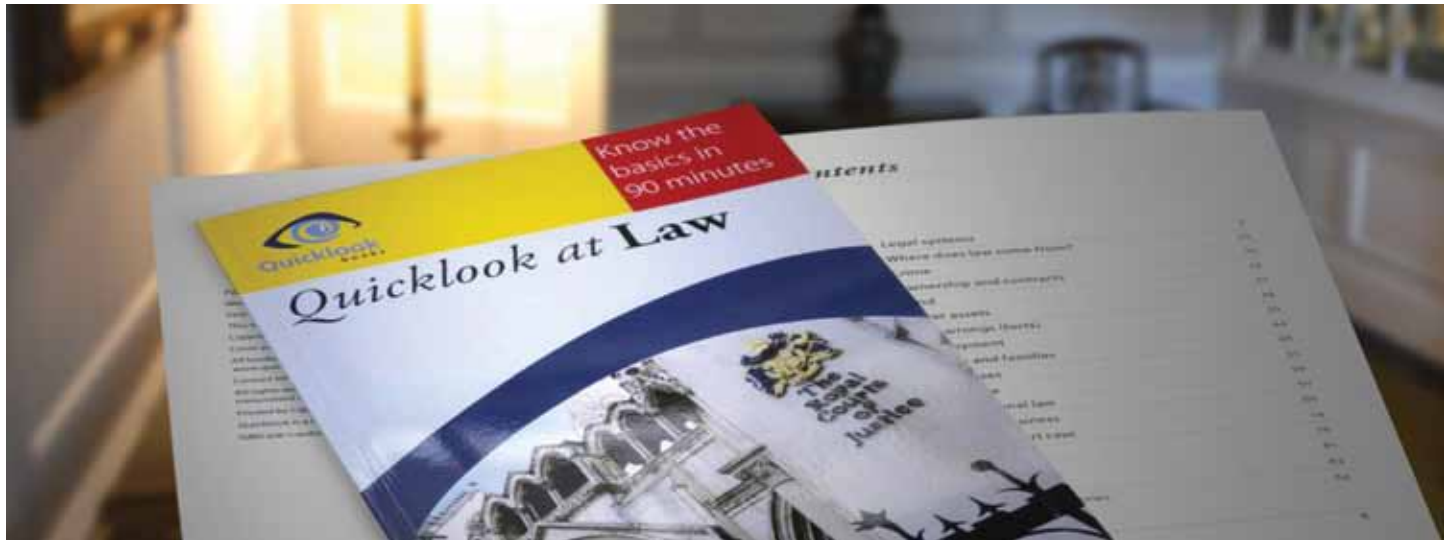




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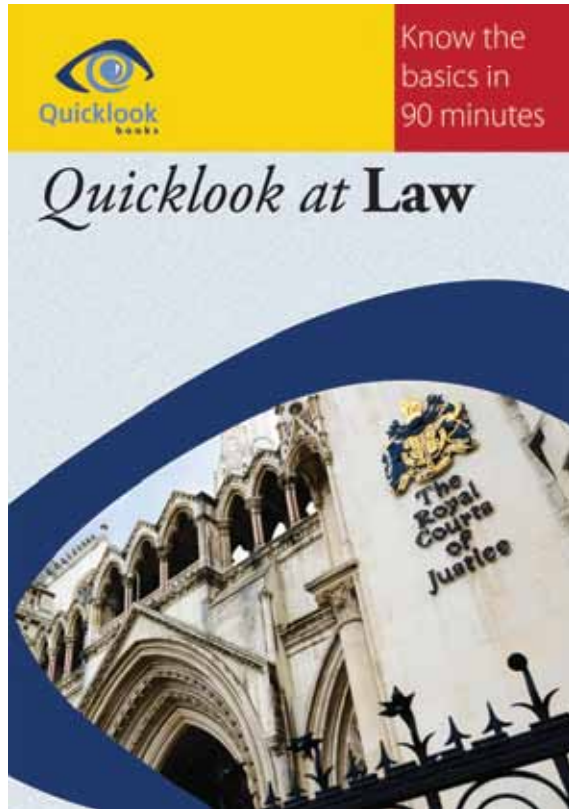
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English law has spread its influence around the world. This book explains why and how it works. Law underpins the operation of society and affects us all. It is changing very quickly.

Quicklook at Law achieves the near-impossible task of compressing the subject into a read of less than 90 minutes. It covers the main areas of the law: crime, family law, employment, insurance and other topics are all covered clearly.

The book explains where law comes from and how the courts operate. You are taken under the skin of a court case and given an insight into how the legal profession works.

● The legal industry is a big business. What does the future hold? This book offers some ideas.

Quicklook at Law

Paperback

96 pages

ISBN: 978-1-908926-00-5

RRP: £7.99

E-book

ISBN: 978-1-908926-48-7

RRP: £3.99

Published: 1 August 2012

BIC categories: VSD, LNA, LNB

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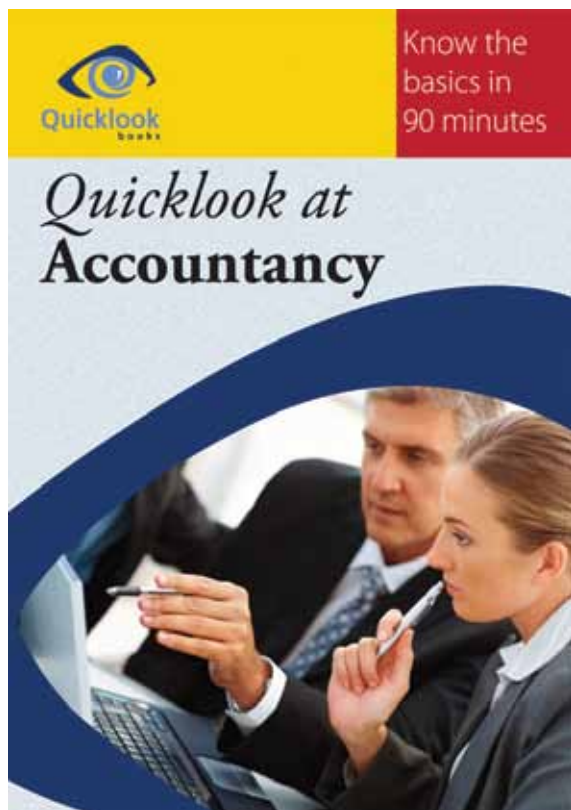
The author

Peter McGarrick practised as a solicitor for over 30 years. He rose to partner level in the West End and later the City. He was involved in law firm management and qualified as a High Court advocate. He now works as a mediator.



Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.



Quicklook at Accountancy

Paperback

96 pages

ISBN: 978-1-908926-13-5

RRP: £7.99

E-book

ISBN: 978-1-908926-61-6

RRP: £3.99

Published: 1 August 2012

BIC categories: KFC

Rights: Worldwide

Quicklook Books

Weighbridge House

Grittleton SN14 6AP

Registered in England No 06641038

VAT No. 981 1411 34

All the key areas of accountancy are covered in this very readable book. We look at how accounts are prepared and the ways in which they are used. They can monitor the health and progress of a business. Things can go wrong – we consider what happens then.

Accountancy has become one of the world's leading professions. We find out why and what the many different types of accountant do. We see how they train and qualify. We look at the structure of the profession and the different firms operating within it, from huge multi-national operations to one-person practices.

● We look into the future of accountancy.

The author

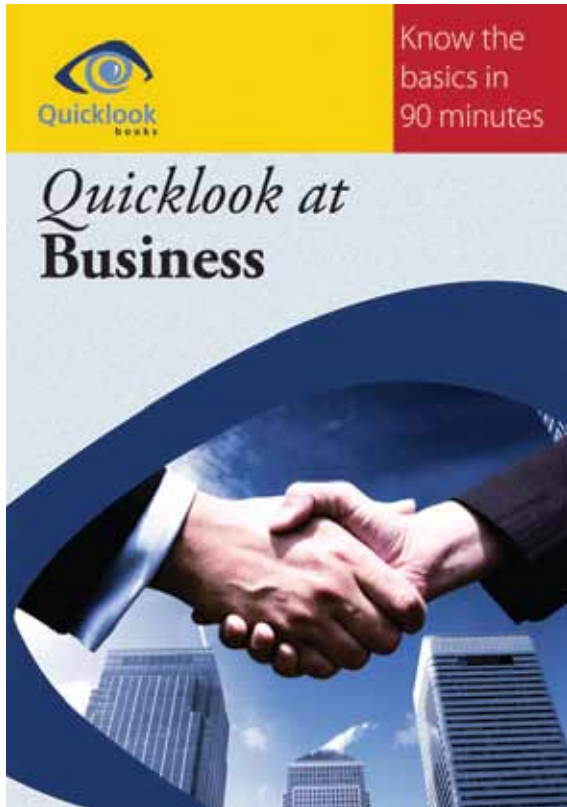
Mark Etchells qualified as an accountant with one of the giants of the accounting world and worked there for eight years. Since then he has had wide experience working as an accountant in a number of different businesses, small and large, in the UK and abroad. This has involved different business sectors.

Mark has worked in a company which supports the financial systems used by many businesses in the UK. This has given him a close insight into the challenges they face, and the technology now available to deal with some of the problems. Accountancy now operates very much in the computer age.



Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.



This is the most comprehensive short guide to the world of business that you are likely to find. It covers the different types of business, the roles of those who work in them and how they fit together. Outside resources are often used. The book explains what they are and how they can help.

We see how businesses can raise money and how they can plan for success.

● Drawing on examples based on real experience, we see theory being put into practice.

Quicklook at Business

Paperback

96 pages

ISBN: 978-1-908926-02-9

RRP: £7.99

E-book

ISBN: 978-1-908926-50-0

RRP: £3.99

Published: 1 August 2012

BIC categories: KJB

Rights: Worldwide

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The author

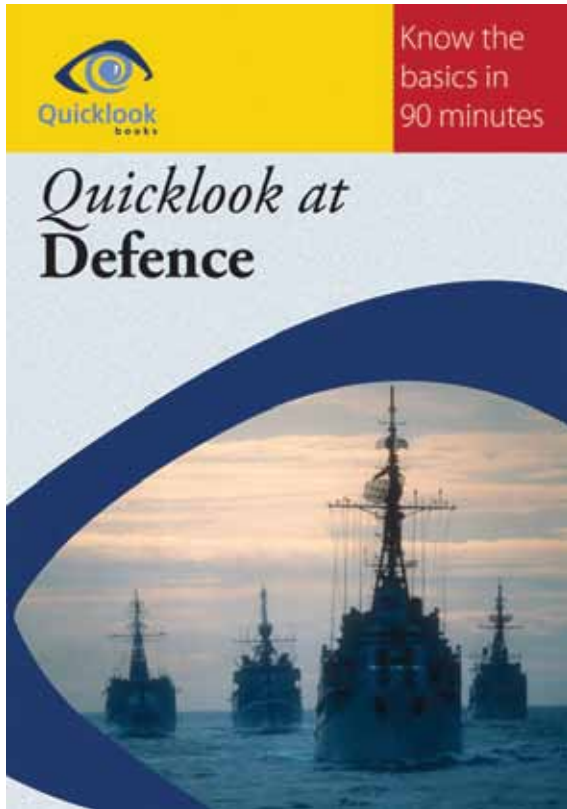
Chris Churchouse brings many years of practical experience to his work as an adviser to a wide range of organisations in the private, public and charitable sectors.

Chris has run his own management consultancy for over 25 years. He has written extensively on management topics for professional publications. In his spare time, he plays saxophone in two bands.



Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.



Quicklook at Defence

Paperback

96 pages

ISBN: 978-1-908926-15-9

RRP: £7.99

E-book

ISBN: 978-1-908926-63-0

RRP: £3.99

Published: 1 August 2012

BIC categories: JW

Rights: Worldwide

Quicklook Books

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How is defence dealt with at a time of rapid change, new challenges and shrinking budgets? What is life like for those at the sharp end?

Quicklook at Defence examines these problems against the background of Britain's long history of military involvements. Defence policy involves governments, foreign policy and international law. The challenges keep coming – they now include terrorism and cyber warfare – with operations now taking place with 24 hour media coverage.

This book explains the increasingly linked worlds of the Army, Navy and Air Force.

- Command a Battalion as it sets off at short notice to deal with an emergency.

