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Have you ever needed to express yourself but did not because you could not find the right words? Have you ever walked away from a situation and thought of the perfect thing to say AFTER it was too late? Have you ever given a long explanation and wondered-is there a faster, more effective way to communicate? PowerPhrases! is the answer to those problems and questions. PowerPhrases! provides a toolbox of the perfect expressions to get your point across clearly and confidently. This book provides powerful words when you need them most. You will learn the exact words to assure common understanding, clear up conflict, establish a connection, get what you want and refuse what you don't want. Knowing what to say results in increased confidence, enhanced self-esteem, refinement and professionalism and the ability to slide out of sticky situations with grace and ease. PowerPhrases(tm)! tells you exactly what to say.

The hidden costs of artificial intelligence, from natural resources and labor to privacy and freedom What happens when artificial intelligence saturates political life and depletes the planet? How is AI shaping our understanding of ourselves and our societies? In this book Kate Crawford reveals how this planetary network is fueling a shift toward undemocratic governance and increased inequality. Drawing on more than a decade of research, award-winning science,

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and technology, Crawford reveals how AI is a technology of extraction: from the energy and minerals needed to build and sustain its infrastructure, to the exploited workers behind "automated" services, to the data AI collects from us. Rather than taking a narrow focus on code and algorithms, Crawford offers us a political and a material perspective on what it takes to make artificial intelligence and where it goes wrong. While technical systems present a veneer of objectivity, they are always systems of power. This is an urgent account of what is at stake as technology companies use artificial intelligence to reshape the world.

The new way to transform a sales culture with clarity, authenticity, and emotional intelligence. Too often, the sales process is all about fear. Customers are afraid that they will be talked into making a mistake; salespeople dread being unable to close the deal and make their quotas. No one is happy. Mahan Khalsa and Randy Illig offer a better way. Salespeople, they argue, do best when they focus 100 percent on helping clients succeed. When customers are successful, both buyer and seller win. When they aren't, both lose. It's no longer sufficient to get clients to buy; a salesperson must also help the client reduce costs, increase revenues, and improve productivity, quality, and customer satisfaction. This book shares the unique FranklinCovey Sales Performance Group methodology that will help readers:

- Start new business from scratch in a way both salespeople and clients can feel good about
- Ask hard questions in a soft way
- Close the deal by opening minds

The founder and director of the Thirty Million Words Initiative, Professor Dana Suskind, explains why the most important—and astoundingly simple—thing you can do for your child's future success in life is to talk to them. What nurtures the brain to optimum intelligence and stability? It is a secret hiding in plain sight: the most important thing we can do for our children

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is to have conversations with them. The way you talk with your growing child literally builds his or her brain. Parent talk can drastically improve school readiness and lifelong learning in everything from math to art. Indeed, parent-child talk is a fundamental, critical factor in building grit, self-control, leadership skills, and generosity. It is crucial to making the most in life of the luck you have with your genes. This landmark account of a new scientific perspective describes what works and what doesn't (baby talk is fine; relentless correction isn't). Discover how to create the best "language environments" for children by following the simple structure of the Three Ts: Tune In; Talk More; Take Turns. Dr. Suskind and her colleagues around the country have worked with thousands of families; now their insights and successful, measured approaches are available to all. This is the first book to reveal how and why the first step in nurturing successful lives is talking to children in ways that build their brains. Your family—and our nation—need to know. *Nominated for the Books for a Better Life Award*

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

The key to a harmonious, highly effective work environment is not by ensuring you work

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among carbon-copies of yourself whose personalities never clash with one another or with you. That pipe dream could not ever happen, nor would it result in a successful team collaboration even if it could. Instead, most of us are going to work today with individuals who at times come across as incompetent, lazy, spotlight-hugging, whiny, or backstabbing. And then tomorrow we go to work with them again . . . and again . . . and again. Like it or not, the bulk of our waking hours are spent with people at work--people who can grate on our nerves. Therefore, learning to interact effectively with difficult employees, colleagues, and bosses is an absolute essential for our success. With *Powerful Phrases for Dealing with Difficult People*, anyone can learn how to confront head-on the difficult situations that can arise when dealing with these personalities, before they fester and spread. Helpful features inside this practical and easy-to-use book include:

- Thirty common personality traits, behaviors, and workplace scenarios along with the phrases that work best with each
- Nonverbal communication skills to back up your words
- Sample dialogues that demonstrate how phrasing improves interactions
- A five-step process for moving from conflict to resolution
- “Why This Works” sections that provide detailed explanations

Button-pushing situations are going to come up today at work--and tomorrow too. Don't let them rent space inside of you and turning everything to mold. Instead, choose to deploy simple phrases to regain control and resolve conflicts. When you do, you, your colleagues, and your company will be all the better for it!

