

Sample Personal Recommendation Letter For Immigration Document

Getting Into Business SchoolGreat Personal
Statements for Law SchoolACSM's Resources for the
Personal TrainerPublication Manual of the American
Psychological AssociationManaging Productivity in
OrganizationsThings Fall ApartEssential
QuestionsIntroduction to Information RetrievalThe
Screwtape LettersScientific TeachingPersonal Letters
That Mean BusinessResumes, Cover Letters,
Networking, and InterviewingHow to Write It, Third
EditionHow to Write a Great Reference LetterOutdoor
LeadershipTime Tactics of Very Successful
PeopleSituating Moral and Cultural Values in ELT
MaterialsThe College Board Scholarship
HandbookHow to Write a BA ThesisThe TB12
MethodInstant Recommendation Letter KitWriting
Recommendation LettersMLA Handbook for Writers of
Research PapersTeaching Secondary School
ScienceGravity's RainbowThe Phantom TollboothThe 7
Second CVJob Search Letters For DummiesCollege
Essay EssentialsI Know Why the Caged Bird SingsThe
New Rules of WorkSupport Programs in Higher
Education for Students with DisabilitiesTeaching
Secondary School ScienceThe Professor Is InAn
Introduction to Statistical ConceptsQuickBooks for
Churches and Other Religious OrganizationsParalegal
Career For DummiesWriting Recommendation
LettersPeterson's Graduate Programs in the
Humanities 2011College Shortcuts: the Shortcut to

Getting Into Business School

A journey through a land where Milo learns the importance of words and numbers provides a cure for his boredom.

Great Personal Statements for Law School

ACSM's Resources for the Personal Trainer provides a broad introduction to the field of personal training, covering both basic science topics and practical application. It was originally designed to help people prepare for the ACSM Personal Training Certification Exam. It continues to serve that function, but the market for it has expanded to practitioners in the field looking for an additional resource, as well as in an academic setting where the book is a core text for personal training programs.

ACSM's Resources for the Personal Trainer

Expert guidance in creating a high-performance personal statement--essential for admittance to law school Nationally known consultant Paul Bodine has helped thousands gain admission to elite professional schools. In Great Personal Statements for Law School, he helps you ace your personal statement, the most critical part of any law school application.

Publication Manual of the American Psychological Association

What are "essential questions," and how do they differ from other kinds of questions? What's so great about them? Why should you design and use essential questions in your classroom? Essential questions (EQs) help target standards as you organize curriculum content into coherent units that yield focused and thoughtful learning. In the classroom, EQs are used to stimulate students' discussions and promote a deeper understanding of the content. Whether you are an Understanding by Design (UbD) devotee or are searching for ways to address standards—local or Common Core State Standards—in an engaging way, Jay McTighe and Grant Wiggins provide practical guidance on how to design, initiate, and embed inquiry-based teaching and learning in your classroom. Offering dozens of examples, the authors explore the usefulness of EQs in all K-12 content areas, including skill-based areas such as math, PE, language instruction, and arts education. As an important element of their backward design approach to designing curriculum, instruction, and assessment, the authors

- *Give a comprehensive explanation of why EQs are so important;
- *Explore seven defining characteristics of EQs;
- *Distinguish between topical and overarching questions and their uses;
- *Outline the rationale for using EQs as the focal point in creating units of study; and
- *Show how to create effective EQs, working from sources including standards, desired understandings, and student misconceptions.

Using essential questions can be

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challenging—for both teachers and students—and this book provides guidance through practical and proven processes, as well as suggested "response strategies" to encourage student engagement. Finally, you will learn how to create a culture of inquiry so that all members of the educational community—students, teachers, and administrators—benefit from the increased rigor and deepened understanding that emerge when essential questions become a guiding force for learners of all ages.

