

The Quick And Easy Way To Effective Speaking Dale Carnegie

What No One Will Tell You Are you an author who has a book that you would like to see published? If so, have you received multiple rejection letters from both large and small publishing houses? If you have, your first thought may be to give up. Of course, it is your right to do so, but did you know that you do have other options? One of those options is to self-publish your own book. Discover everything you need to know about: - Write Your eBook - Prepare and Format Your eBook Files - Design a High-Quality Cover Art for Your eBook - and More GRAB YOUR COPY TODAY!

Winner of the IACP Health & Special Diet Award Delicious, nutritious, quick, and easy recipes from bestselling author Dr. Andrew Weil's own kitchen. These days, fewer people than ever are cooking meals at home. Convincing ourselves that we don't have time to cook, we've forgotten how fast, simple, and wonderfully satisfying it can be to prepare delicious meals in our own kitchens for the people we love. In FAST FOOD, GOOD FOOD, bestselling author Dr. Andrew Weil reminds us, with more than 150 easy-to-prepare recipes for delectable dishes that are irresistibly tasty and good for you. These recipes showcase fresh, high-quality ingredients and hearty flavors, like Buffalo Mozzarella Bruschetta, Five-Spice Winter Squash Soup, Greek Style Kale Salad, Pappardelle with Arugula Walnut Pesto, Pan-Seared Halibut with Green Harissa, Coconut Lemon Bars, and Pomegranate Margaritas. With guidance on following an anti-inflammatory diet and mouth-wateringly gorgeous photographs, FAST FOOD, GOOD

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FOOD will inspire the inner nutritionist and chef in every reader.

While most of us aren't hoarders we can all benefit from assessing and reducing the clutter in our homes--and then organizing what's left. Many things stop us from succeeding: the sheer scope of the project, the tendency to lose momentum if the job takes too long, and the fact that we're always acquiring new clutter. But what if it really took only a week to de-clutter the whole house, and then you even had the weekend to relax and enjoy your new clutter-free space? Could it really be that simple? Organizing and time management experts Sandra Felton and Marsha Sims show how with the right game plan and a healthy dose of adrenaline, anyone can de-clutter their home in just five days. With this systematic, team-based approach, even the most overwhelming de-cluttering job becomes doable. The authors' enthusiasm and energy keep readers pushing forward to the goal, and their time-tested tips and habits help readers maintain their hard-won gains. The authors even show how to deal with common obstacles to achieving and keeping a clutter-free house, like filing, storage needs, health issues, space restrictions, the car, and even family sabotage!

Rule 1 of magic is: "The framework for any communication is determined by the expectations and associations you trigger". Rule 4 is: "The brain filters out most of the information it receives". The greatest magicians in the world and their acts stick religiously to 20 rules which have nothing to do with how magic works, but instead why it works.

A guide for businesspeople covers such essentials as financial statements, balance sheets, liabilities, assets, and income statements.

From the author of the popular Quick & Easy Thai come these 75 oh-so-delicious recipes for every level of cook. Though it shares certain culinary traditions with its Asian neighbors,

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Vietnamese cuisine is entirely distinct, focusing on a bounty of fresh fruits, vegetables, and herbs for signature clear, bright flavors with contrasting notes of salty, sweet, sour, and spicy. Creamy chicken curry is paired with the zesty tang of lime juice and the heat from ground pepper and chilies. Crisp, fried fish is served with a puree of pineapple-chili sauce. Delicate, rice paperwrapped summer rolls merit a rich and savory soybean dipping sauce. From snacks and soups to grilled meats and seafood to the essential noodle dishes and desserts, Quick & Easy Vietnamese presents the full spectrum of Vietnamese cooking at its most simply delicious.

A beginner's guide to the art of knitting uses an easy-to-learn dual-step process, along with more than two hundred photographs, illustrations, line drawings, and diagrams, to present step-by-step instructions for more than thirty projects, including a cardigan sweater, a scarf, and a baby blanket. 10,000 first printing.