Performance Evaluation is a hands-on text for practitioners, researchers, educators, and students in how to use scientifically-based evaluations that are both rigorous and flexible. Author Ingrid Guerra-López, an internationally-known evaluation expert, introduces the foundations of evaluation and presents the most applicable models for the performance

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improvement field. Her book offers a wide variety of tools and techniques that have proven successful and is organized to illustrate evaluation in the context of continual performance improvement.

A Wall Street Journal Business Bestseller “A deeply reported and business-savvy chronicle of Tesla's wild ride.” —Walter Isaacson, New York Times Book Review *Power Play* is the riveting inside story of Elon Musk and Tesla's bid to build the world's greatest car—from award-winning Wall Street Journal tech and auto reporter Tim Higgins Elon Musk is among the most controversial titans of Silicon Valley. To some he's a genius and a visionary; to others he's a mercurial huckster. Billions of dollars have been gained and lost on his tweets; his personal exploits are the stuff of tabloids. But for all his outrageous talk of mind-uploading and space travel, his most audacious vision is the one closest to the ground: the electric car. When Tesla was founded in the 2000s, electric cars were novelties, trotted out and thrown on the scrap heap by carmakers for more than a century. But where most onlookers saw only failure, a small band of Silicon Valley engineers and entrepreneurs saw opportunity. The gas-guzzling car was in need of disruption. They pitted themselves against the biggest, fiercest business rivals in the world, setting out to make a car that was quicker, sexier, smoother, cleaner than the competition. But as the saying goes, to make a small fortune in cars, start with a big fortune. Tesla would undergo a hellish fifteen years, beset by rivals, pressured by investors, hobbled by whistleblowers, buoyed by its loyal supporters. Musk himself would often prove Tesla's worst enemy—his antics more than once took the company he had initially funded largely with his own money to the brink of collapse. Was he an underdog, an antihero, a conman, or some combination of the three? Wall Street Journal tech and auto reporter Tim

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Higgins had a front-row seat for the drama: the pileups, wrestling for control, meltdowns, and the unlikeliest outcome of all, success. A story of power, recklessness, struggle, and triumph, *Power Play* is an exhilarating look at how a team of eccentrics and innovators beat the odds—and changed the future.

To make the journey into the Now we will need to leave our analytical mind and its false created self, the ego, behind. From the very first page of Eckhart Tolle's extraordinary book, we move rapidly into a significantly higher altitude where we breathe a lighter air. We become connected to the indestructible essence of our Being, “The eternal, ever present One Life beyond the myriad forms of life that are subject to birth and death.” Although the journey is challenging, Eckhart Tolle uses simple language and an easy question and answer format to guide us. A word of mouth phenomenon since its first publication, *The Power of Now* is one of those rare books with the power to create an experience in readers, one that can radically change their lives for the better.

The wolf gives his own outlandish version of what really happened when he tangled with the three little pigs.

Written by two top business trainers, this guide reveals the strategies and language skills needed to make the most of performance appraisals - for both the reviewers and the reviewed. It breaks the process into five simple steps and explains what to say with hundreds of winning phrases organized by topic (and hundreds of counterproductive phrases too). Also included is advice on preparing an agenda, body language, and tone

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of voice - plus true success and horror stories.

3000-WORD ENGLISH-SWEDISH VOCABULARY This book is a learning tool for mastering basic Swedish vocabulary. It will help you obtain a solid base in your knowledge of the Swedish language. The 3000 words contained in this edition will aid in your understanding of simple phrases and hone your composition skills. This manual will also be an invaluable reference during any trip abroad where the Swedish language is spoken. Simple transcriptions of each word will assist in the memorization of reading rules. Once you have mastered even only 70% of the words contained in this vocabulary guide, you will be able to say: "Yes! I speak a little Swedish!" T&P Books vocabularies are intended to help you learn, memorize and review foreign words The dictionary contains over 3000 commonly used words Recommended as additional support material to any language course Meets the needs of both beginners and advanced learners Convenient for daily use, reviewing sessions and self-testing activities Allows you to assess your current vocabulary This book can also be used by foreign learners of English Special features of T&P Books bilingual vocabularies: Words are arranged according to their meaning, not alphabetically Content is presented in three columns to facilitate the reviewing and self-testing processes Each theme is composed of small blocks of similar lexical units The vocabulary offers a convenient and simple transcription for each foreign word This revised edition (June 2016) contains 101 topics including: Basic concepts, Numbers, Units of measurement, The most