Managing Productivity in Organizations

Solidly grounded in current recommendations of the National Science Education Standards, this text offers teaching guidance and strategies for physical, biological, and earth science courses for middle school, junior high, and high school. The authors' extensive curriculum development experience imbues the text with a practical focus. Their collective knowledge of the field balances coverage of the theory and research behind the strategies they present. Also, inherent in the text is a description of the role of constructivism in science teaching and the connection between science and society including how technological development is driven by societal needs. **KEY TOPICS:** A seven-part organization includes an introduction, historical perspectives and contemporary trends, goals and objectives, curriculum perspectives, planning for instruction and assessment, understanding and working with students, and induction and professional development. **MARKET:** For middle through secondary

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school science teachers.

Things Fall Apart

Essential Questions

As a style guide, this kit contains a wealth of tips, tricks, pointers, and information about how to write every kind of recommendation and/or reference letter.

Introduction to Information Retrieval

Includes over 370 sample letters dealing with consumer products, employment, hobbies, real estate, credit, government, medicare, veterans affairs, and other situations.

The Screwtape Letters

One of the BBC's '100 Novels That Shaped Our World' A worldwide bestseller and the first part of Achebe's African Trilogy, *Things Fall Apart* is the compelling story of one man's battle to protect his community against the forces of change. Okonkwo is the greatest wrestler and warrior alive, and his fame spreads throughout West Africa like a bush-fire in the harmattan. But when he accidentally kills a clansman, things begin to fall apart. Then Okonkwo returns from exile to find missionaries and colonial governors have arrived in the village. With his world thrown radically off-balance he can only hurtle towards tragedy. First

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published in 1958, Chinua Achebe's stark, coolly ironic novel reshaped both African and world literature, and has sold over ten million copies in forty-five languages. This arresting parable of a proud but powerless man witnessing the ruin of his people begins Achebe's landmark trilogy of works chronicling the fate of one African community, continued in *Arrow of God* and *No Longer at Ease*. 'His courage and generosity are made manifest in the work' Toni Morrison 'The writer in whose company the prison walls fell down' Nelson Mandela 'A great book, that bespeaks a great, brave, kind, human spirit' John Updike With an Introduction by Biyi Bandele

Scientific Teaching

Peterson's Graduate Programs in the Humanities contains a wealth of information on colleges and universities that offer graduate work in History, Humanities, Language & Literature, Linguistic Studies, Philosophy & Ethics, Religious Studies, and Writing. Institutions listed include those in the United States, Canada, and abroad that are accredited by U.S. accrediting agencies. Up-to-date data, collected through Peterson's Annual Survey of Graduate and Professional Institutions, provides valuable information on degree offerings, professional accreditation, jointly offered degrees, part-time and evening/weekend programs, postbaccalaureate distance degrees, faculty, students, degree requirements, entrance requirements, expenses, financial support, faculty research, and unit head and application contact information. Readers will find

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helpful links to in-depth descriptions that offer additional detailed information about a specific program or department, faculty members and their research, and much more. In addition, there are valuable articles on financial assistance, the graduate admissions process, advice for international and minority students, and facts about accreditation, with a current list of accrediting agencies.

Personal Letters That Mean Business

Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to *

- * Secure your ideal paralegal position
- * Pick the right area of the law for you
- * Prepare documents for litigation
- * Conduct legal research
- * Manage a typical law office

Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

Resumes, Cover Letters, Networking, and Interviewing

How to Write It, Third Edition

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The #1 New York Times bestseller by Tom Brady, six-time Super Bowl champion and one of the NFL's 100 Greatest Players of All Time. Revised, expanded, and updated, the first book by Tampa Bay Buccaneers and former New England Patriots quarterback Tom Brady—who continues to play at an elite level into his forties—a gorgeously illustrated and deeply practical “athlete’s bible” that reveals Brady’s revolutionary approach to enhanced quality of life and performance through recovery for athletes of all abilities and ages. In this new edition of *The TB12 Method*, Tom Brady further explains and details the revolutionary training, conditioning, and wellness system that has kept him atop the NFL at an age when most players are deep into retirement. Brady—along with the expert Body Coaches at TB12, the performance lifestyle brand he cofounded in 2013—explain the principles and philosophies of pliability, a paradigm-shifting fitness concept that focuses on a more natural, healthier way of exercising, training, and living. Filled with lessons from Brady’s own training regimen, *The TB12 Method* provides step-by-step guidance on how develop and maintain one’s own peak performance while dramatically decreasing injury risks. This illustrated, highly visual manual also offers more effective approaches to functional strength & conditioning, proper hydration, supplementation, cognitive fitness, restorative sleep, and nutritious, easy-to-execute recipes to help readers fuel-up and recover. Brady steadfastly believes that the TB12 approach has kept him competitive while extending his career, and that it can make any athlete, male or female, in any sport and at any level achieve his or her own peak

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performance. With instructions, drills, photos, in-depth case studies that Brady himself has used, along with personal anecdotes and experiences from his legendary career, *The TB12 Method* gives you a better way to train and get results with Tom Brady himself as living proof.

How to Write a Great Reference Letter

This practical resume-building and employment guide takes readers step-by-step through the process of crafting a polished resume and developing strong interview techniques. It is the only resume manual on the market specifically geared toward those who enter the job market with a two-year degree, although it is equally applicable to four-year graduates. Numerous examples allow readers to develop a resume that best suits their career goals, and information on electronic resume formatting and delivery prepares readers to use today's online resources in their employment search. The guide also provides a direct, simplified approach to the entire employment process by discussing employment databases, cover letters, networking, and job applications. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Outdoor Leadership

Write personal and professional communications with clarity, confidence, and style. *How to Write It* is the

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essential resource for eloquent personal and professional self-expression. Award-winning journalist Sandra E. Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication. Completely updated and expanded, the new third edition offers hundreds of handy word, phrase, and sentence lists, precisely crafted sample paragraphs, and professionally designed document layouts. *How to Write It* is a must-own for students, teachers, authors, journalists, bloggers, managers, and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference. From the Trade Paperback edition.

Time Tactics of Very Successful People

Situating Moral and Cultural Values in ELT Materials

The College Board Scholarship Handbook

Bookkeeping for churches can be quite different than for-profit businesses, and the other guides available cover either QuickBooks or church accounting, not both. Lisa London, *The Accountant Beside You*, walks you through QuickBooks for your church from start to finish, always with examples, terminology, and understanding of what a busy church administrator needs to know in a clear, concise style. With her friendly easy-to-understand style and illustrative

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screenshots, Lisa guides new QuickBooks users every step of the way, while her tips for how to make QuickBooks work better for churches provides new insight and procedures for even the experienced bookkeeper. Not only does she step you through how to set up QuickBooks and utilize it more efficiently for your house of worship, but she also discusses everything you need to know to implement controls and procedures to ensure that your church's money is always protected. QuickBooks for Churches covers PC versions of QuickBooks from 2012 forward and even includes what's new in the 2014 version. Lisa offers sound accounting procedures for both large and small houses of worship, for bookkeepers with years of experience as well as those just starting out. Let The Accountant Beside You take one more worry off your crowded to-do list.

How to Write a BA Thesis

The book covers these competencies in a real-world context. Chapter-opening stories provide a framework for the chapter content, and learning activities and numerous examples from North America help you apply that theory and master each competency. In addition, you'll be guided through a series of activities in developing and showcasing leadership abilities through a culminating professional development portfolio.

The TB12 Method

Winner of the 1974 National Book Award "A

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screaming comes across the sky. . .” A few months after the Germans’ secret V-2 rocket bombs begin falling on London, British Intelligence discovers that a map of the city pinpointing the sexual conquests of one Lieutenant Tyrone Slothrop, U.S. Army, corresponds identically to a map showing the V-2 impact sites. The implications of this discovery will launch Slothrop on an amazing journey across war-torn Europe, fleeing an international cabal of military-industrial superpowers, in search of the mysterious Rocket 00000, through a wildly comic extravaganza that has been hailed in *The New Republic* as “the most profound and accomplished American novel since the end of World War II.”