The author

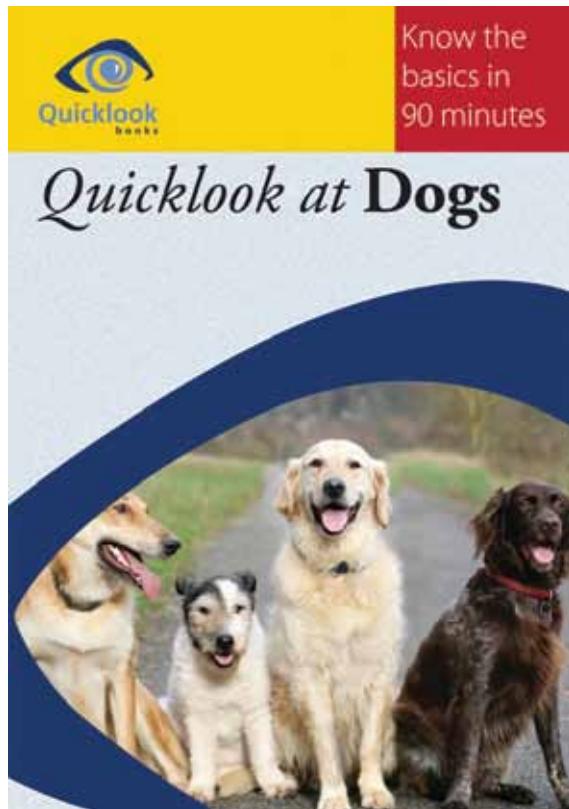
Stuart Middleton served in the army for 37 years, retiring at the rank of Brigadier General. He gained vast experience in a career which included service with the British Army of the Rhine, a spell with the US Army in Washington and assignments dealing with the integration of the work of the Army, Navy and Air Force.

Throughout his career Stuart has written extensively on a large number of defence and security topics, usually for confidential purposes. He now welcomes the chance to pass on his thoughts, based on publicly available material.



Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.



Why do we share a stronger bond with dogs than any other animal? *Quicklook at Dogs* explores our extraordinary relationship with them, from early Man to the present day. Dogs can play a significant role in our lives. Some are trained to perform important tasks.

We look at breeds, how they developed and some associated problems. The implications of having millions of dogs in our society are considered.

The life cycle of the dog and health issues are covered.

● Spend a day at the sharp end, following a busy kennel maid.

Quicklook at Dogs

Paperback

96 pages

ISBN: 978-1-908926-08-1

RRP: £7.99

E-book

ISBN: 978-1-908926-56-2

RRP: £3.99

Published: 1 August 2012

BIC categories: WNG

Rights: Worldwide

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The author

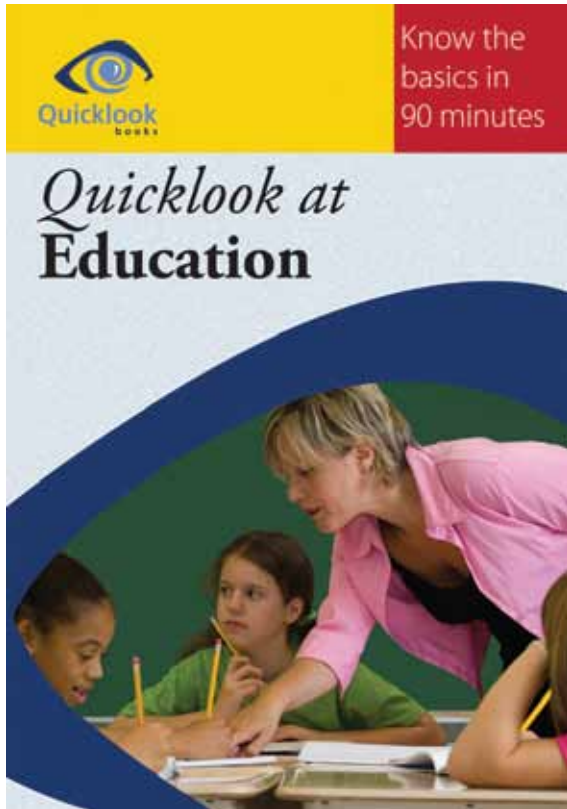
Mel Kavanagh worked as a veterinary surgeon for over 20 years. His main area of interest and expertise is dogs and cats – he has treated many thousands.

Himself an animal lover and owner, Mel is married to Deborah, who has over 25 years' experience in caring for animals, including work at a rescue centre for dogs. In his spare time Mel takes part in *Ironman* events.



Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.



This astonishingly comprehensive book covers education from pre-school to top level degree courses. It explains how people learn and the ideas on which teaching is based. We consider how teachers and university staff themselves train and qualify.

The many different levels within education and the bewildering range of qualifications offered are clearly explained. There are many options outside the school and college system.

● This book looks at different types of education establishment, from the ancient to the very new.

Quicklook at Education

Paperback

96 pages

ISBN: 978-1-908926-03-6

RRP: £7.99

E-book

ISBN: 978-1-908926-51-7

RRP: £3.99

Published: 1 August 2012

BIC categories: VSK, JN, JNZ

Rights: Worldwide

Quicklook Books

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The author

Alan Pritchard has worked in education for over 30 years. He was Associate Professor of Education at Warwick University, where, among other things, teachers are trained.

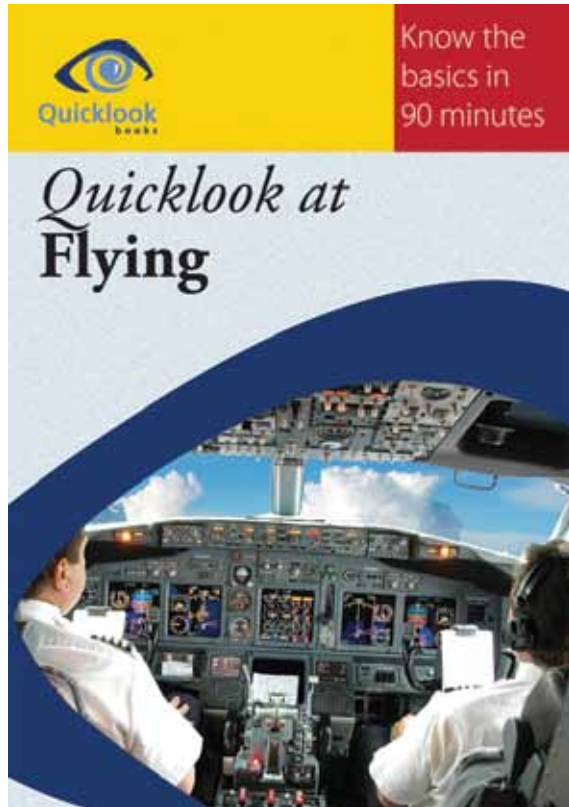
Earlier in his career he worked as a teacher – rising to deputy head, before concentrating on his academic work.