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Important verbs, Time, Calendar, Day and night, Months, Seasons, Travel, Sightseeing, City, Shopping, Clothing & Accessories, Cosmetics, Telephone, Phone conversation, Foreign languages, Meals, Restaurant, Family members, Human body, Medicine, Furniture, Household appliances, The Earth, Weather, Natural disasters, Fauna, Wild animals, Countries of the world and more ... Our Swedish collection includes also vocabularies of 5000, 7000 and 9000 words. All these titles are available as printed books and e-books. For more information please visit www.tpbooks.com. If you have any question, suggestion or feedback, please contact us: admin@tpbooks.com
Swedish dictionary, Swedish vocabulary, Swedish phrasebook, learning Swedish, basic Swedish, books in Swedish, Swedish language

This absolutely essential language guide and workbook will expand your English vocabulary in no time. Spilling over with thousands of entries for useful words and phrases, this is the perfect study aid for any adult learning English as a foreign language.?? With 3,000 words across hundreds of pages, English Vocabulary Builder brings you everything you need to know and much, much more. From activities, family, holidays, science, and work to animals, feelings, health, sports, and weather, just about every subject in the English language is covered in eye-catching, illustrative detail. All the vocabulary is shown with both UK and US spellings, and every word can be heard with its own audio recording in the accompanying app available for download.

Additional interactive exercises ensure language learning is an easy, entertaining, and

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educational experience. ??This book is part of DK's best-selling English for Everyone series, which is suitable for all levels of English language learners and provides the perfect reading companion for study, exams, work, or travel. With audio material available on the accompanying website and Android/iOS apps, there has never been a better time to learn English.

This excellent business resource outlines the best methods and proven tactics for writing and conducting meaningful and productive performance reviews that benefit both the employee and the company. Original.

5000-WORD ENGLISH-ESTONIAN VOCABULARY The use of this 5000 word Estonian vocabulary will allow you to understand simple texts and will give you much needed confidence in everyday conversation. Used in combination with a grammar course, it will aid in your ability to correctly compose many phrases. When watching Estonian films, you will begin to hear and understand more and more words and phrases. This guide will assist you in attaining a higher level of Estonian that will finally allow you to say: "I can speak Estonian " T&P Books vocabularies are intended to help you learn, memorize and review foreign words The dictionary contains over 5000 commonly used words Recommended as additional support material to any language course Meets the needs of both beginners and advanced learners Convenient for daily use, reviewing sessions and self-testing activities Allows you to assess your current vocabulary This book can also be used by foreign learners of English Special features

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of T&P Books bilingual vocabularies: Words are arranged according to their meaning, not alphabetically Content is presented in three columns to facilitate the reviewing and self-testing processes Each theme is composed of small blocks of similar lexical units The vocabulary offers a convenient and simple transcription for each foreign word This revised edition (August 2016) contains 155 topics: Basic Concepts, Numbers, Colors, Months, Seasons, Units of Measurement, Clothing & Accessories, Food & Nutrition, Restaurant, Family Members, Relatives, Character, Feelings, Emotions, Diseases, City, Town, Sightseeing, Shopping, Money, House, Home, Office, Working in the Office, Import & Export, Marketing, Job Search, Sports, Education, Computer, Internet, Tools, Nature, Countries, Nationalities and more ... Our Estonian collection includes also vocabularies of 3000, 7000 and 9000 words. All these titles are available as printed books and e-books. For more information please visit www.tpbooks.com. If you have any question, suggestion or feedback, please contact us: admin@tpbooks.com Estonian dictionary, Estonian vocabulary, Estonian phrasebook, learning Estonian, basic Estonian, books in Estonian, Estonian language

Whether you're an HRprofessional or a manager, chances are there's one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun as a trip to the dentist. But this handy little book puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips. Paul Falcone