Instant Recommendation Letter Kit

With millions of copies sold, the *Publication Manual of the American Psychological Association* is the style manual of choice for writers, editors, students, educators, and professionals in psychology, sociology, business, economics, nursing, social work, and justice administration, and other disciplines in which effective communication with words and data is fundamental. In addition to providing clear guidance on grammar, the mechanics of writing, and APA style, the *Publication Manual* offers an authoritative and easy-to-use reference and citation system and comprehensive coverage of the treatment of numbers, metrication, statistical and mathematical data, tables, and figures for use in writing, reports, or presentations. The new edition has been revised and updated to include: The latest guidelines and

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examples for referencing electronic and online sources; New and revised guidelines for submitting papers electronically; Improved guidelines for avoiding plagiarism; Simplified formatting guidelines for writers using up-to-date word-processing software; All new guidelines for presenting case studies; Improved guidelines for the construction of tables; Updates on copyright and permissions issues for writers. New reference examples for audiovisual media and patents; An expanded and improved index for quick and easy access; Writers, scholars, and professionals will also find: New guidelines on how to choose text, tables, or figures to present data; Guidelines for writing cover letters for submitting articles for publication, plus a sample letter; Expanded guidelines on the retention of raw data; New advice on establishing written agreements for the use of shared data; New information on the responsibilities of co-authors.--From the publisher.

Writing Recommendation Letters

In this humorous and perceptive exchange between two devils, C. S. Lewis delves into moral questions about good vs. evil, temptation, repentance, and grace. Through this wonderful tale, the reader emerges with a better understanding of what it means to live a faithful life.

MLA Handbook for Writers of Research Papers

College Shortcuts is aimed to help bring the

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consciousness back to college admissions. All day, I hear about competitiveness, stress, anxiety, and frustration and yelling in homes around the world over this. And, frankly, I disagree with this method. What if you could get in consciously. Knowing the universe has your back? What if you surrendered a bit and knew that the world is here to support you, and that having a team can help you and your family get through this in a relaxed and strategic way? In this book, I am going to literally walk you through exactly how to help your child from building a college list, all the way to submitting applications. Just a quick disclaimer, this book is NOT guaranteed to get you into a top college. The truth is that the level of success for children is highly related to their own work, and while I have been an incredible coach and mentor to help mold and shape children's lives around the world, I will tell you that the relationship I have with students is highly dependent on the child itself. This book is written for both adults and teenagers - but I typically write in a style that is directed towards the teenager - so please keep this in mind if you are a parent. Many parents read this book - and I want you to read it first and hand it over to your teenager afterwards. I know that getting into college is a family decision and a very important one - and I take this very seriously.

Teaching Secondary School Science

Secrets to Getting into Business School helps candidates develop the skills and mindset needed to prepare a first-class business school application. This

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manual contains 60 sample application essays covering all ten major types of MBA essays as well as exhibits highlighting relevant application documents: sample letters of recommendation with critiques; an interview evaluation form complete with interviewer's comments; an interview thank-you note; sample employment records and professionally formatted resumes; and extracurricular presentations showing how candidates present their awards and recognition, community service, collegiate activities, and hobbies and interests.

Gravity's Rainbow

For graduate and undergraduate courses in Methods of Teaching Secondary School Science, Trends in Science Education, Curriculum Development in Secondary Schools and Middle School Science Methods. This market-leading text has been updated to reflect the latest in learning theory, science reform, and professional development. With their extensive teaching experience, the authors convey principles and practices of secondary school science teaching through practical examples of successful teaching strategies.

The Phantom Tollbooth

Every detail of setting up a practical, postsecondary support program for students with disabilities is covered in depth in this new source book. Support Programs in Higher Education for Students with Disabilities is filled with vital information on how to

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plan, develop, implement, and evaluate programs. The program model is designed to work in many disability areas as well as varied educational settings. Forms, worksheets, and reproducible handouts are also included.