This is an invaluable study guide and practice book for learning basic Japanese kanji. Learning Japanese Kanji Practice Book is intended for beginning students, or experienced speakers who need to practice their written Japanese. Kanji are an essential part of the Japanese language and together with kana (hiragana and katakana) comprise written Japanese. This book presents the kanji characters that are most commonly used. All the kanji and related vocabulary words in this book are those that students are expected to know for Level 5 of the Japanese Language Proficiency Test. (JLPT). Characters that appear in the AP Japanese Language and Culture Exam are flagged. Readings, meanings, and common compounds are presented. The correct method of writing each character is clearly indicated and practice boxes with strokes that can be traced are provided, along with empty boxes for freehand writing

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practice. Lots of exercises are included to give students the opportunity to practice writing sentences containing the Kanji. Indexes at the back allow you to look up the characters by their readings and English meanings. This kanji book includes: Step-by-step stroke order diagrams for each character. Special boxes with grid lines to practice writing characters. Extra printable practice grids Words and phrases using each kanji. Romanizations (romanji) to help identify and pronounce every word.

Become an expert at sewing without spending weeks trying to learn how! (Even if you're a complete beginner) Imagine going from an absolute beginner to expert at sewing in just a few days. What if you became so good at sewing that you could make your own clothes, fix pretty much anything, and all of this only took a few days of practice? Multi-time best selling arts & crafts author and influencer, Kitty Moore, presents the ultimate book for all beginners trying to learn how to sew. After years of sewing, Kitty realized that becoming great at sewing (for the 90%] most common uses) could be accomplished in days, NOT weeks, if the right things were learned and practiced from day one. In this book you will get these "hacks" and learn how to completely transform your skill level on a sewing machine. If you want to learn how to sew, but want to learn fast or can't seem to grasp the basics... If you want a new hobby and sewing interests you but you're not sure where to begin... Or if the idea of receiving a full list of sewing

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instructions and patterns appeals to you... THEN THIS BOOK IS FOR YOU! This is my 5th Edition of the book and after months of feedback and editing, my team and I have produced the MOST EFFECTIVE & BEST-SELLING "beginners sewing book" on Amazon! In this book, you will get: Images included with all stages of the learning process, so you can learn faster than ever before A massive list of patterns included in this book that range from beginner to advanced, so you can learn and practice at the same time (this is a proven method to learn a new skill faster) Comprehensive step-by-step instructions for each pattern, so that anyone can follow along (even absolute beginners who have never done any sewing in their life) Kitty's personal email address for unlimited customer support if you have any questions And much, much more... Well, what are you waiting for? Grab your copy today by clicking the BUY NOW button at the top of the page!

Everyone has to start someone when they get into the business of making money with money; there are no shortcuts to becoming successful and rich. The golden rules to trading are universal and are known and followed by all professionals who work in the business. The rules to trading are quite simple if you do just that, keep it simple. 7 Quick and Easy ways to become Rich from Trading gives a self-directed beginner trader the easiest and fastest way to become consistently

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profitable fast from trading in the financial markets regardless of whether you are trading currency, Forex, futures or equities, the tips and rules within this book will enable you to make low risk high profits in any tradable asset on any time frame you wish to work. Supply and demand are the only things that move price action in the live markets from one value area to another and the quickest and easiest way to become consistently profitable in trading is to utilize supply and demand as the trading method you use to book your profits. 7 Quick and Easy ways to become Rich from Trading gives you the simplest and cheapest beginner's techniques you can use right away in your trading that can make you rich quick and easy, what are you waiting for?

Fast, Easy Way to Learn a Language is essential reading for anyone studying a language at school, for business, travel or just for pleasure. Well-known inspirational teacher Bill Handley speaks 15 languages at various degrees of fluency. He is passionate about learning languages and believes language learning should be an adventure. In this book he explains: how to have fun building your vocabulary in record time the easy way to get to grips with grammar why you should use more than one textbook how to use your 'lost time' to learn faster what to do when you feel like giving up how to write your own 'survival skills' course. Fast Easy Way to Learn a Language will have you speaking your

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new language in no time. The book explores all the important topics: active and passive learning, mastering a different alphabet, using recorded material, planning your own immersion program, making effective use of the internet and much more. It includes special advice for school and university students. This is the fun way to learn a language.