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covers the 25 most commonly rated performance factors, including productivity, time management, teamwork, and decision making, plus job-specific parameters that apply in sales, customer service, finance, and many other areas. Not just for review time, the book will also be instrumental in creating job descriptions and development plans as well as for monitoring performance, progress, and problems year-round. Praise for Paul Falcone's Previous Books: "If the art and science of hiring and firing has become a puzzle, then author Paul Falcone [The Hiring and Firing Question and Answer Book] has the answer."-- Houston Business Journal "When you feel the need to document an employee's actions (or inactions), turn to this great tool [101 Sample Write-Ups for Documenting Employee Performance Problems]."-- Legal Management "[96 Great Interview Questions to Ask Before You Hire] takes the guesswork out of the interview process."-- Benefits and Compensation Solutions Paul Falcone is a human resources executive and has held senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 101 Sample Write-Ups for Documenting Employee Performance Problems, 101 Tough Conversations to Have with Employees, and 2600 Phrases for Setting Effective Performance Goals. He is a long-time contributor to HR Magazine. Visit him at www.PaulFalconeHR.com.

Everyone's work day is filled with them--people who frustrate, impede, maneuver, undermine, plot, connive, and whine. This top communications consultant details

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specific techniques for handling all of them. Easy-to-follow scenarios for every situation are featured in this handy guide.

Building 360 Feedback is the first book to focus on developing and delivering more effective performance-based feedback assessments through web-based software. This book is a comprehensive step-by-step guide for creating 360-degree multi-rater feedback assessments for individuals at all levels in business, industry, government, and educational organizations. 360-degree performance-based feedback focuses on what people do on the job. It is about observable job-related behaviors and is directly correlated to the person's performance and influence with others. This book can provide consultants and internal human resource professionals, practitioners and psychologists, and key decision makers with the tools and techniques they need to identify and measure the competencies and behaviors they need to help people reach their potential. This book will help you identify what to include in your assessments in order to reinforce current performance expectations as well as identify future issues that could impact the competitive viability of the organization. What will you learn? * Why people use it; why it is so popular; and why some tend to fear it.* The design elements you need for creating more powerful assessment tools.* How to make your design come alive by writing behaviorally-based items-questions,

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competency importance ratings, by selected appropriate rater response scales, and by incorporating both quantitative and qualitative items in any language you or your clients need.* Practical recommendations for deploying your Web-based assessment through randomization of items to prevent collusion of responses and to ensure overall confidentiality of responses.* How to present the feedback results that are relevant through easy to understand reports, from one page summaries to detailed-item-analysis graphic reports that can serve as a catalyst for creating self-directed action plans. * How to reassess your assessment over time to quantify actual behavior change and performance improvement.

Have you ever been frustrated because you couldn't learn or do something?Have you ever felt stupid in a subject or activity?Have you ever reached the bottom of a page totally confused about what you had just read?Would you like to know the secrets of being able to learn and do anything?Since the times of ancient Greece, great thinkers, writers, philosophers, scientists and leaders have understood and used the power of words to solve great mysteries, discover universal truths and bring enlightenment to the world.This power grants the amazing ability of being able to learn and do anything, and it can be tapped by anyone who understands and applies it.In this book, you ll learn...-How you can use words to awaken your inner genius.-The real meaning of conceptual

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understanding and the step-by-step process of how to achieve it.-The ten ways you can misunderstand what you re reading and how to handle each.-How to use the system taught to help your child learn and do anything.-A surefire way defeat learning disorders such as ADD and ADHD and become a great learner.-The most powerful learning tool I know and how to use it.-A special method of approaching new subjects or activities that will allow you to quickly grasp them and get results.-The Holy Grail of Learning and how to achieve it.-And more... T&P BOOKS VOCABULARIES are intended to help you learn, memorize, and review foreign words. The dictionary contains over 3000 commonly used words. Recommended as additional support material to any language course. Meets the needs of beginners and advanced learners of foreign languages. Convenient for daily use, reviewing sessions and self-testing activities. Allows you to assess your current vocabulary. This book can also be used by foreigners to learn English. THIS REVISED EDITION (American English, July 2013) contains 101 topics including: Basic concepts, Numbers, Units of measurement, The most important verbs, Time, Calendar, Day and night, Months, Seasons, Travel, Sightseeing, City, Shopping, Clothing & Accessories, Cosmetics, Telephone, Phone conversation, Foreign languages, Meals, Restaurant, Family members, Human body, Medicine, Furniture, Household appliances, The Earth, Weather,

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Natural disasters, Fauna, Wild animals, Countries of the world and more ...