The 7 Second CV

Job Search Letters For Dummies

Writing an amazing college admission essay is easier than you think! So you're a high school senior given the task of writing a 650-word personal statement for your college application. Do you tell the story of your life, or a story from your life? Do you choose a single moment? If so, which one? The options seem endless. Lucky for you, they're not. College counselor Ethan Sawyer (aka The College Essay Guy) will show you that there are only four (really, four!) types of college admission essays. And all you have to do to figure out which type is best for you is answer two simple questions: 1. Have you experienced significant challenges in your life? 2. Do you know what you want to be or do in the future? With these questions providing the building blocks for your essay, Sawyer guides you through the rest of the process, from choosing a structure to revising your essay, and answers the big questions that have probably been keeping you up at night: How do I brag in a way that doesn't sound like bragging? and How do I make my essay, like, deep? Packed with tips, tricks, exercises, and sample essays from real students who got into

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their dream schools, College Essay Essentials is the only college essay guide to make this complicated process logical, simple, and (dare we say it?) a little bit fun.

College Essay Essentials

I Know Why the Caged Bird Sings

This comprehensive, flexible text is used in both one- and two-semester courses to review introductory through intermediate statistics. Instructors select the topics that are most appropriate for their course. Its conceptual approach helps students more easily understand the concepts and interpret SPSS and research results. Key concepts are simply stated and occasionally reintroduced and related to one another for reinforcement. Numerous examples demonstrate their relevance. This edition features more explanation to increase understanding of the concepts. Only crucial equations are included. In addition to updating throughout, the new edition features: New co-author, Debbie L. Hahs-Vaughn, the 2007 recipient of the University of Central Florida's College of Education Excellence in Graduate Teaching Award. A new chapter on logistic regression models for today's more complex methodologies. More on computing confidence intervals and conducting power analyses using G*Power. Many more SPSS screenshots to assist with understanding how to navigate SPSS and annotated SPSS output to assist in the interpretation of results. Extended sections on

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how to write-up statistical results in APA format. New learning tools including chapter-opening vignettes, outlines, and a list of key concepts, many more examples, tables, and figures, boxes, and chapter summaries. More tables of assumptions and the effects of their violation including how to test them in SPSS. 33% new conceptual, computational, and all new interpretative problems. A website that features PowerPoint slides, answers to the even-numbered problems, and test items for instructors, and for students the chapter outlines, key concepts, and datasets that can be used in SPSS and other packages, and more. Each chapter begins with an outline, a list of key concepts, and a vignette related to those concepts. Realistic examples from education and the behavioral sciences illustrate those concepts. Each example examines the procedures and assumptions and provides instructions for how to run SPSS, including annotated output, and tips to develop an APA style write-up. Useful tables of assumptions and the effects of their violation are included, along with how to test assumptions in SPSS. 'Stop and Think' boxes provide helpful tips for better understanding the concepts. Each chapter includes computational, conceptual, and interpretive problems. The data sets used in the examples and problems are provided on the web. Answers to the odd-numbered problems are given in the book. The first five chapters review descriptive statistics including ways of representing data graphically, statistical measures, the normal distribution, and probability and sampling. The remainder of the text covers inferential statistics involving means, proportions, variances, and correlations, basic and advanced analysis of variance

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and regression models. Topics not dealt with in other texts such as robust methods, multiple comparison and nonparametric procedures, and advanced ANOVA and multiple and logistic regression models are also reviewed. Intended for one- or two-semester courses in statistics taught in education and/or the behavioral sciences at the graduate and/or advanced undergraduate level, knowledge of statistics is not a prerequisite. A rudimentary knowledge of algebra is required.