Do you spend a lot of time during the design process wondering what users really need? Do you hate those endless meetings where you argue how the interface should work? Have you ever developed something that later had to be completely redesigned? Paper Prototyping can help. Written by a usability engineer with a long and successful paper prototyping history, this book is a practical, how-to guide that will prepare you to create and test paper prototypes of all kinds of user interfaces. You'll see how to simulate various kinds of interface elements and interactions. You'll learn about the practical aspects of paper prototyping, such as deciding when the technique is appropriate, scheduling the activities, and handling the skepticism of others in your organization. Numerous case studies and images throughout the book show you real world examples of paper prototyping at work. Learn how to use this powerful technique to develop products that are more useful, intuitive, efficient, and pleasing: * Save time and money - solve key problems before implementation

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begins * Get user feedback early - use it to focus the development process * Communicate better - involve development team members from a variety of disciplines * Be more creative - experiment with many ideas before committing to one * Enables designers to solve design problems before implementation begins * Five case studies provide real world examples of paper prototyping at work * Delves into the specifics of what types of projects paper prototyping is and isn't good for.

Do you suffer from stage fright? It's time to get over it. In *The Quick and Easy Way to Effective Speaking* (1962), self-help expert Dale Carnegie says there's no such thing as a natural-born public speaker... Purchase this in-depth summary to learn more.

The beloved actress and star of the digital series *Quick Fix* saves you time and energy with her favorite mealtime hacks, tips to bring joy and balance to your kitchen, and 65 easy, delicious, and healthy recipes the entire family will love. "I love how Tia breaks down how to organize your pantry and kitchen."—GIADA DE LAURENTIIS As a busy mom, author, actor, and entrepreneur, Tia Mowry needed to find quick and easy solutions to a busy life, especially when it came to cooking for her family. She figured out a way to create nutritious, hearty dishes that work for everyone, allowing her to savor moments spent around the table.

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Presented in her trademark joyful, down-to-earth fashion, *The Quick Fix Kitchen* is the complete guide to home cooking, giving you “Quick Fixes” so you don’t have to sacrifice time and energy in the kitchen. Along with sixty-five easy, delicious recipes, you’ll find everything you need for organization and meal planning: • Pantry organizational hacks • Food shopping tips • Grocery lists and food shopping tips • Meal prep guidelines • Meal plans You’ll also get advice on building a well-balanced kitchen and a healthy life: • Healthy food swaps and tips for food sensitivities • Seasonal fruits and veggies list • Whole foods for gut health and cutting down on inflammation • Balancing wholesome and indulgent meals And of course, tips on incorporating the kids: • Age-friendly tasks • Kids’ cooking tools • Trying new foods The recipes themselves are designed to deliver big flavors with minimum prep and cook time. They include sheet pan meals like Stuffed Pesto Chicken Breast, one-pot meals like Spinach Artichoke Pasta Bake, classics with a healthy twist like Creamy “Alfredo” Pasta, and creative, kid-friendly snacks like Banana “Sushi” Rolls and Mini Quesadilla Pizzas. With *The Quick Fix Kitchen*, feeding yourself and your family won’t feel like a chore. *How to Enjoy Your Life and Your Job* will help you create a new approach to life and people and discover talents you never knew you had. This bestseller shows you how to make every day more exciting and rewarding—how you can get more

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done, and have more fun doing it. A life-changing book that has helped many people around the world, is your key to achieving success in your professional and personal life.

Reinforce your written Chinese with this practice book for the best-selling Tuttle Learning Chinese Characters. Learning Mandarin Chinese Characters helps students quickly learn the basic Chinese characters that are fundamental to the language. Intended for self-study and classroom use, this character workbook presents 178 Chinese characters and over 534 common words using these characters. These are the characters and words students need to know if they plan to take the official Chinese government HSK Level 1 Exam or the Advanced Placement (AP) Chinese Language and Culture Exam. Each character is presented in a very simple and clear way. A step-by-step diagram shows how to write the character, and boxes are provided for freehand writing practice. The meaning and pronunciation are given along with the key vocabulary compounds and an example sentence. Review exercises reinforce the learning process and an index at the back allow you to look up the characters according to their English meanings or romanized Hanyu Pinyin pronunciation. Key features of this Chinese workbook include: Designed for HSK Level 1 and AP exam prep Learn the 178 most basic Chinese characters Example sentences and over 534