SPECIAL FEATURES of T&P Books bilingual vocabularies: Words are arranged according to their meaning, not alphabetically. Content is presented in three columns to facilitate the reviewing and self-testing processes. Each theme is composed of small blocks of similar lexical units. The vocabulary offers a convenient and simple transcription for each foreign word. IF YOU HAVE any question, suggestion or feedback, please contact us: admin@tpbooks.com. Ref. BODFR

English-Chinese phrasebook and 3000-word topical vocabulary The collection of "Everything Will Be Okay" travel phrasebooks published by T&P Books is designed for people traveling abroad for tourism and business. The phrasebooks contain what matters most - the essentials for basic communication. This is an indispensable set of phrases to "survive" while abroad. Some of the topics included in the phrasebook are: Asking for directions, Signs, Transportation, Buying tickets, Hotel, Restaurant, Shopping, Greetings, Acquaintances, Communication, Gratitude, Health problems, Apologies, Farewell, and more. This book also includes a small topical vocabulary that contains roughly 3,000 of the most frequently used words. Another section of the phrasebook provides a gastronomical dictionary that may help you order food at a restaurant or buy

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groceries at the store. Take "Everything Will Be Okay" phrasebook with you on the road and you'll have an irreplaceable traveling companion who will help you find your way out of any situation and teach you to not fear speaking with foreigners.

A "guide to podcasting featuring step-by-step advice on how to find a unique topic, tell the best stories, and engage the most listeners, as well as the secrets that will take your pod to the next level"--Publisher marketing.

SOON TO BE A MAJOR MOTION PICTURE The stunning Booker Prize–winning novel from the author of *Amnesty* and *Selection Day* that critics have likened to Richard Wright's *Native Son*, *The White Tiger* follows a darkly comic Bangalore driver through the poverty and corruption of modern India's caste society. "This is the authentic voice of the Third World, like you've never heard it before" (John Burdett, *Bangkok 8*). The white tiger of this novel is Balram Halwai, a poor Indian villager whose great ambition leads him to the zenith of Indian business culture, the world of the Bangalore entrepreneur. On the occasion of the president of China's impending trip to Bangalore, Balram writes a letter to him describing his transformation and his experience as driver and servant to a wealthy Indian family, which he thinks exemplifies the contradictions and complications of Indian society. Recalling *The Death of Vishnu* and *Bangkok 8* in ambition, scope, *The*

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White Tiger is narrative genius with a mischief and personality all its own. Amoral, irreverent, deeply endearing, and utterly contemporary, this novel is an international publishing sensation—and a startling, provocative debut.

Are you a purchasing manager, a production manager, or an IT manager? Do you manage in marketing, sales, or finance? Is it up to you to take charge of human resources or product development? Regardless of whether you are a seasoned manager or someone who has not yet experienced all the power, perils, and pitfalls of leading people, you will be expected to take charge of your team and strike a nuanced communication. In *The Manager's Phrase Book* you will find a collection of thousands of ready-to-use phrases that will help you move into the ranks of today's most competent managers by striking the right kind of communication at the right place. This book will enhance your command of the idiom and allow your confidence and managerial skills to shine through. With more than 3,000 phrases to be used in any situation in office, *The Manager's Phrase Book* is a must-have for all managers who want to communicate effectively and get the messaging right.

A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of *How to Write It*. Performance reviews are one of the best tools managers have to shape company talent and

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culture, develop strong channels of communication with employees, and create systemic change. However, the stress and struggle to find just the right words is often what managers and HR professionals dislike most about conducting employee evaluations. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties—and the company. Lamb teaches managers how to design scoring systems for employees that track progress with hard data, how to best prepare for and conduct both in-person and written reviews, and the key words to use. Covering hard and soft skills, 3000 Power Words and Phrases for Effective Performance Reviews includes lists of powerful phrases and words that clearly describe performance—both positive and negative—including sections targeted to specific industries and jobs. This guide empowers managers at all levels to master the art of performance reviews that achieve results.

