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In this book, the author walks you through every step of how to write a book. After you read it, you'll be ready to start writing today.

In *The Analytical Writing* Adrienne Robins explains college writing as a process of discovery, as a series of strategies that any college student can learn to apply. All strategies explained in this text are based on sound theories of teaching writing and on the patterns of successful writers. Writing and thinking should not be separated, and presenting only the steps without the accompanying explanation of how they influence thinking would be of little more help than having no

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method at all. By using this text the students will see as they plan, draft, and revise how their writing helps clarify their thoughts. This clearly written and engaging textbook is illustrated by real examples of student writing and appropriate cartoons. The second edition was revised and updated based on the large-scale evaluation of the first edition completed by professors and students. The new edition reflects four essential values: recognizing the diversity of writing processes, the necessity of peer and teacher interaction with the writer on drafts, the integration of writing and reading, and the appropriate uses of technology. Specific features of this second

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edition include: -new writing samples -electronic citation formats -updated library use chapter with technological guidance -concise paragraph chapter -revised introduction and conclusion chapter -rhetorical as well as grammatical explanations for punctuation usage -new cartoons -exercises drawn from students' papers -a condensed chapter on research papers -and an expanded, and clearer, chapter on special assignments and other writing tasks

A Collegiate Press book

In *Rethinking Language Arts: Passion and Practice*, Second Edition, author Nina Zaragoza uses the form of letters to her students to engage pre-service teachers in

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reevaluating teaching practices, thus bringing to life a vision of an alternative classroom environment in which the teacher is the prime mover and creative leader.

Zaragoza discusses and explains the need for teachers to be decision makers, reflective thinkers, political beings, and agents of social change in order to create a positive and inclusive classroom setting.

This book is both a critical text that deconstructs the way language arts are traditionally taught in our schools as well as a visionary text with clear, no-nonsense directions on how to provide much needed change in our schools.

Over 16 million copies sold worldwide 'Every human being

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should read this book' Simon Sinek
One of the outstanding classics to emerge from the Holocaust, Man's Search for Meaning is Viktor Frankl's story of his struggle for survival in Auschwitz and other Nazi concentration camps. Today, this remarkable tribute to hope offers us an avenue to finding greater meaning and purpose in our own lives.

A Saga of Race, Civil Rights, and Murder in the Jazz Age

The Social Networking Toolkit for Business

The Analytical Writer

Rainbow Paint Effect Children's Story Writing Paper Composition Book

A Guide to Academic Publishing

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Success

The Sundance Writer: A Rhetoric, Reader, Research Guide, and Handbook

Introduces readers to the world of homeland security and provides them with up-to-date information on recent attacks, new terrorist threats, visible terrorist organizations, current dilemmas, updated research, and best practices This book provides comprehensive coverage of issues relating to terrorism, terrorist behavior, homeland security policies, and emergency management. It offers a foundation that spans the readily apparent chasm between the homeland security and disaster communities, and covers the stages of emergency management with a focus on terrorism prevention and

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response. Based on both the academic literature and practical understanding, the book includes research findings, covering theory and principles as well as their application. Introduction to Homeland Security: Understanding Terrorism Prevention and Emergency Management, Second Edition teaches how to define homeland security, understand how it changed after 9/11, and explore its relationship with emergency management; recognize the causes of terrorism and what prompts people to engage in terrorist attacks; assess the trade-offs between security and rights, and understand how terrorism exploits the tension between these two priorities; work to prevent terrorist attacks through intelligence gathering, by promoting laws that

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prohibit terrorism, and by protecting borders and various sectors of society; prepare for a terrorist attack by creating an advisory council, passing ordinances, acquiring monetary resources, and establishing an EOC; effectively respond to a terrorist attack through the many functions involved, including the protection of first responders and the decontamination of the victims; recover from a terrorist attack through both short-term and long-term measures; anticipate the current challenges faced in homeland security; and comprehend the various types of attacks that might take place in the future. The second edition: Covers the four traditional phases of emergency response, with a focus on terrorism prevention and infrastructure protection Includes new

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content such as recent domestic and international terrorist attacks including the attacks in Paris and Boston Has a strong "practitioner" approach and draws upon a solid foundation of academic literature in the field Discusses the roles and responsibilities of government agencies, non-government organizations, and individual citizens Introduction to Homeland Security is an excellent book for all scholars, students, and practitioners interested or involved in homeland security and emergency management.