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vocabulary items Step-by-step writing diagrams and practice boxes

Dr. Atkins' New Diet Cookbook contains over 250 of the most-asked-for recipes at the Atkins Center for Complementary Medicine - the establishment that originated the modern low-carb, high protein movement over 25 years ago, and still going strong. This book also provides scientific and clinical data demonstrating the health benefits of low-carbohydrate eating; evidence that the Atkins diet controls diabetes and cholesterol, reverses hypertension, ends fatigue, corrects many eating and digestive disorders, reduces allergic reactions, offers relief to asthmatics, and stops arthritic and headache pain; detailed menu plans; and a guide to nutritional supplementation. There is also a brief description of the Atkins diet in its four progressive stages; an effective way of breaking up and explaining what will be one continuous lifetime diet.

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Vegetarian cooking is fast, easy, and foolproof. In this revised, expanded, and updated version of the best-selling Quick & Easy Vegetarian Cookbook Ruth Ann and William Manners add international gourmet fare and flavor to their quick and easy classic collection. Once again, preparation time is pared to the bone. In less than an hour you can make: 5-minute vegetable tortillas, 10-minute tomato rice soup, 12-minute chili corn pie and 20-minute pizza. Over 200 recipes from appetizers to desserts—all of them low-calorie, enticing, and bursting with nutritional value—feature fresh fruits and vegetables while avoiding refined ingredients. A real find for those who like to eat well every night

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of the week without spending a lot of time on food preparation.

Reinforce your written Chinese with this practice book for the best-selling Tuttle Learning Chinese Characters. Learning Mandarin Chinese Characters helps students quickly learn the basic Chinese characters that are fundamental to the language. Intended for self-study and classroom use, this character workbook presents 135 Chinese characters and over 405 common words using these characters. These are the characters and words students need to know if they plan to take the official Chinese government HSK Level 2 Exam or the Advanced Placement (AP) Chinese Language and Culture Exam. Each character is presented in a very simple and clear way. A step-by-step diagram shows how to write the character and boxes are provided for freehand writing practice. The meaning and pronunciation are given along with the key vocabulary compounds and an example sentence. Review exercises reinforce the learning process and an index at the back allow you to look up the characters according to their English meanings or romanized Hanyu Pinyin pronunciation. Key features of this Chinese workbook include: Designed for HSK Level 1 and AP exam prep Learn the 135 most basic Chinese characters Example sentences and over 405 vocabulary items Step-by-step writing diagrams and practice boxes

The Art of Public Speaking is a fantastic introduction to public speaking by the master of the art—Dale Carnegie. Featured within this classic manual are hundreds of tips and tricks on how to become an efficient and effective public speaker. One of the core ideas

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in his books is that it is possible to change other people's behavior by changing one's reaction to them. This is a fascinating work and is thoroughly recommended for everyone.

Do you need to learn the basics of sign language? Do you have a child that might need help with sign language? These questions can be answered with this book. Learning sign language is a way to enhance your child communication skills. This book will give your child the basic concepts that is needed to start learning sign language. Now with Sign Language for Kids children that can hear communicate easily with deaf friends or family members and have secret conversations whenever they want.

A Washington Post bestselling cookbook Become the favorite family chef with 100 tested, perfected, and family approved recipes. The healthy cookbook for every meal of the day: Once upon a time, Jenn Segal went to culinary school and worked in fancy restaurants. One marriage and two kids later she created Once Upon a Chef, the popular blog that applies her tried and true chef skills with delicious, fresh, and approachable ingredients for family friendly meals. With the authority of a professional chef and the practicality of a busy working mom, Jenn shares 100 recipes that will up your kitchen game while surprising you with their ease. • Helpful tips on topics such as how to season correctly with salt, how to balance flavors, and how to make the most of leftovers. • Great recipes for easy weeknight family dinners kids will love, indulgent desserts, fun cocktails, exciting appetizers, and more. • Jenn Segal is the founder of

