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E1F - JULISSA BARTLETT

Making Hip Hop Theatre is the essential, practical guide to making hip-hop theatre. It features detailed techniques and exercises that can guide creatives from workshops through to staging a performance. If you were inspired by Hamilton, Barber Shop Chronicles, Misty, Black Men Walking or Frankenstein: How to Make a Monster, this is the book for you. Covering vocal technique, use of equipment, mixing, looping, sampling, working with venues and dealing with creative challenges, this book is a bible for both new and experienced artists alike. Additionally, with links to online video material demonstrating and elaborating on the exercises included, it offers countless useful tools for teachers and facilitators of drama, music and other creative arts. Alongside this practical guidance is an overview of hip hop history, giving theoretical and historical context for the practice. From documentation of Conrad Murray's major productions, to commentary from leading practitioners including Lakeisha Lynch-Stevens, David Jubb, Emma Rice, Tobi Kyeremateng and Paula Varjack, readers are treated to a detailed insight into the background of hip hop theatre. Edited by scholar Katie Beswick and genre pioneer Conrad Murray, Making Hip Hop Theatre is a vital teaching tool and provides a much-needed account of a burgeoning aspect of contemporary theatre culture.

A comprehensive resource created in the successful style of Strategies & Tactics for the MBE, Strategies & Tactics for the MBE 2, Third Edition provides over 375 additional questions to help you prepare for the Multistate Bar Exam (MBE). Success on the MBE can often influence whether you pass or fail the Bar Exam. Understanding the issues of law tested on the exam and learning how the exam questions are written to test your understanding of the law are essential skills for success. With Steve Emanuel's comprehensive explanations of why one answer choice is the best answer and why the other choices are not, Strategies & Tactics for the MBE 2 helps you gain the ability to select the best answer with certainty. New to the Third Edition: A new section on Civil Procedure with questions and detailed answers written by Steve Emanuel Many new questions in Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Property, and Torts; all are actual past MBE questions, with detailed answers written by Steve Emanuel Key features include: Over 375 additional questions and answers not found in Strategies & Tactics for the MBE, Seventh Edition Detailed, step-by-step explanations for each of the four answer choices in each question written by Steve Emanuel, Editor-in- Chief of the Emanuel Law Outlines—the outlines that got you through law school Questions organized by subject matter subtopics, so you can easily locate questions on the topics on which you need to focus Actual Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Property, and Torts questions asked on past Multistate Bar Exams; plus Civil Procedure questions in MBE-format, written by Steve Emanuel

From these four cases she builds a picture of cooperation that departs significantly from the conventional portrayal and that has wide ramifications for our understanding of cooperation among states as well as among firms.

The authors trace the emergence of Ataturk and Reza Shah through the constitutional revolutions in Iran and the Ottoman Empire, which led to the introduction of European social models, the establishment of dictatorship and of secularist reforms. This produced in both Turkey and Iran highly authoritarian, nationalist, and quasi-westernised states, where the personality cult of the leader defined the politics of each country."

A delight for readers of Where'd You Go, Bernadette, this blockbuster debut set in 1960s California features the singular voice of Elizabeth Zott, a scientist whose career takes a detour when she becomes the star of a beloved TV cooking show. Elizabeth Zott is not your average woman. In fact Elizabeth Zott would be the first to point out that there is no such thing as an average woman. But it's the 1960s and despite the fact that she is a scientist, her peers are very unscientific when it comes to equality. The only good thing to happen to her on the road to professional fulfillment is a run-in with her super-star colleague Calvin Evans (well, she stole his beakers). The only man who ever treated her—and her ideas—as equal, Calvin is already a legend and Nobel nominee. He's also awkward, kind and tenacious. Theirs is true chemistry. But as events are never as predictable as chemical reactions, three years later Elizabeth Zott is an unwed, single mother (did we mention it's the early 60s?) and the star of America's most beloved cooking show Supper at Six. Elizabeth's singular approach to cooking ("take one pint of H2O and add a pinch of sodium chloride") and independent example are proving revolutionary. Because Elizabeth isn't just teaching women how to cook, she's teaching them how to change the status quo. Laugh-out-loud funny, shrewdly observant and studded with a dazzling cast of supporting characters (including the best canine character in years), Lessons in Chemistry is as original and vibrant as its protagonist.