Alan has published many books and articles on education and regularly speaks at conferences around the world. He is particularly interested in the use of modern technology within the education system.



Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.



In not much more than a century, flying has become a vast industry which has shrunk the world and affected every human being.

Quicklook at Flying takes us back to the pioneers of aviation and explains how the past has helped to shape flying as we know it today. It covers commercial, private and military aviation and the aircraft manufacturing business. It gives an insight into the challenges faced by airlines. We look at safety issues.

Discover how pilots train, the world of air traffic control and the roles of designers.

● You also take a flight on a light aircraft.

Quicklook at Flying

Paperback

96 pages

ISBN: 978-1-908926-06-7

RRP: £7.99

E-book

ISBN: 978-1-908926-54-8

RRP: £3.99

Published: 1 August 2012

BIC categories: WGM

Rights: Worldwide

Quicklook Books

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The author

Paul Smiddy learned to fly gliders at the age of 16. He has been an active private pilot all his life and has followed his passion for all aspects of aviation throughout.

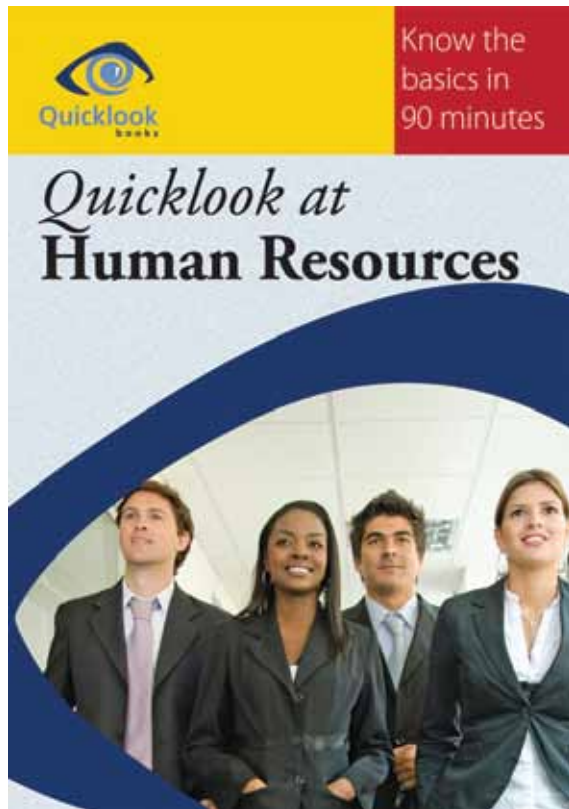
He has been a member of the Great Britain Flying Team and undertaken trans-continental flights in light aircraft.

Paul regularly writes about flying for various publications.



Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.



This is an important book for anyone interested in the world of work.

How is recruitment approached?
How are pay and conditions decided upon?
How is the progress of a career managed?
What motivates people? What happens when things go wrong? What is the modern role of Trade Unions? What happens when a business expands, contracts, or is taken over? What steps need to be taken to avoid discrimination and make management choices fair? Some companies operate all over the world. How is this managed?

What about careers in HR?

● Tackle a difficult situation as an HR manager.

The author

Janet Tapsell brings over 30 years' experience to her current work as a consultant in Human Resources. Working at a major lubricants company, she covered a number of roles, including job evaluation, remuneration, employee relations and resourcing/recruitment.



As Personnel Director of a large subsidiary operating internationally, Janet managed senior recruitment, significant procedural change and a big reduction in staff levels.

As a consultant, Janet has advised a range of organisations, including NHS trusts and a charity.

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The books are of general interest but should be particularly useful to those entering the world of work.

Quicklook at Human Resources

Paperback

96 pages

ISBN: 978-1-908926-12-8

RRP: £7.99

E-book

ISBN: 978-1-908926-60-9

RRP: £3.99

Published: 1 August 2012

BIC categories: JNR, VSC

Rights: Worldwide

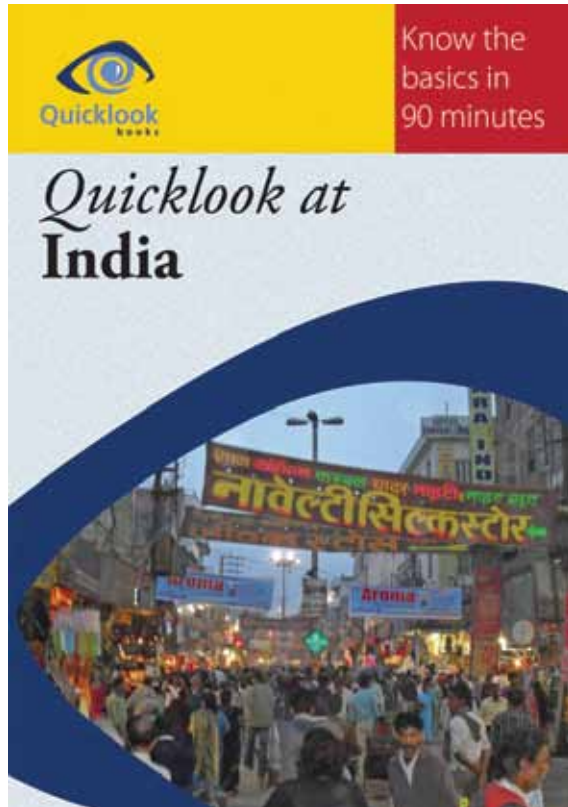
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The second largest country by population and the world's largest democracy, India is destined to play a major role in shaping the course of the 21st Century.

India embraces many different peoples, languages and religions. Nowhere has older or deeper cultures, or so much diversity. The very ancient sits side by side with the ultra modern, as India starts to realise its immense potential.