Words carry enormous power, the power to heal or to wound, to encourage or to dishearten, to speak truth or to deceive, to praise or to criticize. They can be the key to our success or the reason for our downfall. So, how do we harness that power? How do we learn to use our words to their greatest potential? Robert Morris shows you how God can bless your life through the words you speak.

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Provides examples and advice on writing announcements, condolences, invitations, cover letters, resumes, recommendations, memos, proposals, reports, collection letters, direct-mail, press releases, and e-mail.

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Ranks one thousand English words in order of frequency and provides suggestions for teaching instant words and assessing students' knowledge of them.

"Not many living artists would be sufficiently brave or inspired to attempt reflecting in art what Borges constructs in words. But the detailed, evocative etchings by Erik Desmazieres provide a perfect counterpoint to the visionary prose. Like Borges, Desmazieres has created his own universe, his own definition of the meaning, topography and geography of the Library of Babel. Printed together, with the etchings reproduced in fine-line duotone, text and art unite to present an artist's book that belongs in the circle of Borges's sacrosanct Crimson Hexagon - "books smaller than natural books, books omnipotent, illustrated, and magical."--BOOK JACKET.Title Summary field provided by Blackwell North America, Inc. All Rights Reserved

First published in 1938, 'Anthem' is a dystopian fiction novel by British writer Ayn Rand. It takes place at some unspecified future date when mankind has entered another dark age.

Technological advancement is now carefully planned and the concept of individuality has been eliminated.

The Great Gatsby (1925) is a novel by F. Scott Fitzgerald. Published at the height of Fitzgerald's career as a leading writer of American fiction, The Great Gatsby was reviewed poorly by contemporary critics, but has since been recognized as a groundbreaking work for its vision of American decadence and decay. Adapted into several influential films and adored by generations of readers and writers, The Great Gatsby is not only Fitzgerald's crowning achievement, but one of the finest novels ever written. Nick Carraway is a young veteran and Yale graduate who moves to New York in search of work. He rents a bungalow on Long Island next door to the extravagant mansion of Jay Gatsby, a magnanimous millionaire with a

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mysterious past. There, he reconnects with his distant cousin Daisy and her husband Tom Buchanan, a flagrant philanderer who brings Nick to the city in order to spend time with Myrtle, his impoverished mistress. Soon, he receives an invitation to a party at the Gatsby mansion, where he gets terribly drunk and meets his neighbor, who swears they served together in the Great War. As time goes by, the two begin a tenuous friendship bolstered by stories of the war and a mutual fondness for alcohol. When Nick discovers that Gatsby and Daisy have a complicated history with one another, he starts to question not only the nature of his neighbor's kindness, but his own desire to make it big in New York. The Great Gatsby is a tragic tale of ambition and romance set in the Roaring Twenties, a decade born from war and lost to economic disaster. With a beautifully designed cover and professionally typeset manuscript, this new edition of F. Scott Fitzgerald's *The Great Gatsby* is a classic work of American literature reimagined for modern readers.

The ideal book for people who want to increase their word power. Thorough coverage of 1,200 words and 240 roots while introducing 2,300 words. The Vocabulary Builder is organized by Greek and Latin roots for effective study with nearly 250 new words and roots. Includes quizzes after each root discussion to test progress. A great study aid for students preparing to take standardized tests.

David Crystal's classic *English as a Global Language* considers the history, present status and future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up

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observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

Do you know what "quatrefoil" and "impolitic" mean? What about "halcyon" or "narcolepsy"? This book is a handy, easy-to-read reference guide to the proper parlance for any situation. In this book you will find: Words You Absolutely Should Know (covert, exonerate, perimeter); Words You Should Know But Probably Don't (dour, incendiary, scintilla); Words Most People Don't Know (schlimazel, thaumaturgy, epergne); Words You Should Know to Sound Overeducated (ad infinitum, nugatory, garrulity); Words You Probably Shouldn't Know (priapic, damnatory, labia majora); and more. Whether writing an essay, studying for a test, or trying to impress friends, family, and fellow cocktail party guests with their prolixity, you will achieve magniloquence, ebullience, and flights of rhetorical brilliance.

"A 22-volume, highly illustrated, A-Z general encyclopedia for all ages, featuring sections on how to use World Book, other research aids, pronunciation key, a student guide to better writing, speaking, and research skills, and comprehensive index"--

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