apart. Conclude the product paper by reiterating why your product offers the target audience's best option for solving its problem. ReferencesWriter Bio Laura Chapman holds a Bachelor of Science in accounting and has worked in accounting, bookkeeping and taxation positions since 2012. She has written content for online publication since 2007, with earlier works focusing more in education, craft/hobby, parenting, pets, and cooking. Now she focuses on careers, personal financial matters, small business concerns, accounting and taxation. Laura has worked in a wide variety of industries throughout her working life, including retail sales, logistics, merchandising, food service quick-serve and casual dining, janitorial, and more. This experience has given her a great deal of insight to pull from when writing about business topics. Half and a year ago I rewrote the JavaScript encyclopedia starting from "Advanced working with functions" until the end, and oh boy, the result was amazing. From start I easily wrote the JavaScript class for the Webpack plugin, that was a joy. This time I wrote a React documentation by hand and made it as a book, here is the view of one page:I made a high-quality GIF with all the pages and the book itself (warning: 550mb size).Every human is unique and developing during life own types of memory. With their help, the brain remembers our life experience.The information does not store in the brain and after time will fade away, but! But the links and understanding of things remain, and that experience is reusable.Juniors developers often falling in the situation, where they do not understand how the data comes or what these two braces doing in code. This is the moment, where educations becoming handy. You know where you saw it, or how to solve it. You can't use, what you don't know, right?Handwriting very good lays on the existing knowledge base, the practice is needed, for sure, but sometimes without theory, this is a dead-end. The best theory - in sources, the best way to learn - to write.I have published the previous article with different notes and I received questions, on which I wanted to answer:1. "You got a big head". The handwriting of ideal examples if code and work principles of language remains a track. This is an education on real examples. After all, every coder must have an ideal image of the project, and only then adapt to his reality, that is the main task of every developer - be flexible. As well any craft, you can't force yourself to code, this will take some time to stomach. Handwriting with parallel job bear fruits and helping very much. 2. "Better watch tutors on Youtube". I went through that, no it's not. The most of tutors code remains unfinished and raw, and only then commit your code to GitHub, because the efforts will be lost forever. 3. "Waste of time, nobody cares"... :) Well, controversial. This is the deepest tutorial you will ever go through the material. Plus, the code not typed, it's handwritten. This is mechanically craving in memory, almost automatic, so much more impact instead of traditional coding. Handwriting is much more meaningful, rather than the watch of the video. Screencasts confusing with captures, rewinds, voices, etc. The code by his nature - is a text. This is a pure material you get, when writing a book with code, without media garbage.If you were not graduated in university and have no mentor - you better prepare yourself for handwriting. In sum, nobody except yourself will teach you.Join Hacker Noon Create your free account to unlock your custom reading experience. Published on May 18, 2021 We have two ears and one mouth for a reason—effective communication is dependent on using them in proportion, and this involves having good listening skills.The workplace of the 21st century may not look the same as it did before COVID-19 spread throughout the world like wildfire, but that doesn't mean you can relax your standards at work. If anything, Zoom meetings, conference calls, and the continuous time spent behind a screen have created a higher level of expectations for meeting etiquette and communication. And this goes further than simply muting your microphone during a meeting.Effective workplace communication has been a topic of discussion for decades, yet, it is rarely addressed or implemented due to a lack of awareness and personal ownership by all parties.Effective communication isn't just about speaking clearly or finding the appropriate choice of words. It starts with intentional listening and being present. Here's how to improve your listening skills for effective workplace communication.Listen to Understand, Not to Speak There are stark differences between listening and hearing. Listening involves intention, focused effort, and concentration, whereas hearing simply involves low-level awareness that someone else is speaking. Listening is a voluntary activity that allows one to be present and in the moment while hearing is passive and effortless.Which one would you prefer your colleagues to implement during your company-wide presentation? It's a no-brainer. Listening can be one of the most powerful tools in your communication arsenal because one must listen to understand the message being told to them. As a result of this deeper understanding, communication can be streamlined because there is a higher level of comprehension that will facilitate practical follow-up questions, conversations, and problem-solving. And just because you heard something doesn't mean you actually understood it.We take this for granted daily, but that doesn't mean we can use that as an excuse.Your brain is constantly scanning your environment for threats, opportunities, and situations to advance your ability to promote your survival. And yet, while we are long past the days of worrying about being eaten by wildlife, the neurocircuitry responsible for these mechanisms is still hard-wired into our psychology and neural processing.A classic example of this is the formation of memories. Case in point: where were you on June 3rd, 2014? For most of you reading this article, your mind will go completely blank, which isn't necessarily bad.The brain is far too efficient to retain every detail about every event that happens in your life, mainly because many events that occur aren't always that important. The brain doesn't—and shouldn't—care what you ate for lunch three weeks ago or what color shirt you wore golfing last month. But for those of you who remember where you were on June 3rd, 2014, this date probably holds some sort of significance to you. Maybe it was a birthday or an anniversary. Perhaps it was the day your child was born. It could have even been a day where you lost someone special in your life.Regardless of the circumstance, the brain is highly stimulated through emotion and engagement, which is why