● *Quicklook at India* covers the history, culture, politics and economics of this fascinating land of contrasts.

Quicklook at India

Paperback

96 pages

ISBN: 978-1-908926-07-4

RRP: £7.99

E-book

ISBN: 978-1-908926-55-5

RRP: £3.99

Published: 1 August 2012

BIC categories: GIFKA

Rights: Worldwide

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The author

Aline Dobbie was born in India as the daughter of a Scottish officer serving in the Indian army. She lived in India for the first 16 years of her life, speaking Hindi, Urdu and English.



Still a regular visitor, Aline has come to know a great many people in different walks of life in India, including politics, business, the arts, wild life conservation and the armed forces.

Aline is the author of books and other publications about India and is often asked to speak about the country which she views as her second home.

Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

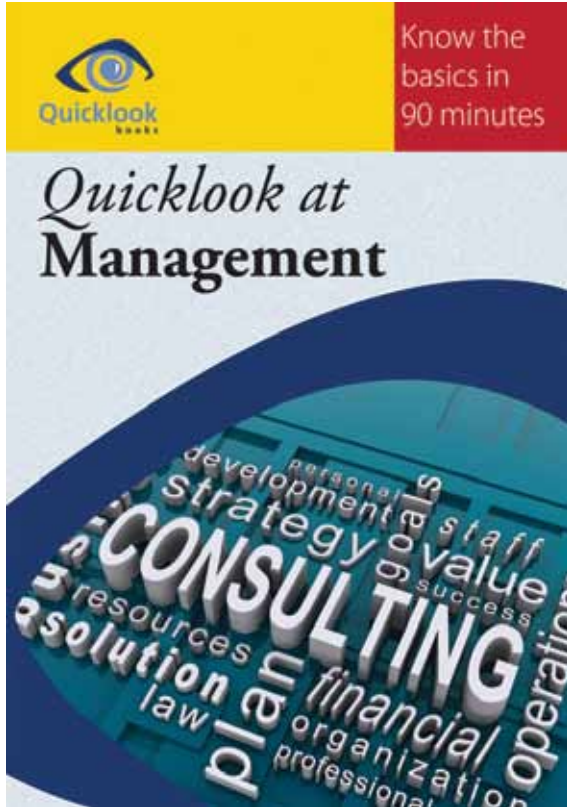
The books are of general interest but should be particularly useful to those entering the world of work.



Quicklook at Management

www.quicklookbooks.com

Know the basics in 90 minutes



This book provides an up-to-date look at something that affects us all, as employees, customers and members of the public.

Every organisation has to be run – in other words, managed. There are many different ideas about how to go about it. *Quicklook at Management* covers all the main areas of this subject. We consider theories of management, alternative styles and techniques, different management structures, and learn about some successful managers. “Culture” is important – but what does this mean inside a business?

● Above all, management – and this book – is about people and how they deal with each other.

Quicklook at Management

Paperback

96 pages

ISBN: 978-1-908926-09-8

RRP: £7.99

E-book

ISBN: 978-1-908926-57-9

RRP: £3.99

Published: 1 August 2012

BIC categories: KJM

Rights: Worldwide

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The author

Mike Dale has over 30 years of senior business management experience, with the emphasis on services and the IT industry. His career has taken him to many parts of the world and given him a wide knowledge of management theory and practice.



Mike has run courses on management techniques for senior management teams. He now runs a consultancy business dealing with cost reduction, project management and marketing issues. He has had many articles published in business magazines.

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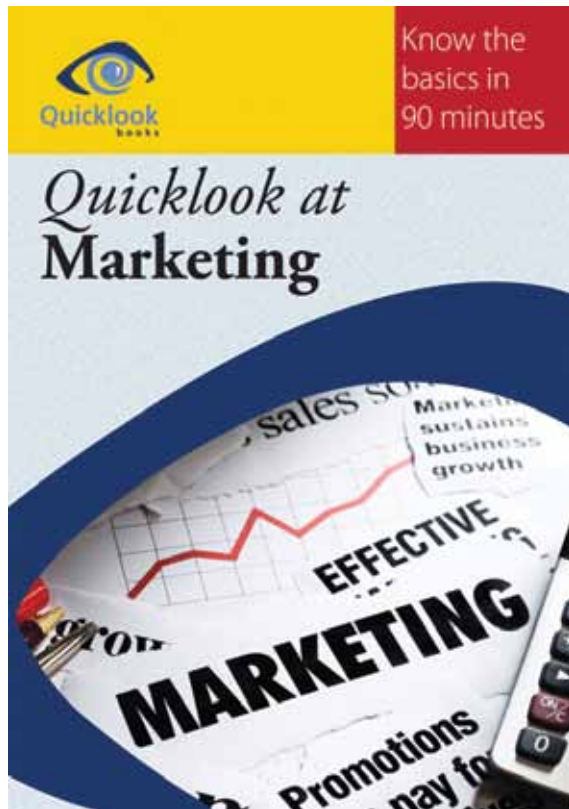
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Quicklook at Marketing

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Know the basics in 90 minutes



Marketing takes many forms and is aimed at all of us. Huge resources are devoted to it. The success of businesses depends on it.

Quicklook at Marketing covers all the key areas. There are strategic considerations and many other aspects – market research, advertising, public relations, sales promotion, merchandising and display.

Marketing is always on the move. Electronic sales methods are now important, backed up by social networking and viral methods.

Selling is part, but only part, of marketing. We look at the many different aspects.

- Follow a marketing director tackling the launch of a new product.

Quicklook at Marketing

Paperback

96 pages

ISBN: 978-1-908926-16-6

RRP: £7.99

E-book

ISBN: 978-1-908926-64-7

RRP: £3.99

Published: 1 August 2012

BIC categories: KJS

Rights: Worldwide

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The author

Patrick Forsyth has for many years worked as a marketing consultant and trainer. He has held a number of positions in sales, sales management and marketing with different businesses. For some years he worked for what is now the Chartered Institute of Marketing.

Patrick is a prolific author of books on marketing topics. He has presented programmes on marketing and management matters on BBC TV.



Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

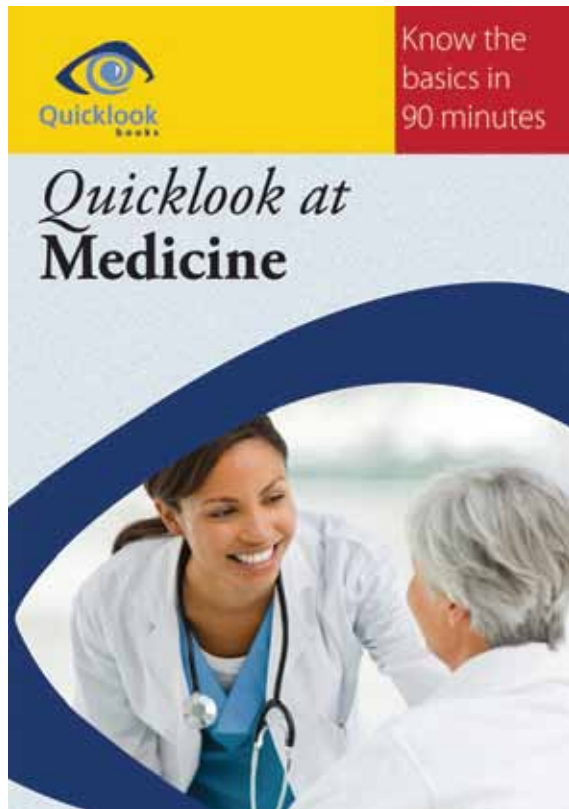
The books are of general interest but should be particularly useful to those entering the world of work.



Quicklook at Medicine

www.quicklookbooks.com

Know the
basics in
90 minutes



No other book covers this vital subject so briefly and clearly. We learn how the body works, how the medical professions developed and how they function today. The main specialisations are explained, including nursing and complementary professions. We look at alternative medicine and the drug industry.

We see how the NHS came into being and how it is changing now. We discover how doctors and nurses train and how their careers can progress.

● We consider the doctor-patient relationship and spend a day as a busy GP.

Quicklook at Medicine

Paperback

96 pages

ISBN: 978-1-908926-10-4

RRP: £7.99

E-book

ISBN: 978-1-908926-58-6

RRP: £3.99

Published: 1 August 2012

BIC categories: VFD MB MQ

Rights: Worldwide

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The author

Ian Grandison had a long career as a GP in a large practice in Wiltshire, rising to senior partner. For a time he combined this with work as an anaesthetist in hospitals.



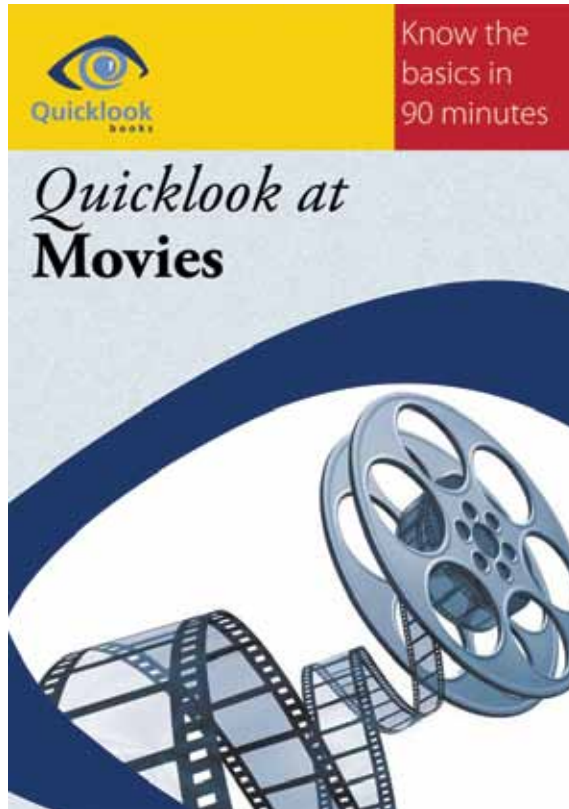
Ian played an active role in advising health authorities and was closely involved in significant changes to the health service over the years.

A keen sportsman, Ian was for six years medical adviser to Bath Rugby Club.

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The books are of general interest but should be particularly useful to those entering the world of work.

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This is a short but astonishingly comprehensive guide to an industry that has shaped our lives for over 100 years. Few businesses can claim so many colourful characters: artistic, unscrupulous, businesslike, creative, brilliant or just lucky.

We are taken on a wonderful journey from the exotic, pioneering days through to the emergence of the star system, the growth of the big studios, the coming of sound and the golden era of the great cinema palaces.

The pace is brisk as we cover all of the main developments – the films, the stars and the directors. It is a business which has faced repeated challenges as times have changed. Fortunes have been made and lost.

● Movies seem sure to be entertaining us and firing our imagination well into the future.

Quicklook at Movies

E-book

ISBN: 978-1-908926-65-4

RRP: £3.99

Published: September 2011

BIC categories: APF

Rights: Worldwide

The author

Brian J. Robb is author of over 20 books on films and TV. He has written biographies of Johnny Depp, Keanu Reeves, Heath Ledger, Ewan McGregor, Leonardo DiCaprio and Will Smith as well as books on directors James Cameron and Ridley Scott.



Brian edited the *Official Star Wars Magazine* (UK) and *Star Wars Insider* (US) for over a decade and is a founding editor of the web site *Science Fiction Bulletin*.

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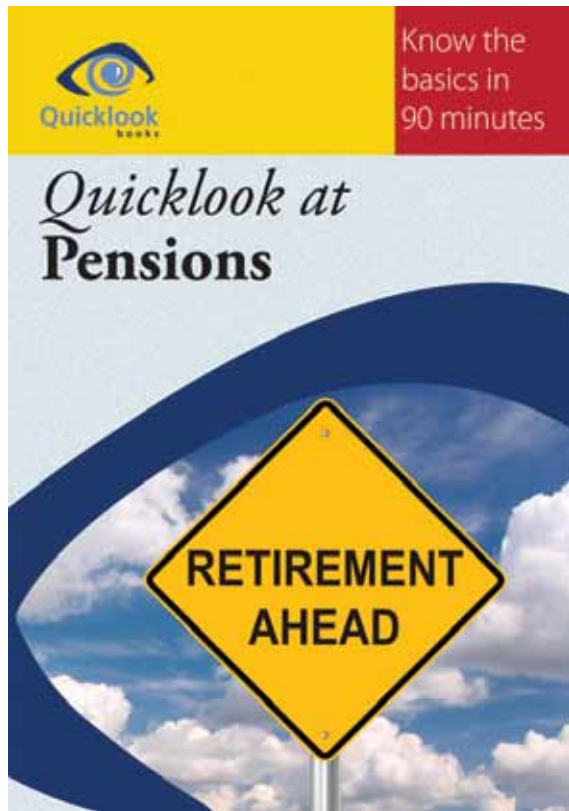
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This book is a “must read” for anyone concerned about a pension, or simply interested in the ways in which this vast industry affects all of our lives. It is a basic but thought-provoking guide to a forbidding subject.

