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KEY=MENTAL - PEARSON SMITH

THE MAGIC OF MENTAL DIAGRAMS

EXPAND YOUR MEMORY, ENHANCE YOUR CONCENTRATION, AND LEARN TO APPLY LOGIC

Simon and Schuster When Einstein said we only use 10 percent of our brain, he was inviting us to explore all those capabilities that are waiting to be awakened. This book finally explains how to do just that. Mental diagrams are a simple, efficient means of activating all our potential. Upon sketching a mental diagram, we create a blueprint with shapes, colors, and figures to process information faster and to increase our ability to synthesize. This excellent, creative system of thinking allows us to obtain a joint vision of life's daily problems in addition to strengthening all the areas in which our mind operates, like memory, concentration, logic, or intuition. In the pages of this book, you will discover: • The function of the human brain • How to create mental diagrams • Exercises to strengthen memory • Intelligence regarding personal decisions • Tests to develop intuition and creativity • Secrets of the great lecturers

TAMING THE DRUNKEN MONKEY

THE PATH TO MINDFULNESS, MEDITATION, AND INCREASED CONCENTRATION

Llewellyn Worldwide In today's busy world, the mind can often behave like a drunken monkey—stressed, scattered, and out of control. Instead of falling victim to frustration and anxiety, learn to be calm, focused, and free of unwanted thoughts with this easy-to-use guide to mindfulness. Drawing from Western and Eastern psychology, health systems, and wisdom traditions, Taming the Drunken Monkey provides comprehensive instruction for developing and improving three basic behaviors of the mind: concentration, awareness, and flexibility. Discover the power of breathwork exercises based on yogic pranayama, Chinese medicine, and Western respiratory science. Apply meditation and other mindfulness practices to your life for newfound focus, creativity, body awareness, and spiritual awakening. As you progress from novice to master, you'll effectively enhance the health of your mind, body, and spirit. Praise: "A wonderful addition to our understanding of the mind and the unfolding journey of discovery."—Joseph Goldstein, author of Mindfulness: A Practical Guide to Awakening "In fluid and engaging prose, William Mikulas has written a book that provides a wise and delightful guide to living a mindful life . . . a helpful, systematic and very practical guide that presents numerous insights and exercises for personal transformation."—Nirbhay N. Singh, editor of Mindfulness journal "This book is brimming with wise and compassionate counsel for everyone from beginner to advanced practitioner . . . Whether you are interested in quieting your mind, increasing awareness, reducing attachments or opening the heart, you will find just what you need as you continue on your path towards awakening."—Michael Brant DeMaria, PhD, clinical psychologist and author of Ever Flowing On "This is, undoubtedly, one of the best mind training manuals that has ever been written . . . It is a must read book."—Somdech Iamsupasit, PhD, professor at Chulalongkorn University in Bangkok "For everybody who wants to be aware and mindful, attentive and concentrated . . . Bill Mikulas' book is wholeheartedly recommended."—G.T. Maurits Kwee, PhD, founder of the Institute for Relational Buddhism & Karma Transformation

ENC FOCUS

FOCUS ON COLLEGE AND CAREER SUCCESS

Cengage Learning The third edition of Staley and Staley's FOCUS ON COLLEGE AND CAREER SUCCESS recognizes the varied experiences you bring to the college classroom and guides you to build your motivation and increase your focus, driving your personal success in college -- and well beyond. All of the book's exercises are designed to help you learn more about yourself and focus on what you need to do to succeed, with learning tools that help you chart your progress. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

LEADERSHIP: ALL YOU NEED TO KNOW

Springer Leadership successes and failures are in the media every day. We are in a global political and financial crisis which is changing how we think about our lives and our futures. The authors present a leadership model for the future which creates the right conditions for people to thrive, individually and collectively, and achieve significant goals.

PHYSICIAN CODING EXAM REVIEW 2018 - E-BOOK

THE CERTIFICATION STEP

Elsevier Health Sciences Prepare to succeed on your physician coding certification exam with Physician Coding Exam Review 2018: The Certification Step! From leading coding author and educator Carol J. Buck, this exam review provides complete coverage of all topics included on the physician coding certification exam — including anatomy, terminology, and pathophysiology for each body system; reimbursement issues; CPT, HCPCS, and ICD-10-CM coding; and more. Four full practice exams (answers and rationales included) simulate the testing experience and provide enough practice to reassure even the most insecure exam-taker. It's the only physician coding exam review you need! UNIQUE! Four full practice exams on Evolve simulate the experience of taking the actual physician coding exam, allowing you to assess your strengths and weaknesses in order to develop a plan for focused study. Answers and rationales to the practice exams are available on Evolve to help you check your work. Concise outline format helps you access key information quickly and study more efficiently. Concrete "real-life" coding reports (cleared of any confidential information) simulate the reports that you will encounter on the job and challenge you to apply key coding principles to actual cases. Mobile-optimized quick quizzes offer on-the-go practice with over 350 medical terminology, pathophysiology, CPT, HCPCS, and ICD-10-CM questions. Success Strategies section guides you step-by-step through the entire exam process. NEW! Updated content features the latest coding information available, promoting accurate coding and success on the job.