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Once Upon a Chef, the popular blog showcasing easy, family friendly recipes from a chef's point of view. Her recipes have been featured on numerous websites, magazines, and television programs. Fans of Chrissy Teigen, Skinnytaste, Pioneer Woman, Oh She Glows, Magnolia Table, and Smitten Kitchen will love Once Upon a Chef, the Cookbook. With 100 tested, perfected, and family approved recipes with helpful tips and tricks to improve your cooking. • Breakfast favorites like Maple, Coconut & Blueberry Granola and Savory Ham & Cheese Waffles • Simple soups, salads and sandwiches for ideal lunches like the Fiery Roasted Tomato Soup paired with Smoked Gouda & Pesto Grilled Cheese Sandwiches • Entrées the whole family will love like Buttermilk Fried Chicken Tenders • Tasty treats for those casual get togethers like Buttery Cajun Popcorn and Sweet, Salty & Spicy Pecans • Go to sweets such as Toffee Almond Sandies and a Classic Chocolate Lover's Birthday Cake This Is A New Release Of The Original 1913 Edition.

Do you have no clue where to start when it comes to crocheting? Discover simple techniques to create amazing patterns in just three days. Have you tried crocheting only to get confused by the stitches, hooks, and other details? Have you given up or put your crocheting projects on the back burner hoping for an easier way? Author Emma Brown learned to crochet and knit at her grandmother's feet and has started crochet circles in just about every city she's lived in. Now Brown is sharing all of her grandmother's secrets with you. In Crochet for Beginners: Quick and Easy Way to

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Master Spectacular Crochet Stitches in 3 Days, Brown walks you through various crochet techniques step-by-step. Gone are the complicated explanations and confusing terminology, replaced by beautiful, easy-to-follow visuals. Brown's smart system can take you from beginner level all the way up through more complex projects like crocheting afghans. In no time, you'll feel more comfortable with this relaxing, artistic, and satisfying process. Inside Crochet for Beginners, you'll discover: How to master almost any crochet pattern in as little as three days How to make all 21 gorgeous crochet patterns featured in the book The specific hooks to purchase for your projects and how to know which stitches are which A comprehensive glossary of those tricky crochet terms 10 fast-track tips to get you started quickly and easily, and much, much more! Crochet for Beginners is an incredible resource for any crochet fan, whether you're a beginner or an experienced pro. If you like your crochet instructions packed full of tutorials, diagrams, and full-color photos, then you'll love Brown's landmark book. Buy Crochet for Beginners to stitch your hobby together today! Don't forget to claim a FREE Kindle version with your purchase of Paperback copy!

As seen on NPR, Entertainment Weekly, Teen Vogue, Wired and more! The bestselling guide on gender neutral language, now in a Quick & Easy bundle to share with friends and family! Includes: 5 copies of A Quick & Easy Guide to They/Them Pronouns and 5 bookmark gifts. Archie, a snarky genderqueer artist, is tired of people not understanding gender neutral pronouns. Tristan, a cisgender dude, is looking for an easy way to

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introduce gender neutral pronouns to his increasingly diverse workplace. The longtime best friends team up in this short and fun comic guide that explains what pronouns are, why they matter, and how to use them. They also include what to do if you make a mistake and some tips-and-tricks for those who identify outside of the binary to keep themselves safe in this binary-centric world. A quick and easy resource for people who use they/them pronouns, and people who want to learn more! A perfect way to get all your people on the same page with ease and humor!

This is an invaluable study guide and practice book for learning basic Japanese kanji. Learning Japanese Kanji Practice Book is intended for beginning students or experienced speakers who need to practice their written Japanese. Kanji are an essential part of the Japanese language and together with kana (hiragana and katakana) comprise written Japanese. This book presents the kanji characters that are most commonly used. All the kanji and related vocabulary words in this book are those that students are expected to know for Level 4 of the Japanese Language Proficiency Test (JLPT). Characters that appear in the AP Japanese Language and Culture Exam are flagged. Readings, meanings, and common compounds are presented. The correct method of writing each character is clearly indicated, and practice boxes with strokes that can be traced are provided, along with empty boxes for freehand writing practice. Lots of exercises are included to give students the opportunity to practice writing sentences containing the kanji. Indexes at the back allow you to look up the characters

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by their readings and English meanings. This kanji book includes: Step-by-step stroke order diagrams for each character. Special boxes with grid lines to practice writing characters. Words and phrases using each kanji. Romanizations (romanji) to help identify and pronounce every word.