50 pages = 2,700 stickers for every mood! Feeling all the feels? Express yourself! This EPIC collection of meaningful stickers helps you do just that. Each one like an emoji on paper, these stickers are perfect for your journal, snail mail, or planner—anywhere you want to explore how you really feel and then let it out.

Two of America's most popular authorities on healthy eating and cooking join forces in this inspiring, easy-to-use cookbook. This is not a diet book. It is a lively guide to healthy cooking, day-by-day, packed with essential information and, above all, filled with enticing food. Andrew Weil, M.D.—author of the best-selling Eating Well for Optimum Health—brings to this perfect collaboration a comprehensive philosophy of nutrition grounded in science. Rosie Daley—acclaimed for her best-seller, In the Kitchen with Rosie—brings to it her innovative and highly flavorful spa cuisine. The recipes are eclectic, drawing from the healthy and delicious cooking of the Middle East, the Mediterranean, and Asia, among other cuisines. For starters, you might try Grilled Satay or a Miso Pâté; for soup, often a meal in itself, a hearty Mixed-Bean Minestrone Stew or a Roasted Winter Squash and Apple Soup with Cilantro Walnut Pesto; a special entrée could be the Savory Roasted Cornish Hens with Roasted Garlic or Baked Spicy Tofu with Bean Thread Noodles,

Corn, and Mango; for a simple supper, Turkey Burgers or Portobello Burgers; and for the occasional indulgence, a dessert of Almond Fruit Tart or Peach and Blueberry Cobbler. Andy and Rosie do not always agree. When Rosie calls for chicken, Andy offers a tofu alternative; she likes the flavor of coconut milk, whereas he prefers ground nut milk; when she makes a pastry with butter, he suggests using Spectrum Spread. There are no hard-and-fast rules. Lifelong health begins in the kitchen, so this is a lifestyle book as well as a cookbook. In it you will learn from Dr. Weil: • how to make use of nutritional information in everyday cooking • what is organic . . . and how to buy organic foods • the importance of reading labels and what to look for • sensible advice about eggs, milk, cheese, salt, spicy foods, wine, coffee • the facts about sugar and artificial sweeteners . . . and from Rosie: • how to get kids involved—from skinning almonds to layering lasagna • ways to have fun in the kitchen—creating scallion firecrackers and radish rosettes • low-fat and nondairy alternatives for those with special concerns • smart menu planning—letting the seasons be your guide . . . and lots more. This revolutionary book will change forever the way you cook for yourself and your family. With 58 photographs in full color.

Suitable for upper level primary school.

Who was this man who could walk through brick walls and, with a snap of his fingers, vanish elephants? In these pages you will meet the astonishing Houdini—magician, ghost chaser, daredevil, pioneer aviator, and king of escape artists. No jail cell or straitjacket could hold him! He shucked off handcuffs as easily as gloves. In this fresh, witty biography of the most famous bamboozler since Merlin, Sid Fleischman, a former professional magician, enriches his warm homage with insider information and unmaskings. Did Houdini really pick the jailhouse lock to let a fellow circus performer escape? Were his secrets really buried with him? Was he a bum magician, as some rivals claimed? How did he manage to be born in two cities, in two countries, on two continents at the same instant? Here are the stories of how a knockabout kid named Ehrich Weiss, the son of an impoverished rabbi, presto-changoed himself into the legendary Harry Houdini. Here, too, are rare photographs never before seen by the general reader!