PHYSICIAN CODING EXAM REVIEW 2015 - E-BOOK

THE CERTIFICATION STEP

Elsevier Health Sciences Prepare to succeed on your physician coding exam with Physician Coding Exam Review 2015: The Certification Step! From leading coding author and educator Carol J. Buck, this exam review provides complete coverage of all topics included on the physician coding certification exams, including anatomy, terminology, and pathophysiology for each organ system; reimbursement issues; an overview of CPT, HCPCS, ICD-9-CM and ICD-10-CM coding; and more. Two full practice exams simulate the testing experience and provide plenty of practice for even the most insecure exam-taker. Comprehensive review content covers everything you need to know to pass your physician coding certification exam. Practice exams on the Evolve companion website include a Pre-Exam to be taken prior to study, allowing you to assess strengths and weaknesses and develop a plan for focused study, the same exam again as a Post-Exam to be taken after your review, and a Final Exam that simulates the experience of taking the actual physician coding exam. Concrete real-life coding reports simulate the reports that you will encounter on the job and challenge you to apply key coding principles to actual cases. Concise outline format helps you access key information quickly and study more efficiently. Mobile-optimized quick quizzes on Evolve provide extra test practice and review with 250 additional medical terminology and pathophysiology questions that may be downloaded to mobile devices. Answers and rationales to the Pre-/Post- and Final Exams are available on Evolve. Success Strategies section in the text guides you step-by-step through the entire exam process. NEW! Netter anatomy illustrations in Unit 3 enhance your understanding of anatomy and the way it affects coding. NEW! Additional mobile-optimized quick quizzes on Evolve make it easy to study while on the go and to review your answers. UPDATED content includes the latest coding information, promoting exam success and accurate coding on the job. NEW! ICD-10 content and exams on the Evolve companion website ensure that you are fully prepared for the implementation of ICD-10.

PHYSICIAN CODING EXAM REVIEW 2016

THE CERTIFICATION STEP

Elsevier Health Sciences Prepare to succeed on your physician coding exam with Physician Coding Exam Review 2016: The Certification Step! From leading coding author and educator Carol J. Buck, this exam review provides complete coverage of all topics included on the physician coding certification exam - including anatomy, terminology, and pathophysiology for each body system; reimbursement issues; CPT, HCPCS, and ICD-10-CM coding (with ICD-9-CM posted on Evolve companion website); and more. Four full practice exams simulate the testing experience, include answers and rationales, and provide enough practice to reassure even the most insecure exam-taker. It's the only physician coding exam review you need! Comprehensive review content covers everything you need to know to pass the physician coding certification exam. Mobile-optimized quick quizzes provide extra practice and review with 380 additional medical terminology, pathophysiology, CPT, ICD-10-CM, and HCPCS questions. Practice exams on the Evolve website allow you to assess strengths and weaknesses and develop a plan for focused study, including a Pre-Exam to be taken prior to studying, the same exam again as a Post-Exam to be taken after your review, and a Final Exam that simulates the experience of taking the actual physician coding exam. Answers and rationales to the Pre-/Post- and Final Exams are available on Evolve. Netter's Anatomy illustrations help you understand anatomy and how it affects coding. Real-world coding reports (cleared of any patient identifiers) simulate the reports that you will encounter on the job and challenge you to apply key coding principles to actual cases. Success Strategies section in the text guides you step-by-step through the entire exam process. Concise outline format helps you access information quickly and study more efficiently. Colorful design and illustrations make study and review easier and more engaging. NEW! All diagnosis coding content is updated to ICD-10-CM.

preparing you with all the ICD-10-CM information you need for success on the certification exam. Updated content includes the latest coding information available, promoting exam success and accurate coding on the job. NEW! ICD-9-CM versions of Units 4-5 and the practice examinations are posted to the Evolve companion website, so that you are prepared no matter which diagnosis code set is being tested on for your specific exam.

TESTING JAVASCRIPT APPLICATIONS

Simon and Schuster Automated testing will help you write high-quality software in less time, with more confidence, fewer bugs, and without constant manual oversight. Testing JavaScript Applications is a guide to building a comprehensive and reliable JS application testing suite, covering both how to write tests and how JS testing tools work under the hood. Automated testing will help you write high-quality software in less time, with more confidence, fewer bugs, and without constant manual oversight. Testing JavaScript Applications is a guide to building a comprehensive and reliable JS application testing suite, covering both how to write tests and how JS testing tools work under the hood. Testing JavaScript Applications teaches you how to create JavaScript tests that are targeted to your application's specific needs. Through dozens of detailed code samples that you can apply to your own projects, you'll learn how to write tests for both backend and frontend applications, covering the full spectrum of testing types. Taking on the role of a developer for a bakery's web store, you'll learn to validate different aspects including databases, third-party services, and how to spin-up a real browser instance to interact with the entire application. All examples are delivered using the popular testing tool Jest and modern packages of the JavaScript ecosystem. Purchase of the print book includes a free eBook in PDF, Kindle, and ePub formats from Manning Publications.

EMPOWERING CONGREGATIONS

SUCCESSFUL STRATEGIES FOR 21ST CENTURY LEADERSHIP

Hope Publishing House Why some religious congregations flourish while others straggle along is a question addressed in this remarkable book. Congregations are communities of the devout who seek to discern and do the will of the divide, yet to accomplish this, individual members must develop empowering relationships with both the Creator and the created. This book weaves together principles gained from human development theory, quality management practice and the recovery movement and produces warm and empowering guidelines to help congregations and clergy be encouraged and, ultimately, grow in vitality, effectiveness and enjoyment.

SMARANDACHE NOTIONS, VOL. 14

Infinite Study Papers concerning any of the Smarandache type functions, sequences, numbers, algorithms, inferior/superior f-parts, magic squares, palindromes, functional iterations, semantic paradoxes, Non-Euclidean geometries, manifolds, conjectures, open problems, algebraic structures, neutrosophy, neutrosophic logic/set/probability, hypothesis that there is no speed barrier in the universe, quantum paradoxes, etc. have been selected for this volume. Contributors are from Australia, China, England, Germany, India, Ireland, Israel, Italy, Japan, Malaysia, Morocco, Portugal, Romania, Spain, USA. Most of the papers are in English, a few of them are in Spanish, Portuguese, or German.