Unleash your child's personality with this brightly coloured, rainbow, paint effect Children's Story Writing paper composition book! Red Panda Publishing produces great quality, colourful composition books, sketchbooks and journals with

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beautiful designs on the cover to give you incredible choice when selecting your stationary for school, college, work or use at home. This rainbow coloured design is eye-catching and will stand out in any setting. The durable, protective glossy cover will ensure all your child's work inside is kept safe. There is a transparent rectangle on the front allowing space for a name and / or subject without detracting from the design. This notebook contains 75 double-sided sheets of Children's Story Writing paper giving 150 useable pages. Every page has a line at the top for the title of the story, a 4 x 6.5 inch box for a picture / illustration and below it 4 lines with a one inch gap between - perfect for larger handwriting. The layout of the paper allows for a border to be added if

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desired. This style of book promotes storytelling and illustrating - perfect for a budding author / illustrator. The book is 8.5 inches wide by 11 inches tall (21.59cm x 27.94cm). Children's Story Writing paper Title Line 4 x 6.5 inch box for illustration / drawing / picture Four (one inch spaced) writing lines 150 pages Beautiful, brightly coloured rainbow paint effect design (front and back) 8.5 x 11 inches / 21.59cm x 27.94cm Use for pre-schoolers / school age children Can be used as a child's 1st composition book / blank storybook / notebook / journal Space on the cover for a name / subject Visit our website for a closer look at the product you'd like to buy before returning to Amazon to purchase. You can find more pictures of the interior and cover there to help make your decision easier:

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www.redpandapublishing.com
Amazon, 11 reviews for 5-star average: "Excellent, very helpful, to the point, concise without leaving out important details." "Really helps and is easy to understand." This practical, concise, and accessible guide for graduate students and advanced clinicians delivers step-by-step guidelines for integrating research and best evidence to produce concise, well-written project proposals. Health care professionals in advanced practice are increasingly being asked to be able to deliver clinical project proposals using best evidence for advancing quality patient care. With the same "must know" clinical scholarship tools of the first edition, this revision provides practical guidelines of common project models for developing and

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writing a tight proposal from start to finish while leaving room for the unique nature of most clinical project topics. The second edition includes a completely new chapter on quality improvement concepts, new project proposal abstracts, and new information specific to the DNP project from the AACN. Using the same three-part organization to walk through the intricacies of planning, writing, and completing scholarly project proposals, this new edition also adds new key features to keep readers engaged with the text and their own ongoing or forthcoming proposal. Chapters have been updated to include websites for additional learning, as well as advice from DNP students who have themselves successfully completed project proposals. Reflective

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questions, tips for completing proposals, exemplars, and reader activities throughout the book facilitate readers' greater understanding of projects and subsequent proposals. New to the Second Edition: A new chapter on quality improvement concepts Advice from DNP students who have themselves completed proposals Chapter updates and edits for enhanced clarity Websites for additional learning New information specific to the DNP project based on guidance from the AACN Increased emphasis on the Project Triangle, an important foundational structure Key Features: Provides topflight guidance in proposal writing for DNP and other nursing clinical projects Details parameters for integrating scholarship with clearly

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communicated professional objectives Contains numerous writing prompts and questions that guide students in reflective scholarly writing Offers examples of good writing, reflective questions, and tools for self-assessment Offers helpful tips for making proposals concise yet complete

Have you always wanted to write a book but, just never get around to it? Do you lack confidence in yourself as a writer? Need inspiration? How to Write a Book in a Week (A Writer's Guide to Meeting a Deadline) is the answer to all of these questions and more.