This book provides the reader with: • a comprehensive description of engineering activities carried out on oil & gas projects, • a description of the work of each engineering discipline, including illustrations of all common documents, • an overall view of the plant design sequence and schedule, • practical tools to manage and control engineering activities. This book is designed to serve as a map to anyone involved with engineering activities. It enables the reader to get immediately oriented in any engineering development, to know which are the critical areas to monitor and the proven methods to apply. It will fulfill the needs of anyone wishing to improve engineering and project execution. Table des matières : 1. Project Engineering. 2. The Design Basis. 3. Process. 4. Equipment/Mechanical. 5. Plant Layout. 6. Safety & Environment. 7. Civil Engineering. 8. Materials & Corrosion. 9. Piping. 10. Plant Model. 11. Instrumentation and Control. 12. Electrical. 13. Off-Shore. 14. The Overall Work Process. 15. BASIC, FEED and Detail Design. 16. Matching the Project Schedule. 17. Engineering Management. 18. Methods & Tools. 19. Field Engineering. 20. Revamping.

This one goes out to all the #plannerlife fanatics. The stationery experts at Pipsticks+Workman—Mo Vázquez and Workman Publishing's super-trendy gift program—know the pure joy (not to mention organizational prowess) that comes from personalizing a planner with stickers. So. Many. Planner Stickers. is a collection of 2,600 stickers, bursting with energy and color, that are specially made for use in a planner (and sized perfectly for Pipsticks+Workman ones) to flag appointments and notes, track goals, spruce up any occasion—or just trade with your besties. Here are 50 sheets with 52 tiny, friendly stickers on each one: chic glasses to mark book club meetings, trendy sneakers for gym days, cute tote bags for travel weekends, and helpful, simple reminders: “Unplug.” Altogether, it's a delightful combination of indulgence and value, packing a massive number of gorgeous, high-quality stickers into a single package for just \$12.95—making it the perfect add-on to a Pipsticks+Workman planner, or a gift for girlfriends, colleagues, or yourself. Keep on spreading the sticker love!

Traveling around the world is one of the most fun and memorable things to do. And one of the best places to include in one's bucket list is Brazil. But here's the thing: Brazil isn't an English-speaking country and if you'd like to be able to really enjoy your trip there, it's crucial that you know important basic phrases so you can get and convey information that will enable you to get to where you want to go and do what you want to do there. Grab your copy of Brazilian Portuguese Phrase Book and learn the basic phrases you'll need to enjoy your trip to Brazil. And more than just the phrases themselves, you will also get to learn basic principles underlying the Brazilian Portuguese language that will help you learn even more words and phrases later on. The Brazilian Portuguese Phrase Book, you can easily learn to speak basic phrases for tourists so you can make sure that your trip to Brazil will be a most unforgettable one

This book brings together authors actively involved in shaping the field of literacy studies, presenting a robust approach to the theoretical and empirical work which is currently pushing the boundaries of literacy research and also pointing to future directions for literacy research.

Combining background information with suggestions for practical application, this title provides essential support for student teachers throughout their training and teaching experience.

Here Are Some Ideas Of What To With This Notebook This sports themed blank lined journal can be used for game related activities, such as game dates, practice schedules, and as a playbook. Plus can be used for many other important things in your life. Below are some ideas *Calendar *To do lists *Bucket List *Goal tracking *Bullet journal *Brainstorming *Books to read *Meal planning *Mind mapping *Party planning *Budget tracker *Garden planner *Important notes *Important dates *School activities *Spending tracker *Cleaning schedules *Sights that you saw *Medication schedule *Thoughts for the day *Water Intake Tracker *Yearly accomplishments *Lyrics / melodies / songs *Creative inspiration notes *People that you met to

day *Pet feeding and sitting log *Recipes and cuisine you ate *Workout and fitness tracker *Username and password log Move Your Life Forward Isn't today the perfect day to start your new life? The answer is a resounding YES! Check out my other books at www.amazon.com/author/debbielane

The purpose of this book is simple: Bo wants to teach you how to be a Blessing Magnet. By the way, this isn't just for you. You'll learn how to attract blessings not for yourself only, but also share these blessings with everyone around you. In these pages, Bo will share with you eight powerful ways to become a Blessing Magnet.