LEARNING TO REASON

AN INTRODUCTION TO LOGIC, SETS, AND RELATIONS

John Wiley & Sons Learn how to develop your reasoning skills and how to writewell-reasoned proofs Learning to Reason shows you how to use the basic elements ofmathematical language to develop highly sophisticated, logicalreasoning skills. You'll get clear, concise, easy-to-followinstructions on the process of writing proofs, including thenecessary reasoning techniques and syntax for constructingwell-written arguments. Through in-depth coverage of logic, sets,and relations, Learning to Reason offers a meaningful, integratedview of modern mathematics, cuts through confusing terms and ideas,and provides a much-needed bridge to advanced work in mathematicsas well as computer science. Original, inspiring, and designed formaximum comprehension, this remarkable book: * Clearly explains how to write compound sentences in equivalentforms and use them in valid arguments * Presents simple techniques on how to structure your thinking andwriting to form well-reasoned proofs * Reinforces these techniques through a survey of sets--thebuilding blocks of mathematics * Examines the fundamental types of relations, which is "where theaction is" in mathematics * Provides relevant examples and class-tested exercises designed tomaximize the learning experience * Includes a mind-building game/exercise space atwww.wiley.com/products/subject/mathematics/

BEGINNING ORACLE APPLICATION EXPRESS 4.2

Apress Beginning Oracle Application Express 4.2 introduces version 4.2 of the popular and productive Oracle Application Express development platform. Called APEX for short, the platform enables rapid and easy development of web-based applications that make full use of Oracle Database. The release of APEX 4.2 brings extensive new Flash and HTML 5 charting capabilities, enhanced themes for mobile applications usable from phones and tablets, RESTful web services support, enhanced application packaging, and the many redesigned wizards give a new and fresh feel to the user interface. Whether you're new to Oracle or an old hand who's yet to test the waters of APEX, Beginning Oracle Application Express 4.2 introduces the processes and best practices you'll need to become proficient with APEX. The book shows off the programming environment, the utilities and tools available, and then continues by walking through the process of building a working system from the ground up. All code is documented and explained so that those new to the languages will not be lost. After reading this book, power users and programmers alike can quickly put together robust and scalable applications for use by one person, by a department, by an entire company. Covers brand-new functionality in APEX 4.2 Provides fully documented and explained example code Guides you through creating a working and fully deployable application

MOST DIFFICULT SUDOKU MATH AND LOGIC PUZZLES INCREASE YOUR CONCENTRATION POWER LEARN TO THINK STRATEGICALLY AND SOLVE PROBLEMS CREATIVELY LARGE PRINT

SPECIAL BRAIN TEASERS DAILY ACTIVITY FOR KID ADULT SENIOR. NOVELTY GAG GIFT IDEA

Playing Sudoku every day can help to sharpen up your mind and improve your memory. Challenging and funny Sudoku puzzles help you to improve your solving skills and practice solving strategies. How to play: The numbers 1 to 9 (it's a 9 by 9 game) must be filled in each row, column and box. This box will be a 3 by 3 box in the 9 by 9 variation of Sudoku. Each number can and must be filled in only once. There are solutions at the end of the book. In this book, you will find: The funny workbook includes answer for each Sudoku game in the back. Sudoku words are print in large font. You will never suffer from eye-strain while doing them. The Sudoku games are an appropriate level of challenge for you. All puzzles are printed on high-quality paper. You can use pencil, pen, or highlighter without the worry of bleed-through. Sudoku games can help you keep your mind healthy and combating Alzheimer's and Dementia. An unique and special gift for men and women which they can remember. Place your order and get smarter today!

KNOW YOU, KNOW YOUR HORSE

AN INTIMATE LOOK AT HUMAN AND HORSE PERSONALITIES: IDENTIFYING "TYPES" AND MATCHMAKING TO ENSURE LONG-TERM RELATIONSHIPS

Trafalgar Square Books Wouldn't it be wonderful to understand how horses think and will react to certain situations in advance? As a matter of fact, wouldn't it be wonderful to know that about the people in your life, too? Now you can. This book delves deeply into the sections of the horse and the human brain to describe core personalities. Understanding these personalities allows the reader to determine what horse will work best for which person. This works for selecting, rehabbing, training methods, as well as matching a horse to a particular discipline. A bounty of tests and charts to enable each reader to more accurately select horse to human personalities. Any horse owner (seasoned or new) or trainer (amateur or professional) will gain a more complete understanding of what makes their equine partner tick by reading Know You, Know Your Horse.

HOW TO PUBLISH IN WOMEN'S STUDIES, MEN'S STUDIES, POLICY ANALYSIS, & FAMILY HISTORY RESEARCH

25 WAYS TO ORGANIZE YOUR COMMUNICATIONS TRAINING BUSINESS

iUniverse Apply these strategies: How to Publish in Women's Studies, Policy Analysis, & Family Issues. How to Earn a Practical Living Applying Women's Studies & Family Research to Business Writing or Corporate Communications Training. Organizing, Designing, & Publishing Life Stories, Issues in the News, Current Events, and History Videos, Board/Computer Games, Scripts, Plays, and Books. How do you start your own Women's Studies policy analysis writing and communications business? How do you earn income using practical applications of Publishing/Producing, Women's Studies, Current Events, or Family History Issues Research and Writing in the corporate world? How do you train executives to better organize writing and interpersonal communications skills? What specific projects would you use to organize communications, publish your research, or train others? Use these vital platforms of social history to start 25 business and creative writing or publishing enterprises. Apply practical communications. Organize and improve communication and publishing projects in the corporate world or academia. Open 25 different types of writing, publishing, or production businesses. Train executives and entrepreneurs in how women's and men's studies, family history, and current issues in the news relate to business writing, creative concepts, producing multimedia, and training others in interpersonal communications or policy analysis.