A Writer's Plan

Proposal Writing for Clinical Nursing and DNP Projects, Second Edition

Writing Your Journal Article in Twelve Weeks

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*Write Right-Right Now,
MLA Style Manual and Guide to
Scholarly Publishing
How to prepare them, how to use
them*

***Provides information on
stylistic aspects of research
papers, theses, and
dissertations, including
sections on writing
fundamentals, MLA
documentation style, and
copyright law***

***How We Write is an
accessible guide to the
entire writing process, from
forming ideas to formatting
text. Combining new
explanations of creativity***

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with insights into writing as design, it offers a full account of the mental, physical and social aspects of writing. How We Write explores: how children learn to write the importance of reflective thinking processes of planning, composing and revising visual design of text cultural influences on writing global hypertext and the future of collaborative and on-line writing. By referring to a wealth of examples from writers such as Umberto Eco, Terry Pratchett and Ian Fleming, How We Write ultimately

teaches us how to control and extend our own writing abilities. How We Write will be of value to students and teachers of language and psychology, professional and aspiring writers, and anyone interested in this familiar yet complex activity.

One of the key tasks every researcher must perform is publishing their work, and most of this publication will occur in peer-reviewed journals. These publications are essential for promotion, recognition, and creating a dialogue with your

colleagues around the world. Unfortunately, writing publication-quality manuscripts and guiding them through the peer-review process is a difficult, time-consuming, and often frustrating task. In this book, I'll teach you how to make the process easier based on what I've learned from more than 25 years of helping authors publish more than 6000 papers in some of the world's most prestigious journals (including Nature, Science, and PNAS). Writing for Science Journals explains

the details of every section of a journal manuscript, including tips and tricks you won't find elsewhere about how to deal with the peculiar ways that journals work with authors and reviewers. I'll also deal with some of the implications of statistics and experimental design that you may have learned in school, but possibly not in an integrated form that guides you through the steps necessary to perform publishable research. In each chapter, I'll provide a list of key points that you can use as

the basis for developing a learning plan. I've also provided links to relevant online resources via a Links page that is available only to purchasers of the book, and an errata and additions page (see below) that will provide a forum for expanding on the book until the 2nd edition is available. As business schools expand their entrepreneurship programs and organizations seek people with entrepreneurial skills, it has become clear that the skills and mindset of an entrepreneur are highly

valued in all business contexts. This latest edition of Entrepreneurial New Venture Skills continues to focus on helping students develop entrepreneurial skills, whether they seek to become entrepreneurs or employees. Focusing on the entrepreneurial start-up process, the third edition of Entrepreneurial New Venture Skills takes the reader through the steps of selecting, planning, financing, and controlling the new venture. The authors cover multiple forms of new ventures, as well as

ways to utilize entrepreneurial skills in other contexts, encouraging students to engage with the material and apply it to their lives in ways that make sense for them. Skill development features include: Entrepreneurial profiles of small business owners Personal applications for students to apply questions to their new venture or a current business Global and domestic cases Elevator pitch assignments, which put students in the venture capitalist position

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Application exercises and situations covering specific text concepts Business plan prompts to help students construct a business plan over the course of a semester Featuring pedagogical tools like review questions and learning outcomes, and a full companion website that expands upon skill development and offers instructor resources, the third edition of Entrepreneurial New Venture Skills is the perfect resource for instructors and students of

entrepreneurship.

***The classic tribute to hope
from the Holocaust***

How We Write

***How to Write a Book in a
Week***

Passion and Practice

Understanding Terrorism

***Prevention and Emergency
Management***

***Start Writing Your Book
Today***

This engaging and highly regarded book takes readers through the key stages of their PhD research journey, from the initial ideas through to successful completion and

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publication. It gives helpful guidance on forming research questions, organising ideas, pulling together a final draft, handling the viva and getting published. Each chapter contains a wealth of practical suggestions and tips for readers to try out and adapt to their own research needs and disciplinary style. This text will be essential reading for PhD students and their supervisors in humanities, arts, social sciences, business, law, health and related

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disciplines.

A Resource for Designing
and Implementing
Intervention Programs for
At-Risk Learners This
authoritative resource
provides step-by-step
procedures for planning,
selecting, and tailoring
interventions for at-risk
learners with a unique
focus on how to
individualize
interventions using actual
case examples. In
addition, this volume
offers guidelines for
gathering and interpreting
data in a manner that
assists in identifying

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targets for intervention and rich discussion and information relating to specific academic, cognitive, and behavioral manifestations of students with learning difficulties in reading, math, writing, and oral language.