Make your own reusable stickers! Use custom jelly paint to trace sticker designs from penguins to rainbows, then simply let the paint dry. This kit comes with everything you need to make up to 60 reusable stickers and then decorate them with rhinestones and wiggly eyes. These stickers are perfect for phone cases, water bottles, and screens. They're guaranteed to glam up your gear! Need to Know: 20-page book of crystal clear instructions and 60 sticker designs 44 rhinestones and 6 wiggly eyes for embellishment Mix and match 4 colors of jelly paint Comes with a mini marker and custom tool for sticker details and peeling Comes with: 4 bottles of specially formulated paint, 6 googly eyes, 30 Rhinestone stickers, black tip marker, custom plastic tool, clear backer sheet

-- A one-minute-manager approach to issues-- Explanation of how following each principle can save money or time-- Step-by-step instructions on how to accomplish objectives This book shows people how to overcome the social crisis that has resulted from the wide-spread use of information technology by responsibly managing security threats, protecting individual privacy, reducing hazardous waste, and minimizing other negative effects on IT staff and computer users, as well as ordinary citizens around the world.

This volume of the Thinker's Guide Library addresses the vital role of questions in every area of life. As readers develop a questioning mind, they also come to a better understanding of the world and of themselves. This book illustrates how well developed questions lead to deeper knowledge and counteract dangerous ignorance.

Yep..its big and fat! Heavy too!! It is suitable for anyone and would make the perfect gift for birthdays or anything else Perfect notebook for everyone, adults , to be used for: Artist's Sketchbook school university or college work home or anything you wish Perfect for personal us, or for whole office. Get yours today! Specifications: Interior: Dot Grid White Paper, Pages: 300 Check out our other Notebooks!

This volume of the Thinker's Guide Library addresses the vital role of questions in every area of life. As readers develop a questioning mind, they also come to a better understanding of the world and of themselves. This book illustrates how well developed questions lead to deeper knowledge and counteract dangerous ignorance.

The creative process is a struggle that every artist must be subjected to in their art practice.Even if the final creation seems simplistic, the journey to get there can be a torturous battle.Moist Sheets invites you to get a closer look at this colorful battle within the artist's mind.Just remember, not to get too wet in the process, because the pages will get stuck..

This book provides an overview of the ACCESS program, a mental health program that has been developed and tested as an efficacious treatment for college students with ADHD. This program is at the cutting edge of clinical research, incorporating treatment strategies that allow for dissemination in real world settings in order to effectively assist college students experiencing difficulties in their academic, personal, social, and emotional functioning. As cognitive behavioral approaches have proved to be the most successful psychological treatments to date, the techniques in this volume follow that model in a detailed and nuanced fashion. The authors provide a week by week breakdown of the program, supplemented by handouts and worksheets designed to facilitate better understanding of the areas targeted by the program. Filling a notable gap in research addressing the ADHD college student population, CBT for College Students with ADHD is a crucial resource for campus mental health practitioners as well as a broad range of clinicians dealing with emerging adults.

The book that inspired Marie Kondo's The Life Changing Magic of Tidying Up, Nagisa Tatsumi's international bestseller offers a practical plan to figure out what to keep and what to discard so you can get--and stay--tidy, once and for all. Practical and inspiring, The Art of Discarding (the book that originally inspired a young Marie Kondo to start cleaning up her closets) offers hands-on advice and easy-to-follow guidelines to help readers learn how to finally let go of stuff that is holding them back -- as well as sage advice on acquiring less in the first place. Author Nagisa Tatsumi urges us to reflect on our attitude to possessing things and to have the courage and conviction to get rid of all the stuff we really don't need, offering advice on how to tackle the things that pile up at home and take back control. By learning the art of discarding you will gain space, free yourself from "accumulation syndrome," and find new joy and purpose in your clutter-free life.

In The Impossible Will Take a Little While, a phrase borrowed from Billie Holliday, the editor of Soul of a Citizen brings together fifty stories and essays that range across nations, eras, wars, and political movements. Danusha Goska, an Indiana activist with a paralyzing physical disability, writes about overcoming political immobilization, drawing on her history with the Peace Corps and Mother Teresa. Vaclav Havel, the former president of the Czech Republic, finds value in seemingly doomed or futile actions taken by oppressed peoples. Rosemarie Freeney Harding recalls the music that sustained the civil rights movement, and Paxus Calta-Star recounts the powerful vignette of an 18-year-old who launched the overthrow of Bulgaria's dictatorship. Many of the essays are new, others classic works that continue to inspire. Together, these writers explore a path of heartfelt community involvement that leads beyond despair to compassion and hope. The voices collected in The Impossible Will Take a Little While will help keep us all working for a better world despite the obstacles.