THE LOGIC OF SRIMAD BHAGWAD GITA

SCIENCE OF CREATIONS, SPIRITUALITY AND HUMANITY

Notion Press No one can escape Dharma, the eternal laws. Beliefs grow into actions, and action-learning converts to Sankhya, while deeper research requires meditation, i.e. Bhaktiyog, Karmyog, Gyanyog, and Dhyanyog successively. Fundamentalists never comprehend the fundamentals of religion, ironically, nor do the apostates. Ancient Rishi's quest for survival of humanity in sync with nature forced inquiries into physical and metaphysical realms, discovering spirituality as the basis of Science, Creations and Psychology, which they coded into mythologies and symbols, only to be deciphered in times to come. Basic pillars of Sanatan Dharma, i.e. Purush, Prakriti, Brahm and Yog hide sciences. The element of ubiquitous spirit in us warns naturally. Sanatan Dharma explains ethical hierarchies, egalitarianism and utilitarianism, with intent to establish Summum Bonum. People from different culture and religions think alike due to triguna nature, which applies beyond man-made religious boundaries. Rishis searched for the truth honestly. Later politicization created today's religions. At core, all religions are the same, and hold the key to oneness globally. Does Yoga compare to Trinity in Christianity? How Prophet Mohammad, got enlightenment while meditating in the Hera Caves? Big Bang theory of creations has a mention in scriptures, from the smallest dimensionless source to infinitely

expanding universe? Lord Vishnu rests in a serpentine bed in Ksheer Sagar (or milky way); from his naval evolves Lord Brahma, the solar system, Terrestrial gods pray Him. Cosmological hierarchy is depicted as Lord Brahma Vishnu Mahesh? This book logically deciphers symbols and myths, meant to define humanity.

LEARNING ANDROID APPLICATION DEVELOPMENT

Packt Publishing Ltd Build Android N applications using modern techniques and libraries to get your own high-quality apps published on Google Play in no time About This Book Get started with Android development, from the installation of required tools to publishing to the market Make your applications Android N ready—Android has evolved quite a lot since the very beginning and so has their Software Development Kit—so get up to speed Save time and improve the quality of your applications with widely used open source libraries and dependency management Who This Book Is For Want to get started with Android development? Start here. What You Will Learn Get to know how to use popular open source libraries to reduce time to market and avoid re-inventing the wheel Automate your application's testing phase to avoid last minute crashes Use dependency management to properly keep dependencies and updates under control Efficiently show huge amounts of items in a list Forget about memory and speed concerns Publish and monetize your Android applications on Google Play Persist your application data so it can continue working in offline mode Don't let the UX break because of network issues In Detail The mobile app market is huge. But where do you start? And how you can deliver something that takes Google Play by storm? This guide is the perfect route into Android app development - while it's easy for new apps to sink without a trace, we'll give you the best chance of success with practical and actionable guidance that will unlock your creativity and help you put the principles of Android development into practice. From the fundamentals and getting your project started to publishing your app to a huge market of potential customers, follow this guide to become a confident, creative and reliable mobile developer. Get to grips with new components in Android 7 such as RecyclerView, and find out how to take advantage of automated testing, and, of course, much, much more. What are you waiting for? There's never been a better time - or a better way - to get into Android app development. Style and approach More than just a manual, this is an accessible route into Android development. Packed with examples that demonstrate how to put key concepts and ideas into practice, this guide isn't just about learning, it's about immediate development.

ASP.NET MVC FRAMEWORK UNLEASHED

Sams Publishing In this book, world-renowned ASP.NET expert and member of the Microsoft ASP.NET team Stephen Walther shows experienced developers how to use Microsoft's new ASP.NET MVC Framework to build web applications that are more powerful, flexible, testable, manageable, scalable, and extensible. Writing for professional programmers, Walther explains the crucial concepts that make the Model-View-Controller (MVC) development paradigm work so well and shows exactly how to apply them with the ASP.NET MVC Framework. From controllers and actions to views and models, Walther demonstrates how to apply each ASP.NET MVC Framework feature in real-world projects. In Part II, you'll walk step-by-step through building a full-fledged ASP.NET MVC blog application that implements capabilities ranging from data access to validation. Through this case study, you'll learn how to build ASP.NET MVC applications using test-driven development processes that enable rapid feedback, greater productivity, and better quality. Throughout, Walther presents extensive code examples, reflecting his unsurpassed experience as an ASP.NET instructor, a leading commercial developer, and now as a member of Microsoft's ASP.NET development team. Understand how to: Build enterprise-scale web applications far more rapidly and effectively Develop web applications that are easier to maintain and extend over time Gain unprecedented control over the appearance of your website or application Expose intuitive URLs that are friendlier to search engines and users alike Create ASP.NET MVC models that contain all your application's business, validation, and data access logic Make the most of HTML helpers, model binders, action filters, routing, and authentication Efficiently deploy your ASP.NET MVC applications Use the lightweight JQuery JavaScript library to easily find and manipulate HTML elements Create ASP.NET MVC applications using unit test and mock object framework