There are many different types of pension, some private, some provided by the state. None of them are simple. There are many pitfalls for the unwary.

Immense sums are tied up in pension funds. We see how they are invested and how this part of the world of finance operates.

- There are many interesting careers in the sector – we see what they are.

Quicklook at Pensions

Paperback

96 pages

ISBN: 978-1-908926-04-3

RRP: £7.99

E-book

ISBN: 978-1-908926-52-4

RRP: £3.99

Published: 1 August 2012

BIC categories: KFFP VSR VSB

Rights: Worldwide

Quicklook Books

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The author

Martin Fagan has been writing about finance for over 20 years. He has written for and edited a number of magazines focussed on the industry. He has often appeared as a commentator on it on TV and radio.

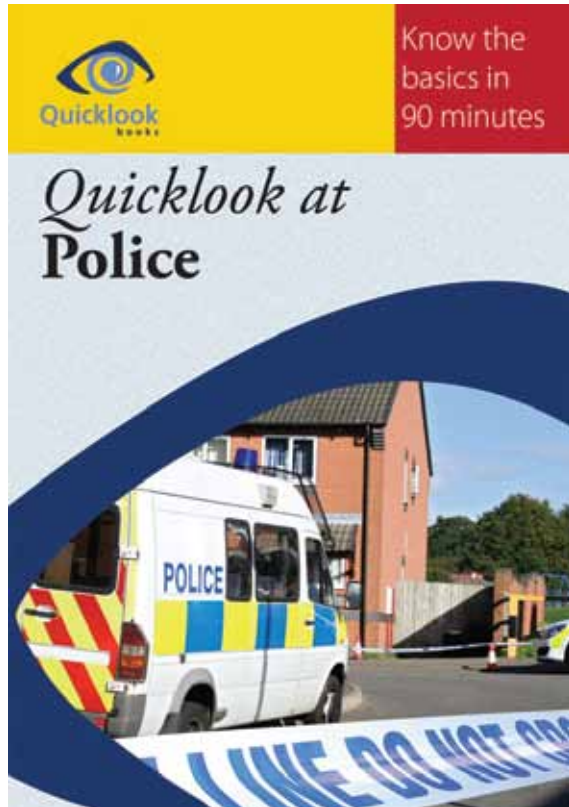


Martin's interest in the impact of the workings of big institutions on individuals has led him to take a keen interest in the pensions industry, which is very prone to ups and downs, regular changes – and the occasional scandal.

When not considering these matters, he can often be found making guitars.

Every **Quicklook** book explains the basics of a big subject in a read of not more than 90 minutes – even for readers with no prior knowledge.

The books are of general interest but should be particularly useful to those entering the world of work.



Know the
basics in
90 minutes

Often taken for granted, the police are faced with pressure to adapt to a fast changing and sometimes hostile society.

Quicklook at Police covers all main aspects of police work. We see how the service developed and examine the enormous range of tasks that it is asked to undertake.

The different roles of uniformed and plain clothes officers are explained. We find out what the many specialists do, see how police forces are structured and what officers at different levels do. There are many career opportunities – often for civilians.

● We see how a police station functions on a typical day.

Quicklook at Police

Paperback

96 pages

ISBN: 978-1-908926-14-2

RRP: £7.99

E-book

ISBN: 978-1-908926-62-3

RRP: £3.99

Published: 1 August 2012

BIC categories: JKSW1

Rights: Worldwide

Quicklook Books

Weighbridge House

Grittleton SN14 6AP

Registered in England No 06641038

VAT No. 981 1411 34

The author

Ian James served with the Metropolitan Police for 30 years, rising to the rank of Chief Inspector. He worked in a number of specialist departments and became a senior manager in the Central

Command Complex, managing the 999 call handling department at New Scotland Yard.

As a serving officer, Ian attended Exeter University and gained a Masters Degree in Police Studies.

Ian now runs a consultancy, which works closely with the emergency services and the Ministry of Defence, designing control rooms. He is also an experienced rally driver.