In this groundbreaking book, parenting expert and acclaimed author of the bestselling book Simplicity Parenting Kim John Payne, M.Ed., flips the script on children's challenging or defiant behavior and lays out an elegantly simple plan to support parents in establishing loving, age-sensitive boundaries that help children feel safe and settled. In short: What looks like misbehavior is actually your children's signal that they're feeling lost, that they are trying to find direction and looking to you to guide them back on course. Payne gives parents heartwarming help and encouragement by combining astute observations with sensitive and often funny stories from his long career as a parent educator and a school and family counselor. In accessible language, he explains the relevance of current brain- and child-development studies to day-to-day parenting. Breaking the continuum of childhood into three stages, Payne says that parents need to play three different roles, each corresponding to one of those stages, to help steer children through

their emotional growth and inevitable challenging times: • The Governor, who is comfortably and firmly in charge—setting limits and making decisions for the early years up to around the age of eight • The Gardener, who watches for emotional growth and makes decisions based on careful listening, assisting tweens in making plans that take the whole family's needs into account • The Guide, who is both a sounding board and moral compass for emerging adults, helping teens build a sense of their life's direction as a way to influence healthy decision making Practical and rooted in common sense, The Soul of Discipline gives parents permission to be warm and nurturing but also calm and firm (not overreactive). It gives clear, doable strategies to get things back on track for parents who sense that their children's behavior has fallen into a troubling pattern. And best of all, it provides healthy direction to the entire family so parents can spend less time and energy on outmoded, punitive discipline and more on connecting with and enjoying their kids. Advance praise for The Soul of Discipline "The Soul of Discipline offers practical tools for helping parents implement discipline that's respectful and effective, but the book is so much more. Kim John Payne offers a framework to guide parents in making decisions about why, when, and how to hold tighter reins as we build skills in our children, and why, when, and how to loosen the reins as we scaffold freedom."—Tina Payne Bryson, Ph.D., co-author of No-Drama Discipline "This book gets deep inside the challenge of getting along with children and teens and thinks deeply about what they need from us to become strong and self-managing. It elevates discipline to what it should be—a caring process of helping kids orient to the world and live in it happily and well."—Steve Biddulph, author of The New Manhood "Kim Payne provides a useful model for choosing our parenting stance—Governor, Gardener, or Guide—depending on the situation. Most powerfully, Payne begins with the radical view that children are not disobedient but rather disoriented. The upshot of this shift in perspective is that discipline is about helping children orient themselves effectively, not about controlling or chastising."—Lawrence J. Cohen, Ph.D., author of Playful Parenting

If there is only one book to include in a couple's kitchen library the first few years after their wedding, the Newlywed Cookbook is it. Designed for both novice and expert cooks alike, it includes inspiring ideas for everything from weeknight suppers to Saturday dinner parties with friends and cozy breakfast in bed. With nearly 200 contemporary, easy-to-follow, seasonal recipes, this essential volume will help make every moment shared in the kitchen special. When most people tie the knot, they probably already have some sense of their way around a kitchen. What makes the newlywed kitchen unique is the way you experience it together and what it says about you as a couple. The Newlywed Cookbook aims to help today's couples inhabit their kitchen. The recipes are infused with global flavors, seasonal ingredients, some retro nostalgia, and lots of flexibility—most can be customized to suit your particular tastes. Introduction includes recommendations for cooking for two, cooking for a crowd, setting the table and setting up the kitchen, as well as sections about wine and beer. Recipes are divided by Breakfast & Brunch, Starters & Snacks, Soups & Salads, Pasta, Pizza & Risotto, Main Courses, Side Dishes and Desserts, along with Kitchen Essentials, Essential Tools and Basic Recipes. Each recipe is accompanied by step by step instructions and full-color photographs to help guide you through the process. Recipe highlights include Glazed Doughnuts, Raised Waffles with Strawberry-Rhubarb Compote, California Breakfast Bowls, Tomato & Feta Tart, Crab Cakes with Lemon Aioli, Pork Ramen with Bean Sprouts, Chicken Tortilla & Lime Soup, Grain Salads, Pizza Four Ways, Ravioli with Bitter Greens & Toasted Walnut Butter, White Lasagna with Mushrooms & Prosciutto, Lemongrass Shrimp Skewers, Korean Short Ribs, Bacon Wrapped Filet Mignons, Cheese Soufflé, Caramelized Brussels Sprouts, Scalloped Potatoes with Leeks & Gruyère, Individual Tiramisu with Espresso & Rum, Salted Caramel Apple Pie, Fresh Lemon Mousse, Coffee Crunch Ice Cream, Peanut Butter and Sea Salt Cookies, and many more! Nominated for a 2018 IACP (International Association of Culinary Professionals) Cookbook Award!