The New Rules of Work

The senior thesis is the capstone of a college education, but writing one can be a daunting prospect. Students need to choose their own topic and select the right adviser. Then they need to work steadily for several months as they research, write, and manage a major independent project. Now there's a mentor to help. *How to Write a BA Thesis* is a practical, friendly guide written by Charles Lipson, an experienced professor who has guided hundreds of students through the thesis-writing process. This book offers step-by-step advice on how to turn a vague idea into a clearly defined proposal, then a draft paper, and, ultimately, a polished thesis. Lipson also tackles issues beyond the classroom—from good work habits to coping with personal problems that interfere with research and writing. Filled with examples and easy-to-use highlighted tips, the book also includes handy time schedules that show when to begin various tasks and how much time to spend on each. Convenient checklists remind students which steps

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need special attention, and a detailed appendix, filled with examples, shows how to use the three main citation systems in the humanities and social sciences: MLA, APA, and Chicago. How to Write a BA Thesis will help students work more comfortably and effectively-on their own and with their advisers. Its clear guidelines and sensible advice make it the perfect text for thesis workshops. Students and their advisers will refer again and again to this invaluable resource. From choosing a topic to preparing the final paper, How to Write a BA Thesis helps students turn a daunting prospect into a remarkable achievement.

Support Programs in Higher Education for Students with Disabilities

The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers,

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and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site The Professor is In, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including:

- When, where, and what to publish
- Writing a foolproof grant application
- Cultivating references and crafting the perfect CV
- Acing the job talk and campus interview
- Avoiding the adjunct trap
- Making the leap to nonacademic work, when the time is right

The Professor Is In addresses all of these issues, and many more.

Teaching Secondary School Science

Class-tested and coherent, this textbook teaches classical and web information retrieval, including web search and the related areas of text classification and text clustering from basic concepts. It gives an up-to-date treatment of all aspects of the design and implementation of systems for gathering, indexing, and searching documents; methods for evaluating systems; and an introduction to the use of machine learning methods on text collections. All the

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important ideas are explained using examples and figures, making it perfect for introductory courses in information retrieval for advanced undergraduates and graduate students in computer science. Based on feedback from extensive classroom experience, the book has been carefully structured in order to make teaching more natural and effective. Slides and additional exercises (with solutions for lecturers) are also available through the book's supporting website to help course instructors prepare their lectures.

The Professor Is In

"Originally published in hardcover in the United States by Crown Business, New York, in 2017"--Title page verso.

An Introduction to Statistical Concepts

This volume accentuates how ELT materials can be a mediation of capitalizing on moral and cultural values, which are more locally-grounded in respective Southeast Asia (SEA) countries. It features critical studies on locally-produced ELT materials (textbooks) situated in the following SEA countries: Timor-Leste, The Philippines, Singapore, Malaysia, Cambodia, Vietnam, Indonesia, and Thailand. The chapters, written by experts who know the ELT context of their respective SEA country, critically examine the design and use of ELT materials widely used in local and national contexts. Thus, the volume provides fresh insight into how values are uniquely manifested in language classroom materials. The present text also

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brings together empirical, conceptual and practical grounds for incorporating moral and cultural values into ELT materials development in such a way that it views morality and culture as a mutually complementing entity. This much-needed volume will be a valuable resource for those interested in the design and use of language materials in culturally and linguistically diverse contexts, such as in the Asia Pacific, America, Africa, and Europe.

QuickBooks for Churches and Other Religious Organizations

Provides guidelines and examples for handling research, outlining, spelling, punctuation, formatting, and documentation.

Paralegal Career For Dummies

Here is a book as joyous and painful, as mysterious and memorable, as childhood itself. *I Know Why the Caged Bird Sings* captures the longing of lonely children, the brute insult of bigotry, and the wonder of words that can make the world right. Maya Angelou's debut memoir is a modern American classic beloved worldwide. Sent by their mother to live with their devout, self-sufficient grandmother in a small Southern town, Maya and her brother, Bailey, endure the ache of abandonment and the prejudice of the local "powhitetrash." At eight years old and back at her mother's side in St. Louis, Maya is attacked by a man many times her age—and has to live with the consequences for a lifetime. Years later, in San

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Francisco, Maya learns that love for herself, the kindness of others, her own strong spirit, and the ideas of great authors (“I met and fell in love with William Shakespeare”) will allow her to be free instead of imprisoned. Poetic and powerful, *I Know Why the Caged Bird Sings* will touch hearts and change minds for as long as people read. “*I Know Why the Caged Bird Sings* liberates the reader into life simply because Maya Angelou confronts her own life with such a moving wonder, such a luminous dignity.”—James Baldwin From the Paperback edition.