LEADERSHIP, EDUCATION, AND TRAINING

THE BRAIN FIX: MASTER LOGIC AND PRODUCTIVITY, IMPROVE MEMORY, LEARN FASTER AND BECOME THE BEST VERSION OF YOURSELF

Have you ever wondered what separates the most successful people from the rest of us? Is it superior genetics, or better education? Not at all! The real reason some people are able to reach top levels of performance is their reliance on brain performance. They have learned and integrated systematic thinking. They can leverage this way of thinking to produce better than average results. In *The Brain Fix* you'll learn the core--and only the core--of what you need to know to, use your brain to its fullest potential to get your mind under control, how to choose life, be more intelligent and become the best version of yourself. That's right. Pretty soon, in fact, within 2 hours, you can read, watch and learn how to address every aspect of your learning - from memorizing, absorbing more info, focusing better and never before revealed secrets about how the brain programs the most important aspects of your life including sex, thinking, money, health, and even happiness. Turn your brain into a powerful dynamo by learning how geniuses think. Here is a small sample of what you will learn: Accelerate your learning abilities Improve your memory instantly Develop bulletproof focus and concentration. Solving complex problems with ease Fly through material and ace tests How to make money by accessing your strongest mental assets Strategies that can help you become a more disciplined thinker, developing your analytical, reasoning, and reflective thinking skills. Improve your sex life and health And much, much more So, if you want to become your best self Click the "Buy now with 1-Click" button, and start today.

FINDING YOUR LEADERSHIP FOCUS

WHAT MATTERS MOST FOR STUDENT RESULTS

Teachers College Press In his new book, author and international keynoter Douglas Reeves addresses a major challenge faced by today's school leaders: an ever-growing load of programs and initiatives. Reeves contends that program overload not only taxes leadership resources, but actually hurts rather than improves student performance. Drawing on recent research findings, this book shows how leaders can pare down from a proliferation of initiatives to determine what is truly most important based on their local concerns, challenges, populations, and other school factors. Identifying a specific set of leadership practices that are more strongly associated with improvements in student achievement, Reeves provides explicit guidelines for how school leaders can improve their most critical leadership decisions by simultaneously engaging in three essential strategies: monitoring teaching and leadership practices, building high degrees of efficacy among staff members, and focusing on a smaller number of priorities. *Finding Your Leadership Focus* is essential reading for new and veteran principals, teacher leaders, and PLC book study groups. Book Features: Practical guidance to help school leaders at every level to focus on what is most important and to assess their progress. Analysis correlating three years of student achievement data and specific school leadership practices. Online video conference support by Douglas Reeves for book study groups and graduate classes who use this book. Online downloads. Douglas B. Reeves is the founder of The Leadership and Learning Center, Englewood, Colorado. He was named the Brock International Laureate for his contributions to education and received the Distinguished Service Award from the National Association of Secondary School Principals. "Finding Your Leadership Focus could not have arrived at a more timely moment in the history of reform.... Doug Reeves' conclusions and agenda for action are exactly what is needed." —From the Foreword by Michael Fullan, professor emeritus, University of Toronto "If schools and districts model their improvement efforts on Doug Reeves' sage advice, voluminous strategic plans will be scrapped, trees will be saved, educators will avoid the Law of Initiative Fatigue, and most importantly, students will learn at higher levels." —Richard DuFour, educational author and consultant "This book is a masterful combination of research and practice, and Doug Reeves is one of the few people in the country who could have written it. He has added much-needed clarity to the process of leading in a way that directly results in enhanced student achievement." —Robert J. Marzano, CEO, Marzano Research Laboratory

LANDSCAPES: GROUNDWORK FOR COLLEGE READING

Cengage Learning LANDSCAPES is a comprehensive college reading preparatory text (spanning grade levels 8-10) that takes a metacognitive approach and focuses on how the brain processes information, often referred to as brain-based learning. Since metacognition can best be understood as thinking about thinking, the text consistently presents new information with written think alouds to model the thought process involved in applying skills and strategies to reading passages. Based on the premise that the brain learns best through organization of information, the text presents the recognition of text structure and organization as a fundamental skill--one that is especially important for students who have limited prior knowledge of a subject. This focus on text structure provides a scaffold onto which developmental-level readers can apply new knowledge. Information is presented in a carefully crafted sequence that serves to build upon prior knowledge and expand understanding of skills and strategies in a recursive manner. The knowledge of how we learn, the focus of the first chapter, permeates the text and informs the selection of strategies and skills to be introduced and mastered in a specific order. In addition, learning is treated as incremental, with the reader gradually taking more responsibility with each new chapter. While each chapter emphasizes carefully selected reading skills and strategies, thematic content for each chapter establishes solid background knowledge of and interest in the subject matter. Specific and relevant study skills and vocabulary skills are integrated within each chapter as well. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

TEACHING WITH LOVE & LOGIC

TAKING CONTROL OF THE CLASSROOM

Love & Logic Press Presents techniques for teaching based on the "Love and Logic" philosophy of working with children.