Practitioners will also recognize and learn how to intervene with students from underserved and mis-served populations who are at risk for learning failure including English-language learners and students from impoverished environments. Each chapter describes how specific

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difficulties interfere with classroom tasks and explain how to select, modify, or otherwise tailor an intervention based on that information. As with all volumes in the Essentials of Psychological Assessment series, this volume includes callout boxes highlighting key concepts, extensive illustrative material, and test questions. The companion CD-ROM provides additional worksheets, case studies, and handouts. Although this book is not for dummies, it can be an

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"easy to read and practice" guide for residential interior space planning which can be used by a variety of people who desire to learn about the subject. If you are a student in architectural or interior design and decorating school, you will find this book attractive and useful as you will be able to obtain a systematic information process toward a successful space planning while you will have the chance to practice on a few different projects. If you are a non-English

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speaking professional in design field who wants to refresh his/her knowledge about "space planning" in English, you will have an easy-to-follow source which will walk you through the subject. If you want to touch the basics of interior design and decorating to see if you are interested in studying this field, you will finish this book with some basic drawing skills, a methodology for a successful "space planning," and a quick review of elements and principles of design which

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will give you the basic definition of design tools and the chance to review and work on a few projects. If you are a homeowner who needs some minor renovation or changes in interiors, you can still use this book as a "do-by-yourself" guide. If you are a sales representative in a furniture shop, you will get the knowledge you need to help your client and the chance to practice to be ready for different cases. If you are a realtor who wants to appear more professional

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in front of clients by helping them improve their interior arrangement to sell the property faster, you will find it like a handbook with tangible samples to carry with you. Design wise, the vocabulary will make you confident to communicate efficiently. And finally, if you are just curious to know what space planning is all about, you will have a source of basic definitions and rules to feed your curiosity. "From the publishers of Board & administrator newsletter."

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Long Range Planning Manual
for Board Members

Pennsylvania Archives: The
breviate: in the boundary
dispute between

Pennsylvania and Maryland
Look, talk, think and do
Tips, Tricks, and a
Learning Plan

Man's Search For Meaning
Coaching College Students
with Executive Function
Problems

The main priority of a non-profit
organization is the organization ' s
philanthropic mission. Managers are
extremely passionate about
furthering the mission, yet they are
not often trained in business
management. However, to fulfill its

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mission a non-profit must be financially solvent. Starting and Operating a Non-Profit Made Easy helps non-profits become and stay financially solvent by applying traditional business practices to the unique challenges of a non-profit organization. It focuses on financial management and planning using cash flow budgeting and methods of quantifying fundraising and grant-seeking activities, two of the most important functions of a non-profit. It allows non-profits to develop and stick to a long-term plan, rather than functioning hand-to-mouth, dependent on unexpected monetary windfalls. Using extensive checklists, forms and worksheets, the book

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helps non-profit managers keep their organization running smoothly.

This comprehensive and practical book covers the basics of grammar as well as the broad brush issues such as writing a grant application and selling to your potential audience. The clear explanations are expanded and lightened with helpful examples and telling quotes from the giants of good writing. These experienced writers and teachers make scientific writing enjoyable.

The Elements of Style William Strunk concentrated on specific questions of usage—and the cultivation of good writing—with the recommendation "Make every word tell"; hence the 17th principle

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of composition is the simple instruction: "Omit needless words."

The book was also listed as one of the 100 best and most influential books written in English since 1923 by Time in its 2011 list.