Writing Recommendation Letters

Seasoned classroom veterans, pre-tenured faculty, and neophyte teaching assistants alike will find this book invaluable. HHMI Professor Jo Handelsman and her colleagues at the Wisconsin Program for Scientific Teaching (WPST) have distilled key findings from education, learning, and cognitive psychology and translated them into six chapters of digestible research points and practical classroom examples. The recommendations have been tried and tested in the National Academies Summer Institute on Undergraduate Education in Biology and through the WPST. Scientific Teaching is not a prescription for better teaching. Rather, it encourages the reader to approach teaching in a way that captures the spirit and rigor of scientific research and to contribute to transforming how students learn science.

Peterson's Graduate Programs in the Humanities 2011

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Write a killer CV and land your dream job. It takes an employer just seven seconds to save or reject a job applicant's CV. In this book, James Reed – chairman of REED, Britain's largest recruitment company – offers invaluable and specific advice on what employers want to see in the CVs they receive and how you can stand out from the crowd. Unlike other career development books, the honest advice presented here has been compiled from one-to-one interviews, surveys and countrywide workshops across REED's network of recruitment consultants. This book is an accessible and enjoyable read, intensely practical and packed with pull-out quotes, layout examples and tips. Find out what future employers are looking for and take the first step to start loving Mondays again.

College Shortcuts: the Shortcut to Getting Accepted Into Your Dream College

New-style job messages that get you in the door and on your way up From sparkling cover letters to six-word bios, a fresh bevy of jobsearch letters has grown powerfully useful for successful careercommunications. Job Search Letters For Dummies delivers the quality of New Era know-how you need right now to land good jobs and thrive. Whether you're a long-time professional or a recent college graduate — or somewhere in between — Job Search Letters For Dummies has you covered. Job Search Letters For Dummies covers the gamut of leading-edge topics, including effective strategies for internal careercommunications on topics such as

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raises, promotions, and position changes; rules for communicating professionally with texts and networking on social media platforms such as twitter and LinkedIn; fresh and updated communication phrases to voice accomplishments and make job-fit statements; post-interview etiquette and letters such as thank-yous, "hire me" reinforcement notes, interest revival queries; and much more. Get hired with 40 types of job letters Create short messages for a smartphone world Network on social media sites Model best letters more than 200 pro samples Whether you're a long-time professional or a recent college graduate — or somewhere in between — Job Search Letters For Dummies has you covered. A note to job seekers from nationally syndicated careers columnist and author of Job Search Letters For Dummies, Joyce Lain Kennedy: Welcome aboard, job seekers! Thanks for checking out this first guide to communications-supported job search and career growth in relentlessly changing technological times. The right messaging — what you say, why you say it, and when you say it — is as important today to your employment goals as it has been at any time since Leonardo da Vinci wrote the first professional resume in 1482. Consider recent job-finding history: In 1986 fax machines and postal mail were the most popular ways to send resumes and cover letters. In the 1990s the Internet boom kicked in with new tools to connect jobs and people: e-mail, websites, cell phones, mailing lists, and online bulletin boards. In the 21st century the double-time march of recruiting technology skyrocketed, building a techno-swamp populated with endless ideas of how to connect work and people through smartphones,

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wonder tablets, apps, and social media for virtualnetworking. You're competing in a new world of work out there.If your job search is treading water — or evendrowning— there's a better way. Make a splash! Engagehiring authorities through a communications-centered campaign withsmart content.

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