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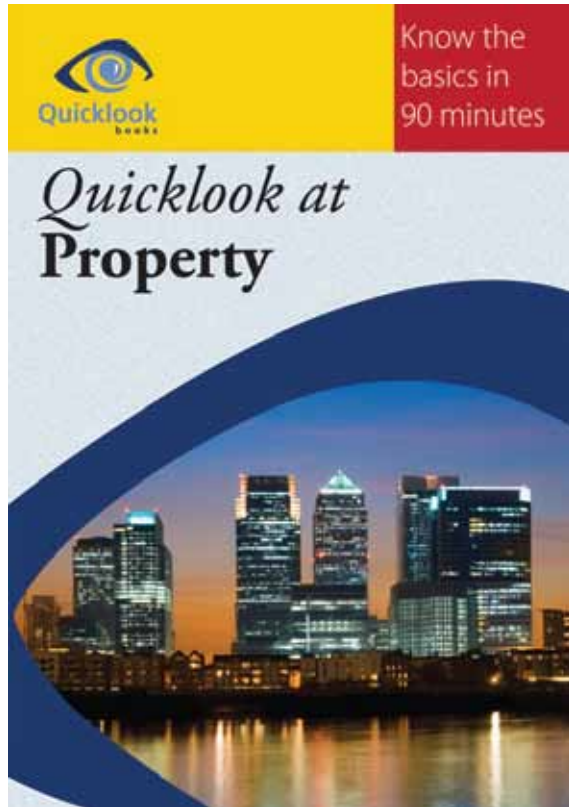
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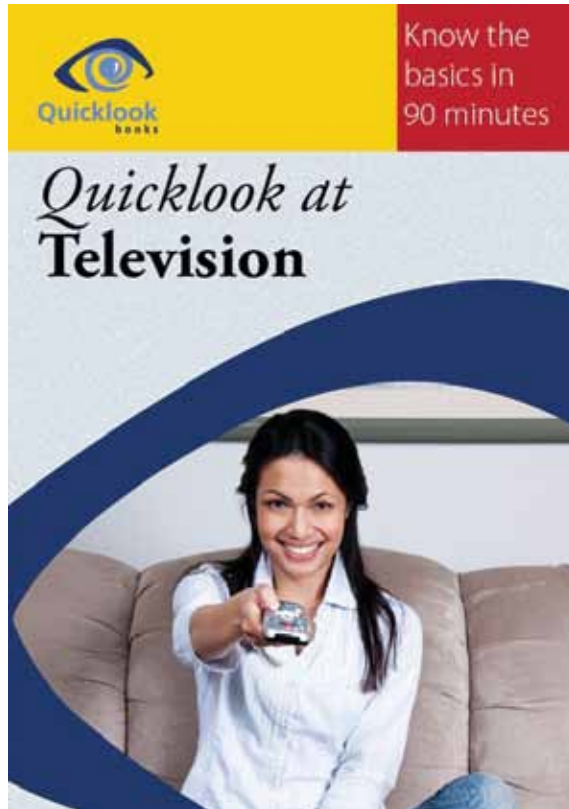
Charles Dixon has worked for many years in a sizeable multi-disciplinary surveyors' practice. He undertakes a wide range of work, embracing the residential, commercial and agricultural sectors.

He has held a number of appointments with the RICS, the professional body for surveyors.



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The author

Brian J. Robb is author of over 20 books on films and TV. He has written biographies of Johnny Depp, Keanu Reeves, Heath Ledger, Ewan McGregor, Leonardo DiCaprio and Will Smith as well as books on directors James Cameron and Ridley Scott.



Brian edited the *Official Star Wars Magazine* (UK) and *Star Wars Insider* (US) for over a decade and is a founding editor of the web site *Science Fiction Bulletin*.

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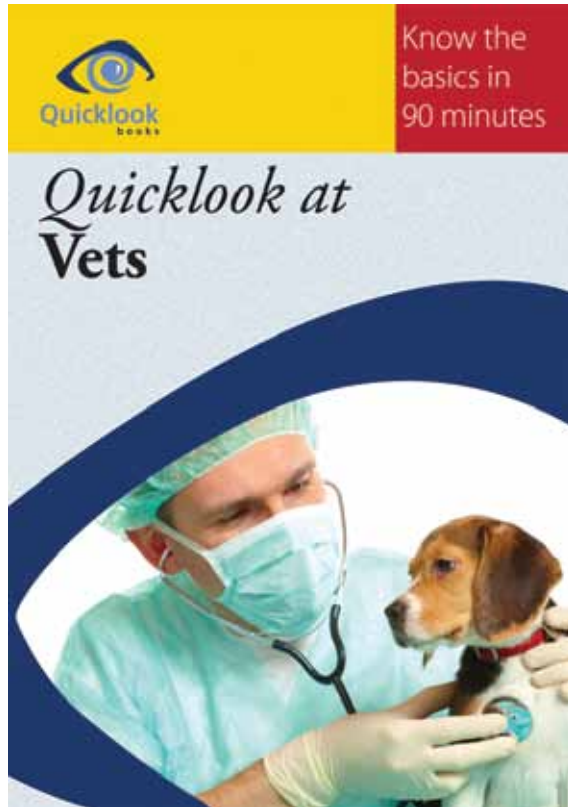
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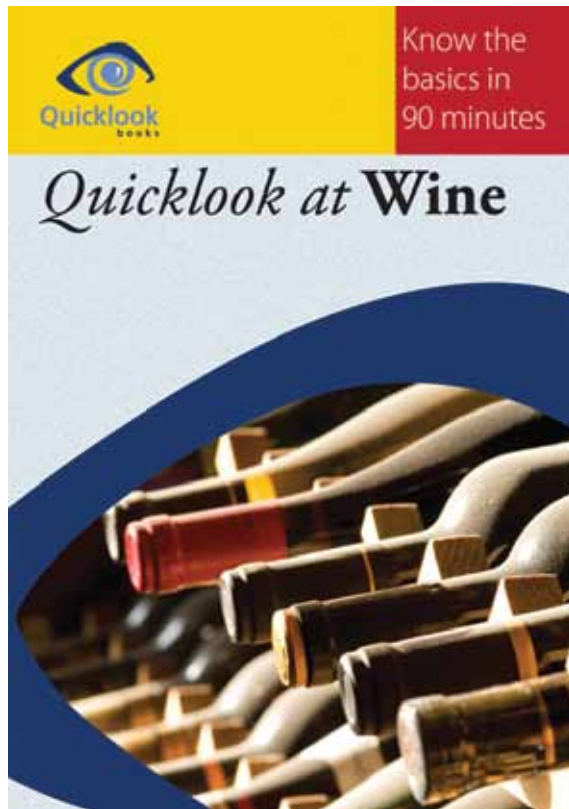
Bob Lehner is highly qualified and has had vast experience as senior partner in a busy multi-vet mixed hospital-based practice.

He has worked with everything from hamsters to horses, as well as having experience with the pharmaceutical industry, commercial deer farming and zoo animals. He is an inspector with the RCVS Practice Standards Scheme.



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This book will help you savour your wine even more than before. We learn about the amazing care taken over its production and the marriage of art, science and luck needed for success. We consider the many variables – the location of the vineyards, the grapes grown, the way they are grown, picked, processed and blended. Then there is bottling and marketing – all vital parts of what is a big industry.

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The author

Richard Avery is a member of the fifth generation of a family involved in the wine business since 1793. After qualifying at the University of Bordeaux in 1995, Richard helped to set up a successful new wine business. He is a liveryman of the Worshipful Company of Vintners and often writes about wine.

Not content with one career, Richard is also a successful actor, having appeared in major roles for the Royal Shakespeare Company in the West End and in a number of feature films, under the name Alex Avery.



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