ESSENTIALS OF BUSINESS COMMUNICATION

Cengage Learning A trusted market leader, Guffey/Loewy's ESSENTIALS OF BUSINESS COMMUNICATION, 10E presents a streamlined approach to business communication that includes unparalleled learning resources for instructors and students. ESSENTIALS OF BUSINESS COMMUNICATION includes the authoritative text and a self-teaching grammar and mechanics handbook at the back of the text as well as extraordinary print and digital exercises designed to build grammar, punctuation, and writing skills. As students learn basic writing skills, they are encouraged to apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Redesigned, updated model documents and extensively updated exercises and activities introduce students to the latest business communication practices. The latest edition of this award-winning text features complete coverage of social media communication, electronic messages, and digital media to prepare students for workplace communication success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

THE WELL-TRAINED MIND: A GUIDE TO CLASSICAL EDUCATION AT HOME (FOURTH EDITION)

W. W. Norton & Company Is your child getting lost in the system, becoming bored, losing his or her natural eagerness to learn? If so, it may be time to take charge of your child's education—by doing it yourself. *The Well-Trained Mind* will instruct you, step by step, on how to give your child an academically rigorous, comprehensive education from preschool through high school—one that will train him or her to read, to think, to understand, to be well-rounded and curious about learning. Veteran home educators Susan Wise Bauer and Jessie Wise outline the classical pattern of education called the trivium, which organizes learning around the maturing capacity of the child's mind and comprises three stages: the elementary school "grammar stage," when the building blocks of information are absorbed through memorization and rules; the middle school "logic stage," in which the student begins to think more analytically; and the high-school "rhetoric stage," where the student learns to write and speak with force and originality. Using this theory as your model, you'll be able to instruct your child—whether full-time or as a supplement to classroom education—in all levels of reading, writing, history,

geography, mathematics, science, foreign languages, rhetoric, logic, art, and music, regardless of your own aptitude in those subjects. Thousands of parents and teachers have already used the detailed book lists and methods described in *The Well-Trained Mind* to create a truly superior education for the children in their care. This extensively revised fourth edition contains completely updated curricula and book lists, links to an entirely new set of online resources, new material on teaching children with learning challenges, cutting-edge math and sciences recommendations, answers to common questions about home education, and advice on practical matters such as standardized testing, working with your local school board, designing a high-school program, preparing transcripts, and applying to colleges. You do have control over what and how your child learns. *The Well-Trained Mind* will give you the tools you'll need to teach your child with confidence and success.

THE FUNDAMENTALLY SIMPLE LOGIC OF LANGUAGE

LEARNING A SECOND LANGUAGE WITH THE TOOLS OF THE NATIVE SPEAKER

Routledge *The Fundamentally Simple Logic of Language: Learning a Second Language with the Tools of the Native Speaker* presents a data-driven approach to understanding how native speakers do not use subject and direct object to process language. Native speakers know who does what in a sentence by applying intuitively two simple inferences that are argued to be part of universal grammar. The book explains and exemplifies these two inferences throughout. These two inferences explain the native speaker's ease of acquisition and use, and answer difficult questions for linguistics (transitivity, case, semantic roles) in such a way that undergraduate students and second language learners can understand these concepts and apply them to their own language acquisition. While Spanish is used as the primary example, the theory can be applied to many other languages. This book will appeal to teachers and learners of any second language, as well as linguists interested in second language acquisition, in second language teaching, and in argument structure.

ENC FOCUS REVIEW

ACCELERATED LEARNING

3 BOOKS IN 1 - PHOTOGRAPHIC MEMORY: SIMPLE, PROVEN METHODS TO REMEMBERING ANYTHING, SPEED READING: HOW TO READ A BOOK A DAY, MINDFULNESS: 7 SECRETS TO STOP WORRYING

Alakai Publishing LLC *Accelerated Learning 3 Book Compilation* This Compilation Book includes: 1. *Speed Reading: How to Read a Book a Day - Simple Tricks to Explode Your Reading Speed and Comprehension* 2. *Photographic Memory: Simple, Proven Methods to Remembering Anything Faster, Longer, Better* 3. *Mindfulness: 7 Secrets to Stop Worrying, Eliminate Stress and Finding Peace with Mindfulness and Meditation* Do you want to: · Study better? · Be able to read faster and retain more information? · Make more efficient notes? · Pass tests more successfully? · Be more creative? · Learn things faster? · Engage in business armed with great focus and full comprehension? · Be able to read one book a day? · Remember anything effectively and efficiently? Then this book is the answer! It improves your reading speed, focus, comprehension and retention! It gives you the power to develop better time management, enhances your concentration and logical thinking, and also improves your overall self-confidence. This easy-to-understand book provides guides that will help you understand: · Speed Reading Techniques · Reading vs Speed Reading · How to Break Poor Reading Habits · How to Start Speed Reading · Importance of Daily Eye Exercises · and more · And in the Photographic Memory Section, you will learn: · Simplified discussion on how the mind makes, stores and remembers a memory · The photographic memory and how it is different from eidetic memory · Significance of creative thinking and visualization as a platform to achieve extraordinary memory · How peg systems work including the special systems that are specifically developed to memorize numbers · Tips and tricks to remember names · How emotions can be used to easily remember information · How to organize and visualize information through mind mapping · The concept of the palace method and how to construct your own memory palace to be able to store and retrieve information in an instant *Mindfulness: 7 Secrets to Stop Worrying, Eliminate Stress and Finding Peace with Mindfulness and Meditation* Are you feeling overwhelmed by stress, worrying, and anxiety in your everyday life? If you are, you are not alone. Almost everyone in this world are, or used to, experience the overwhelming negative emotions and mind clutters your thoughts can bring upon you. It is stressful...your mind is everywhere, not being able to focus on one thing. Nothing gets done. The constant negative thoughts bring you down even more and you go into an infinite downward spiral. You can fix this...and this book is going to teach you how. This book introduces you to mindfulness, what it is, and how it works. It will give you simple yet effective, easy-to-perform exercises to begin your mindfulness journey...doing so will help you: In this book, you will learn: · What is Mindfulness · The benefit of Mindfulness on your body, mind and brain · Simple but effective exercises to be more mindful · How to experience the full benefit of mindfulness through mindfulness meditation and breathing techniques · How to live life in the moment · How to live life in peace · And much more. Grab this book and become an Accelerated Learner today!