Asphalt Surfacing has been written as a reference to the various asphalt course materials and surfacing treatments that are currently available to engineers, enabling them to select the materials and/or treatment that are appropriate for use on specific sites. Appropriate reference is made to the lower structural layers as the properties of all layers interact in producing the required pavement. The current established position in the UK and the emerging developments throughout the UK and Europe are covered. The contributors are all acknowledged authorities on their particular topics selected from every part of the highway engineering industry to achieve a balance between the various approaches required by the different functions they perform.

Social media and business entrepreneur Sophie Cachia reveals never-before-shared details of her marriage breakdown, and how delving into her feminine intuition and falling in love with a woman turned her whole world upside down. I was running late, again. The sweat from under my milk-filled udders ran down my stomach and onto the post-natal recovery shorts I'd squeezed on under my leather skirt. Only eight weeks earlier, I'd birthed my second baby, and this was one of my first work appearances. I raced into the hotel, took the lift to the wrong floor, fumbled my bag and finally landed at the entrance. I went around the circle of unfamiliar faces, smiling, shaking hands, introducing myself... Then there was her. As our hands touched, time froze. My whole world changed forever... Sophie Cachia had her white picket fence life. By the age of 25, she was a mother and happily married, and had also built a very successful business by documenting her every move online. But Sophie and her comfortable existence were thrown a curveball when she met a woman who prompted her to ask herself the questions: What more can I do? What more can I learn? What more can I be? In Then There Was Her, Sophie describes how challenging the set social narrative for a young woman led her down a path of awareness, empowerment and acceptance as she navigated identity, sensuality and the true meaning of authenticity as a mother and a woman. A deeply honest and inspirational memoir of a strong female who made peace with her decisions all in the unrelenting glare of the public eye, Then There Was Her encourages readers to stop fearing the unknown in life and to instead be excited about what may just come your way.

Color Paperback. Size: 6 inches x 9 inches. 82 sheets (164 pages for writing). Green Again. 156821918853

Stickers never go out of style, and now you can give them your own flair with deluxe glitter, holographic foil, and colorful gems! This kit comes with three sticker sheets (that's more than 75 stickers!) full of the super cute designs like rainbows, unicorns, narwhals, aliens and rocket ships, that are already decorated with glitter, gold, or pretty pastels. Use the custom rhinestone applicator to add over 200 rhinestones to take their sparkle game to the next level. Share with friends and level up your stuff with sparkles! Comes with: 3 sheets of stickers, gem pick-up tool, wax pad, glue, silver foil sticker, iridescent sparkles, holographic star glitter, rhinestone gems in 4 colors.

From the million-copy Sunday Times bestseller comes a gripping story of family secrets, all-consuming love and the chaos of war. 2011. When Lucy's troubled father Tom passes away, she travels to Cornwall to visit his childhood home - the once-beautiful Carlyon Manor. Before he died, Tom had