A fast and easy way to write winning white papers! Whether you 're a marketing manager seeking to use whitepapers to promote your business, or a copywriter keen to break into this well-paying field, White Papers For Dummies gives you a wealth of practical, hands-on advice from one of the world 's leading experts in the field. The fact-based documents known as white papers have been called the "king of content." No other B2B

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marketing piece can do more to generate leads, nurture prospects, and build mindshare. Where white papers were once used only by technology firms, they are becoming “ must-have ” items in the marketing toolkit for almost any B2B firm. Practically every startup must produce a white paper as part of its business planning. But writing effective white papers is a big challenge. Now you can benefit from the experience of a white paper specialist who ’ s done more than 200 projects for clients from Silicon Valley to Finland, from mighty Google to tiny startups. Author Gordon Graham—also known as That White

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PaperGuy—provides dozens of tips and tricks to help your project come together faster and easier. White Papers For Dummies will help you to: Quickly determine if your B2B firm could benefit from a whitepaper Master the three phases of every white paper project: planning, production, and promotion Understand when and how to use the three main types of whitepaper Decide which elements to include and which to leave out Learn the best practices of seasoned white paper researchers and writers Choose from 40 different promotional tactics to get the word out Avoid common mistakes that many beginners make

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Writing as Creative Design
Planning for Learning through
What Are Things Made From?
Writing for Science Journals
The Book
Leadership, Education, and
Training
Comprehensive Guide for
Residential Interior Space Planning
*An electrifying story of the
sensational murder trial that divided
a city and ignited the civil rights
struggle In 1925, Detroit was a
smoky swirl of jazz and speakeasies,
assembly lines and fistfights. The
advent of automobiles had brought
workers from around the globe to
compete for manufacturing jobs, and
tensions often flared with the KKK in
ascendance and violence rising.*

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Ossian Sweet, a proud Negro doctor-grandson of a slave-had made the long climb from the ghetto to a home of his own in a previously all-white neighborhood. Yet just after his arrival, a mob gathered outside his house; suddenly, shots rang out: Sweet, or one of his defenders, had accidentally killed one of the whites threatening their lives and homes. And so it began-a chain of events that brought America's greatest attorney, Clarence Darrow, into the fray and transformed Sweet into a controversial symbol of equality. Historian Kevin Boyle weaves the police investigation and courtroom drama of Sweet's murder trial into an unforgettable tapestry of narrative history that documents the volatile America of the 1920s and movingly re-creates the Sweet family's journey

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from slavery through the Great Migration to the middle class. Ossian Sweet's story, so richly and poignantly captured here, is an epic tale of one man trapped by the battles of his era's changing times. Arc of Justice is the winner of the 2004 National Book Award for Nonfiction.

Plan for six weeks of learning covering all six areas of learning and development of the EYFS through the topic of what things are made from. The Planning for Learning series is a series of topic books written around the Early Years Foundation Stage designed to make planning easy. This book takes you through six weeks of activities on the theme of what are things made from. Each activity is linked to a specific Early Learning Goal, and the book

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contains a skills overview so that practitioners can keep track of which areas of learning and development they are promoting. This book also includes a photocopiable page to give to parents with ideas for them to get involved with their children's topic, as well as ideas for bringing the six weeks of learning together. Weekly topics include a look at materials around us including paper, wood, fabric, wool and shiny materials. Count wooden bricks, make postcard collages and design shiny jewellery. Bring it all together with a jumble sale! Finally, there's a book that provides a chance for young readers to really understand and be inspired by the physical structures that surround them every day. In this volume, readers discover that someone

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meticulously designs all the little details that make each building in their town or city unique. Packed with activities to do at home, the text cultivates interest and exploration into the world of engineering and architecture through bold graphics, full-color photography, age-appropriate language, and hard concepts made tangible.

Write a Business Plan in No Time is for readers starting a small business and need to write a business plan but don't have time to waste. The author, Frank Fiore, walks the reader through writing a business plan step-by-step using easy-to-follow to-do lists-from determining the type of plan needed to what the various pieces of the plan should be and common mistakes to avoid. The author also includes sample business

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plans that will clearly illustrate the best language and approach depending on the purpose of the plan. The to-do lists and step-by-step instructions in Write a Business Plan In No Time are the most effective and efficient solution for these busy entrepreneurs, allowing them to write a business plan the In No Time way-fast, simple, easy.