FOCUS GROUPS

A PRACTICAL GUIDE FOR APPLIED RESEARCH

SAGE Publications This updated edition of *Focus Groups: A Practical Guide for Applied Research* walks readers step by step through the "how-tos" of conducting focus group research. Using an engaging, straightforward writing style, authors Richard A. Krueger and Mary Anne Casey draw on their many years of hands-on experience in the field to cut through theory and offer practical guidance on every facet of the focus group process, including tips for avoiding problems and pitfalls. The Fifth Edition is updated with the latest research and technological innovations and includes new coverage on planning with analysis in mind; creating conversational questions that have the potential for producing unique and valuable insights; the art of hosting a focus group; common sense thinking about reporting; more efficient strategies for planning the study; and emerging areas of focus group research, such as conducting cross-cultural, international, and Internet focus groups. "Krueger and Casey's book does a magnificent job of incorporating both theoretical and practical approaches to the study of focus groups. It is the only hands-on book which explores the process of focus group research." ? —Theresa Carilli, Purdue University Calumet

LEARNING TO READ CRITICALLY IN TEACHING AND LEARNING

SAGE This book combines a teaching text with exemplary reports of research and a literature review by international scholars.

LEARNING TO READ CRITICALLY IN EDUCATIONAL LEADERSHIP AND MANAGEMENT

SAGE `In *Learning to Read Critically in Educational Leadership and Management*, Mike Wallace and Louise Poulson provide students with an eminently usable text. Although the theoretical underpinnings and conceptualizations of leadership issues invariably differ, this book provides a lucid guide to plumbing their ambiguities' - *Educational Review* `This is a book that should be regarded as essential reading for those students following courses in education and social policy, particularly as masters level.' - *International Journal of Educational Management* `I bought this book just a few days ago and I was surprised to realise the simple and yet scientific way it is written! I have started my postgraduate studies in Educational Management and this book will definitely make things easier! I would like to cordially thank Professor Wallace and Mrs Louise Poulson for this book which will help the majority of the students who enter the "labyrinth" of postgraduate research and surely need a kind of instruction manual to start! ' - *Amazon Review* `One of the most useful books that I have come across for my students' - Professor Les Bell, Director of Doctorate of Education, University of Leicester `Very impressed with the first chapter. Have recommended it to our research department for use with our graduate students. Thorough and practical' - Philip Hallinger, Executive Director of the College of Management, Mahidol University, Thailand This unique book combines the teaching quality of a text with exemplary reports of small-scale and larger research studies, as well as a literature review by leading academics. Part One shows how to develop as a critical reader and self-critical writer of literature; and how to apply these insights in planning a written assignment, dissertation or thesis. The book provides a framework for the critical analysis of any text, and shows how to incorporate this in a literature review. Part Two presents accounts of leading-edge research, offering insights into key issues in the field of educational leadership, management and administration. The reader is invited to practice literature review skills by applying the critical analysis questions to any research report. Readers can use the models of good research practice presented here in their own design of an investigation for a dissertation or thesis. Part Three shows how a high quality literature review may be constructed and addresses a key issue in the field. Contributors include: · Sharon Kruse · Karen Seashore Louis · Kenneth Leithwood · Phillip Hallinger and Ronald Heck · Derek Glover and Rosalind Levacic · Ray Bolam This book will be useful to postgraduate students on research-based masters and doctorate courses in educational leadership, management and administration. It is relevant for students doing research training in the social sciences and humanities. It is can also be used as a teaching resource by supervisors of masters and doctorate level students. This series, edited by Mike Wallace, supports research-based teaching on masters and taught doctorate courses in the humanities and social sciences fields of enquiry. Each book is a 'three in one' text designed to assist advanced course tutors and dissertation supervisors with key research-based teaching tasks and aims to: • develop students' critical understanding of research literature • increase students' appreciation of what can be achieved in small-scale investigations similar to those which they undertake for their dissertation • present students with major findings, generalisations and concepts connected to their particular field.

CHINESE INTERNATIONAL STUDENTS AND CITIZENSHIP

A CASE STUDY IN NEW ZEALAND

Springer Nature This book investigates how Chinese international students reconfigure their sense of themselves as citizens when they reflect on what Chinese citizenship means in the context of New Zealand. Adopting a case study approach, it develops a theory relating to the thoughts of Chinese international students; the theory is based on the communities, schools, family and state relationships of both their past and their contemporary daily experiences. It finds that the struggles of Chinese young people lie in between being individuals and submitting to the general will of the family, state and guanxi (a Chinese concept of interpersonal relationships). The book argues that the Western literature on citizenship is not sufficient in helping us understand how it is viewed in the Chinese contexts. It offers readers a picture of what citizenship means for Chinese young people and the role of citizenship education in Modern Chinese society, and demonstrates that the Chinese young people studied re-educated themselves on citizenship in a way that is unstable and emotional. This book makes important contributions to the literature on Chinese students who are studying abroad by going beyond the well-researched topics of academic and social experience to explore deeper understandings of each individual student's relationship to family and the state in China and how the study abroad experience has developed new understandings of individual's relationships to China, and new possibilities for contributing to Chinese society on return.

