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THE MADE FOR NOTION RESOURCE MANAGER

Find It Fast

Meredith Deeds, Carla Snyder

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Successful Enquiry Answering Every Time Tim Buckley Owen, 2012-05-18 This best selling one stop practical guide is designed to help all information professionals become self sufficient in answering enquiries Step by step the book guides the reader through all stages of research from finding out what the enquirer really wants to providing a polished value added answer There s an emphasis throughout on how to make the best use of limited resources and a final chapter offers practical advice on how to set up an enquiry service from scratch or revive a run down one This fully updated sixth edition features a brand new chapter on remote enquiry handling by email SMS and instant messaging It has cutting edge coverage of developments in mobile media social networking microblogging and e books The new Starter Sources section provides an essential and up to date list of quality checked reference sources on the web and in print In this edition What do they really want How to make sure you really understand the question Flying blind Why remote enquiry handling is different Getting started Dealing with the panic thinking clearly Smarter searching Tips for efficient search strategies Help Everything s going wrong When you can t find the answer and you re running out of time Success Now let s add some value Presenting your answer well is part of the job Setting up how do you start Establishing your own enquiry service from scratch Choosing your toolkit Resources that you ll need to run your enquiry service Readership Ideal for anyone who has to answer enquiries from

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