Space Planning

The Elements of Style

Entrepreneurial New Venture Skills

Starting Inquiry-based Science in the Early Years

Marketing Plans

Critical Thinking in College

Composition

George Orwell set out 'to make political writing into an art', and to a wide extent this aim shaped

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the future of English literature – his descriptions of authoritarian regimes helped to form a new vocabulary that is fundamental to understanding totalitarianism. While *1984* and *Animal Farm* are amongst the most popular classic novels in the English language, this new series of Orwell's essays seeks to bring a wider selection of his writing on politics and literature to a new readership. In *Politics and the English Language*, the second in the *Orwell's Essays* series, Orwell takes aim at the language used in politics, which, he says, 'is designed to make lies sound truthful and murder respectable,

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and to give an appearance of solidity to pure wind'. In an age where the language used in politics is constantly under the microscope, Orwell's *Politics and the English Language* is just as relevant today, and gives the reader a vital understanding of the tactics at play. 'A writer who can – and must – be rediscovered with every age.' — Irish Times

The second edition of *Writing That Makes Sense* takes students through the fundamentals of the writing process and explores the basic steps of critical thinking. Drawing upon over twenty years of

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experience teaching college composition and professional writing, David S. Hogsette combines relevant writing pedagogy and practical assignments with the basics of critical thinking to provide students with step-by-step guides for successful academic writing in a variety of rhetorical modes. New in the second edition: -Expanded discussion of how to write effective thesis statements for informative, persuasive, evaluative, and synthesis essays, including helpful thesis statement templates. -Extensive templates introducing students to

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conventions of academic discourse, including integrating outside sources, interacting with other writers' ideas, and dialoguing with multiple perspectives. -Examples of academic writing from different disciplines illustrating essay titles, abstracts, thesis statements, introductions, conclusions, and voice.

-Expanded discussion of voice in academic writing, including an exploration of active and passive voice constructions in different disciplines and tips on how to edit for clarity. -A new chapter on writing in the disciplines.

-Updated sample student

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papers. -New readings with examples of opposing views and multiple perspectives.

Praised for its practical strategies, real-world emphasis, and focus on critical thinking, this successful 4-in-1 text (rhetoric, reading, research guide, and handbook) prepares students for writing in college and in the workplace. THE SUNDANCE WRITER, FIFTH EDITION, provides students with essential skills needed for writing in college and beyond, including critical thinking and reading, as well as writing for academic and workplace audiences. The fifth edition features an important

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restructuring of content that allows students to proceed more quickly to writing projects and to incorporating research into their writing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The examiner-reviewed P5 Revision Kit contains many past exam questions. It also includes an excellent 'Passing P5' section, which provides specific guidance relating to the exam. Areas the examiner favours, such as performance measures are emphasised. Also included are the examiner's own comments

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on past questions as well as the examiner's own answers at the back of the Kit.

A Collection of Approaches, with the Principal Paper

White Papers For Dummies

Scientific Writing

Essentials of Planning,

Selecting, and Tailoring

Interventions for Unique

Learners

Care Planning

Rethinking Language Arts

Provides information on stylistic

aspects of research papers,

theses, and dissertations,

including sections on writing

fundamentals, MLA

documentation style, and

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copyright law.

"Write right - right now - the book by Walter M. Perkins is entertaining and informative for anyone who has ever wanted to write AND publish a book but did not know the steps. The book is broken into easy-to-understand components. Perkins emphasizes the business aspects of writing a book and sheds light on issues such as doing business with graphic designers, agents, publishers, and printers"-- Taken from Amazon.com November 7, 2014. White Papers For Dummies John Wiley & Sons
At last marketing managers and business executives concerned

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with profitability and sustained growth of their organisation have at their fingertips a practical guide which tells them how to prepare and use a marketing plan. In this new edition of Marketing Plans, one of the world's leading marketing educators has greatly expanded his book to include the key recent developments in marketing techniques and a range of practical marketing tools. In Marketing Plans, the whole process of marketing planning - from initial assessment of a company's business plan to the steps necessary to ensure a company achieves its profit targets - is

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fully explained. There is an additional section which provides a step-by-step 'this is how you do it' guide to devising your own marketing plan, combining the very best of current practice with the necessary theoretical background. Marketers, executives and students studying for CIM and CAM exams will find the application of basic marketing principles to sound business practice invaluable. For tutors, there is a comprehensive resource pack containing OHP masters, chapter-by-chapter tutor notes, examples of real marketing plans, case studies for classroom use and interactive