memories are usually stored in these situations. When the brain's emotional centers become activated, the brain is far more likely to remember an event. And this is also true when intention and focus are applied to listening to a conversation. Utilizing these hard-wired primitive pathways of survival to optimize your communication in the workplace is a no-brainer—literally and figuratively.Intentional focus and concentrated efforts will pay off in the long run because you will retain more information and have an easier time recalling it down the road, making you look like a superstar in front of your colleagues and co-workers. Time to kiss those note-taking days away! Effective Communication Isn't Always Through Words While we typically associate communication with words and verbal affirmations, communication can come in all shapes and forms. In the Zoom meeting era we live in, it has become far more challenging to utilize and understand these other forms of language. And this is because they are typically easier to see when we are sitting face to face with the person we speak to.Body language can play a significant role in how our words and communication are interpreted, especially when there is a disconnection involved. When someone tells you one thing, yet their body language screams something completely different, it's challenging to let that go. Our brain immediately starts to search for more information and inevitably prompts us to follow up with questions that will provide greater clarity to the situation at hand. And in all reality, not saying something might be just as important as actually saying something.These commonly overlooked non-verbal communication choices can provide a plethora of information about the intentions, emotions, and motivations. We do this unconsciously, and it happens with every confrontation, conversation, and interaction we engage in. The magic lies in the utilization and active interpretation of these signals to improve your listening skills and your communication skills.Our brains were designed for interpreting our world, which is why we are so good at recognizing subtle nuances and underlying disconnect within our casual encounters. So, when we begin to notice conflicting messages between verbal and non-verbal communication, our brain takes us down a path of troubleshooting. Which messages are consistent with this theme over time? Which statements aren't aligning with what they're really trying to tell me? How should I interpret their words and body language?Suppose we want to break things down even further. In that case, one must understand that body language is usually a subconscious event, meaning that we rarely think about our body language. This happens because our brain's primary focus is to string together words and phrases for verbal communication, which usually requires a higher level of processing. This doesn't mean that body language will always tell the truth, but it does provide clues to help us weigh information, which can be pretty beneficial in the long run.Actively interpreting body language can provide you with an edge in your communication skills. It can also be used as a tool to connect with the individual you are speaking to. This process is deeply ingrained into our human fabric and utilizes similar methods babies use while learning new skills from their parents' traits during the early years of development.Mirroring a person's posture or stance can create a subtle bond, facilitating a sense of feeling like one another. This process is triggered via the activation of specific brain regions through the stimulation of specialized neurons called mirror neurons. These particular neurons become activated while watching an individual engage in an activity or task, facilitating learning, queuing, and understanding. They also allow the person watching an action to become more efficient at physically executing the action, creating changes in the brain, and altering the overall structure of the brain to enhance output for that chosen activity.Listening with intention can make you understand your colleague, and when paired together with mirroring body language, you can make your colleague feel like you two are alike. This simple trick can facilitate a greater bond of understanding and communication within all aspects of the conversation. Eliminate All Distractions, Once and for All As Jim Rohn says, "What is easy to do is also easy not to do." And this is an underlying principle that will carry through in all aspects of communication. Distractions are a surefire way to ensure a lack of understanding or interpretation of a conversation, which in turn, will create inefficiencies and a poor foundation for communication. This should come as no surprise, especially in this day in age where people are constantly distracted by social media, text messaging, and endlessly checking their emails. We're stuck in a cultural norm that has hijacked our love for the addictive dopamine rush and altered our ability to truly focus our efforts on the task at hand. And these distractions aren't just distractions for the time they're being used. They use up coveted brainpower and central processes that secondarily delay our ability to get back on track.Gloria Mark, a researcher at UC Irvine, discovered that it takes an average of 23 minutes and 15 seconds for our brains to reach their peak state of focus after an interruption. Yes, you read that correctly—distractions are costly, error-prone, and yield little to no benefit outside of a bump to the ego when receiving a new like on your social media profile.Meetings should implement a no-phone policy, video conference calls should be set on their own browser with no other tabs open, and all updates, notifications, and email prompt should be immediately turned off, if possible, to eliminate all distractions during a meeting.These are just a few examples of how we can optimize our environment to facilitate the highest levels of communication within the workplace. Actions Speak Louder Than Words Effective communication in the workplace doesn't have to be challenging, but it does have to be intentional. Knowledge can only take us so far, but once again, knowing something is very different than putting it into action.Just like riding a bike, the more often you do it, the easier it becomes. Master communicators are phenomenal listeners, which allows them to be effective communicators in the workplace and in life. If you genuinely want to own your communication, you must implement this information today and learn how to improve your listening skills. Choose your words carefully, listen intently, and most of all, be present in the moment—because that's what master communicators do, and you can do it, too! More Tips Improving Listening SkillsFeatured photo credit: Mailchimp via unsplash.com