been researching an uncle she never knew he had. Determined to find out why, Lucy tracks down Beatrice Ashton, a local woman who seems to know more than she lets on, and has an extraordinary story to tell . . . 1935. Growing up in Cornwall, Beatrice plays with the children of Carlyon Manor – especially pretty, blonde Angelina Wincanton. Then, one summer at the age of fifteen, she falls in love with a young visitor to the town: Rafe, whom she rescues from a storm-tossed sea. On the surface, her life seems idyllic. But the dark clouds of war are gathering, and nobody, not even the Wincantons, will be left untouched. A Gathering Storm is a powerful tale of courage and betrayal, spanning from Cornwall to London and Occupied France, in which friendship and love are tested, and the consequences span generations. Praise for Rachel Hore's novels: 'Compelling, engrossing and moving' SANTA MONTEFIORE 'Simply stunning . . . I savoured every moment' DINAH JEFFERIES 'A story that stirs the deepest emotions' WOMAN & HOME 'An emotive and thought-provoking read' ROSANNA LEY 'Hore tackles difficult subjects with a clever, light touch and a sunny positivity. Her women are brave and good and you desperately want them to win' DAILY MAIL 'An elegiac tale of wartime love and secrets' TELEGRAPH 'A tender and thoughtful tale' SUNDAY MIRROR

Sand dunes are common aeolian landforms and are found on over 40% of the Earth's land surface. Distribution and characteristics of sand dunes in the northern hemisphere are the major focus.

110 white pages College-ruled notebook (medium ruled) matte cover This Unicorn notebook is a great gift for girls and boys who love Unicorns. It is a perfect Unicorn 8th birthday gift under 10. Great as a birthday gift for any 8 year old girl, as a Unicorn journal or as a Unicorn diary for Unicorn loving friends and family. Keep track of your memories and experiences with this I'm 8 and I'm Magical Unicorn diary and make them last forever.

Highly-visual and skills-based, this book delivers the steps in a screen-by-screen format. The LEARN.EDU learning system represents specific chapter elements and provides users with an effective, logical pedagogy to facilitate their progress through an application. Learn.edu methodology gives quick framework for success in Office XP and the series is certified to the core level of Microsoft XP. An introduction to Office XP discusses working with Windows and managing files, common elements in Office XP, and working on the Web. Topics under Word 2002 include creating a simple document, editing a document, formatting text, formatting a document, working with tables, using Word utilities, working with non-text elements, and

working with other documents and the Web. Excel 2002 coverage explains the basics, how to format a worksheet, using formulas, numbers using a chart, integrating Excel with Word and the Internet, editing cells, formatting cells and worksheets, and printing workbooks and getting help. Access 2002 material covers getting started, creating a customized database, modifying the structure of a database, retrieving information from your database, integrating Access with other applications, forms, reports, and working with other documents and the Web. Finally, PowerPoint 2002 explores learning the basics; working with graphic, audio, and video elements; sorting and animating slides; integrating PowerPoint with Office and the Internet; creating tables, c

Information and exercises related to budgeting and banking.

Multitasking Doesn't Work—Learn What Does! "...multitasking is, in fact, a lie that actually wastes time, energy, and money. Most of all, it robs us of life and our relationships with others." —Chuck Norris, world-renowned actor and martial artist Through anecdotal and real-world examples, The Myth of Multitasking proves that multitasking hurts your focus and productivity. Instead, learn how to be more effective by doing one thing at a time. Productivity and effective time management end with multitasking. The false idea that multitasking is productive has become even more prevalent and damaging to our productivity and well-being since the first edition of The Myth of Multitasking was published in 2008. In this revised and updated second edition, author and productivity expert Dave Crenshaw provides a solution for the chaos of distraction that multitasking creates—and a way to combat the temptation to constantly switch between tasks. Learn how to actually get things done. Dave Crenshaw takes the idea of multitasking as a productivity tool and smashes it to smithereens. But rather than leaving you with the burden of wading through the wreckage all by yourself, he shows you how to focus, move forward, and free up more time for what you value the most. In this new edition of The Myth of Multitasking, discover:

- Updated research on how and why multitasking doesn't work
- Worksheets to help you figure out how to manage your day effectively
- Easy, actionable steps to manage your life well and accomplish your dreams and goals

Readers of self-improvement books and time management books like Indis-tractable, Free to Focus, or It Doesn't Have to Be Crazy at Work will love increasing productivity and personal success with The Myth of Multitasking, Second Edition.