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exercises on floppy disks. An international marketing bestseller New two colour internal design with new page layout and features providing maximum clarity Focuses on key recent developments in marketing techniques and provides a range of practical marketing tools

Authoring a PhD

How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation

Marketing Pre-paid Health Care Plans

Writing That Makes Sense, 2nd Edition

A guide for nurses

A Step-By-Step Plan to Write

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Your Nonfiction Book, from First Draft to Finished Manuscript

This clear and intuitive introduction to care planning for nurses explains the benefits of holistic, individualised care planning from a professional and clinical perspective. Using the ASPIRE model, it guides the reader step-by-step through a problem-solving approach to care, from assessing patients and identifying their needs, to planning goals and interventions, and evaluating progress. The book is structured to explain the theory of care planning in relation to a number of common nursing models and then show how the theory can best be put into practice. It draws on recent research to show how nurses can develop individualised care plans from scratch or use and adapt a range of 'off-the-shelf' tools. It is written in a clear, succinct and down-to-earth writing style, which will put

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students immediately at their ease, and is rich with pedagogic features, including: 'Stop and think' boxes to check understanding; boxed 'Practice examples' to illustrate points made; 'Research summary' boxes to highlight relevant and important studies; 'What have you learnt so far?' features to recap on key points of discussion; mini care plans; regular activities to encourage the reader to apply what they have learnt to particular practice scenarios. This is a go-to text for all pre-registration nursing students taking courses on the theory and practice of effective healthcare delivery. Although executive function difficulties are often addressed in school-age children, there are few resources showing how to help these individuals when they are older. This book presents a dynamic coaching model that helps college students become self-regulated learners by improving their

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goal-setting, planning, time management, and organizational skills. Ideal for use with students with attention-deficit/hyperactivity disorder (ADHD), learning disabilities, acquired brain injury, and other challenges, Mary R. T. Kennedy's approach incorporates motivational interviewing and emphasizes practical problem solving. User-friendly features include numerous concrete examples, sample dialogues, and print and online resource listings. In a large-size format for easy photocopying, the book contains 21 reproducible forms.

Purchasers get access to a Web page where they can download and print the reproducible materials for repeated use.

A comprehensive, well-written and beautifully organized book on publishing articles in the humanities and social sciences that will help its readers write forward with a first-rate guide as good

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company.' - Joan Bolker, author of Writing Your Dissertation in Fifteen Minutes a Day Humorous, direct, authentic ... a seamless weave of experience, anecdote, and research.' - Kathleen McHugh, professor and director of the UCLA Center for the Study of Women Wendy Laura Belcher's Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success is a revolutionary approach to enabling academic authors to overcome their anxieties and produce the publications that are essential to succeeding in their fields. Each week, readers learn a particular feature of strong articles and work on revising theirs accordingly. At the end of twelve weeks, they send their article to a journal. This invaluable resource is the only guide that focuses specifically on publishing humanities and social science journal articles.

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Young children are intuitive scientists. This book builds on their inherent curiosity and problem solving as they move forward in their scientific thinking. Science develops from early beginnings and a solid foundation in the early years is essential for their future learning and engagement with the subject. Starting Inquiry Based Science in the Early Years shows you how you can support children's emerging scientific skills by working with them and scaffolding their inquiries as they experiment, hypothesise and investigate building on their natural curiosity. Full of practical advice, it offers a wide range of scientific activities that can be carried out in partnership with young children. Each activity presents a challenge for the child to solve by thinking and talking through their ideas and then carrying out their own investigations. This invaluable guide focuses on helping

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children to follow their own line of inquiry and supporting them in mastering the skills and vocabulary they need in order to do this. Features include: An explanation of the key skills children need to acquire and practical ideas for developing these; Useful lists of relevant vocabulary and everyday resources; Cue questions to encourage children's thinking skills; Cross-curricular links to show how the activities support early literacy and mathematics. Providing a rich bank of resources for promoting scientific experiences and learning, this highly practical book will help you ensure that the children in your care have the strong foundations they need to become confident, successful scientists in the future.

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