HOW TO BE PROFITABLE AND MORAL

A RATIONAL EGOIST APPROACH TO BUSINESS

University Press of America According to conventional morality, either a business manager maximizes profits and compromises on morality, or sacrifices profits in order to remain moral. Woiceshyn explains why this is a false dichotomy and offers rational egoism as an alternative moral code to managers who want to be both profitable and moral.

LSAT LOGIC GAMES PREP 2022

Simon and Schuster In LSAT Logic Games Prep 2022, Kaplan's unique instruction combines real LSAT PrepTest questions with exercises and drills to help you understand every type of Logic Game through the eyes of the testmaker. This book is up-to-date with the Digital LSAT, and it is designed especially for the self-prep student — compatible with the testmaker's digital practice tool and well-known free prep resources. Most students view Logic Games as the toughest section of the LSAT. Our guide features exclusive data on test taker performance and recent LSAT trends to help you avoid surprises on test day. You'll get complete explanations, focused strategies, and targeted review to help you master the Logic Games section of the LSAT. We are so certain that LSAT Logic Games Prep offers all the knowledge you need to excel on the LSAT that we guarantee it: after studying with the online resources and book, you'll score higher on the LSAT—or you'll get your money back. Essential Strategies and Practice Logic Games strategies will help you tackle the toughest games with the most advanced twists or if you just need more help with the basics to get started. Kaplan's LSAT experts share practical tips for using LSAC's popular digital practice tool and the most widely used free online resources. Official LSAT PrepTest practice questions let you get comfortable with the test format. Study plans will help you make the most of your practice time, regardless of how much time that is. Our exclusive data-driven learning strategies help you focus on what you need to study. Diagnostic tools analyze individual strengths and weaknesses by game type, so you can personalize your prep. LSAT Training Camp features hundreds of quick, skills-based practice drills so you can refine your approach to the Logic Games section. Interactive online instructor-led workshops give expert review. A comprehensive course preview features online test analytics that analyze your performance by section and question type. Expert Guidance LSAT Logic Games Prep comes with access to an episode from Kaplan's award-winning LSAT Channel, which features one of Kaplan's top LSAT teachers. We know the test: Kaplan's expert LSAT faculty teach the world's most popular LSAT course, and more people get into law school with a Kaplan LSAT course than with all other major test prep companies combined. Kaplan's experts ensure our practice questions and study materials are true to the test. We invented test prep—Kaplan (www.kaptest.com) has been helping students for 80 years. Our proven strategies have helped legions of students achieve their dreams.

THE OFFICIAL SAT STUDY GUIDE, 2018 EDITION

"Includes 8 real SATs and official answer explanations"—Cover.

LSAT LOGIC GAMES PREP 2020-2021

REAL PREPTEST QUESTIONS + PROVEN STRATEGIES + ONLINE

Kaplan Publishing Kaplan's LSAT Logic Games Prep 2020–2021 is updated to reflect the Digital LSAT. You'll get practical tips on using the digital interface from our LSAT experts who have explored the new software extensively. Kaplan's unique instruction combines real LSAT PrepTest questions with exercises and drills to help you understand every type of Logic Game through the eyes of the testmaker. Most students view logic games as the toughest section of the LSAT. Our guide features exclusive data on test taker performance and recent LSAT trends to help you avoid surprises on test day. You'll get complete explanations, focused strategies, and targeted review to help you master the Logic Games section of the LSAT. We are so certain that LSAT Logic Games Prep offers all the knowledge you need to excel on the LSAT that we guarantee it: after studying with the online resources and book, you'll score higher on the LSAT—or you'll get your money back. Essential Strategies and Practice Logic Games strategies will help you no matter what your level—whether you're ready to tackle the toughest games with the most advanced twists or you're looking for more help with the basics to get started. Official LSAT PrepTest practice questions let you get comfortable with the test format. Study plans will help you make the most of your practice time, regardless of how much time that is. Our exclusive data-driven learning strategies help you focus on what you need to study. Diagnostic tools analyze individual strengths and weaknesses by game type, so you can personalize your prep. LSAT Training Camp features hundreds of quick, skills-based practice drills so you can refine your approach to the Logic Games section. Interactive online instructor-led workshops give expert review. A comprehensive course preview features online test analytics that analyze your performance by section and question type for the June 2007 PrepTest. Expert Guidance LSAT Logic Games Prep comes with access to an episode from Kaplan's award-winning LSAT Channel, which features one of Kaplan's top LSAT teachers. We know the test: Kaplan's expert LSAT faculty teach the world's most popular LSAT course, and more people get into law school with a Kaplan LSAT course than with all other major test prep companies combined. Kaplan's experts ensure our practice questions and study materials are true to the test. We invented test prep—Kaplan (www.kaptest.com) has been helping students for 80 years. Our proven strategies have helped legions of students achieve their dreams. The previous edition of this book was titled LSAT Logic Games Unlocked 2018–2019.

LSAT LOGIC GAMES UNLOCKED 2018-2019

REAL PREPTEST QUESTIONS + PROVEN STRATEGIES + ONLINE

Kaplan Publishing Always study with the most up-to-date prep! Look for LSAT Logic Games Prep 2020-2021, ISBN 978-1-5062-5085-4, on sale January 07, 2020. Publisher's Note: Products purchased from third-party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitles included with the product.

THE BUSINESS PHILOSOPHER

THE MAGAZINE OF PRACTICAL BUSINESS BUILDING

INSTRUCTIONAL LEADERSHIP

CREATING PRACTICE OUT OF THEORY

Corwin Press This step-by-step how-to guide presents the six driving forces of instructional leadership within a multi-stage model for implementation, delivering lasting improvement through small, collaborative changes.