Good public speakers are made—not born. Public speaking is an important skill which anyone can acquire and develop. This book that has literally put millions on the highway to greater accomplishment and success can show you how to have maximum impact as a speaker. It will help you to acquire basic public speaking skills, building confidence, earning the right to talk, sharing the talk with the audience.

Do you wish you could learn how to crochet easily as a beginner? Or you are simply trying to pick up more crocheting patterns to try out? Crochet For Beginners is the right book for beginners right through to advanced level crochets. We have included an extensive book of crochet patterns for beginners to experts along with colour illustrations! We have also made it easy for anyone to pick up crocheting through this book with easy to follow illustrations & clear and precise instructions. Each step in the book has clear & precise instructions with picture illustrations so even if you are a complete beginner, you will be able to follow seamlessly. Also included are several beginner crochet projects right up to intermediate for you to test your skills effectively. Here Is A Preview Of What You'll Learn... Step by step guide to beginner crocheting with illustrations that makes learning easy for you Learn crocheting the easy & quick

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way without all the frustrations Beginner to intermediate crocheting tips & patterns to hone your skills The No.1 tip to save you money even before you start crocheting! The top tips in crocheting to avoid the most common mistakes beginners make And much, much more! This book has been written to empower you to get started on crocheting or to improve your skills further! Learning or improving doesn't need to be hard & dull, we have designed the book to be user friendly with illustrations & step by step. Simply download your copy above now to get started!

Cognitive Behavioral Therapy for Everyone! Cognitive behavioral therapy (CBT) has the incredible power to change the way we think, perceive, and react to stress—for the better. And as an alternative method to mood-enhancing drugs, CBT has only become more popular. But until recently, access to CBT was only available through professional therapy. Now with *The Brain Mechanic*, Spencer Lord delivers a concise, humorous, and easy-to-use handbook that demystifies cognitive behavioral therapy for the lay user. With simple exercises, clear explanations, and helpful insight, Lord makes it easy for people to fit this technique into their daily lives, improve their mood, broaden their communication skills, and enrich their relationships.

- Spencer Lord breaks down the science of cognitive behavioral therapy and turns it into actionable techniques that work immediately, including introducing "emotional algebra" for solving behavior issues in minutes
- Provides practical techniques which can simply and effectively combat anxiety, anger, and a number of other emotional problems
- Suggests customizable

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mental exercises for people of every age, background, and pace of lifestyle "Spending one night with The Brain Mechanic can change your life." —Lori Andrews: Legal Chair, Human Genome Project; Ethical Chair, Kent Law "Concise, accessible, and indescribably powerful." —David Geffen: Co-Founder, DreamWorks SKG

Learning Hiragana and Katakana is a systematic and comprehensive Japanese workbook that is perfect for self study or in a classroom setting. Written Japanese combines three different types of characters: the Chinese characters known as kanji, and two Japanese sets of phonetic letters, hiragana and katakana, known collectively as kana, that must be mastered before the Japanese kanji can be learned. Learning Japanese Hiragana and Katakana provides beginning-level students of Japanese a thorough grounding in the basic hiragana and katakana phonetic symbols or syllabaries. A comprehensive introduction presents their basic function, origin, pronunciation and usage. The main body of the book is devoted to presenting the 92 hira and kata characters along with their variations, giving step-by-step guidelines on how to write each character neatly in the correct stroke order, with plentiful practice spaces provided for handwriting practice. This Japanese workbook includes:

- Systematic and comprehensive coverage of the two Japanese kana systems. Ample provision for Japanese kana practice, review, and self-testing at several levels
- Detailed reference section explaining the origin and function of kana, and the various kana combinations.
- Access to online Japanese audio files to aid in correct pronunciation.

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Helpful additional information for language students accustomed to romanized Japanese. Vocabulary selected for usefulness and cultural relevance. About this new edition: The new third edition has been expanded and revised to include many additional reading and writing exercises. Accompanying online recordings demonstrate the correct pronunciation of all the characters, vocabulary, and sentences in the book. Jump in and start drawing with more than 60 step-by-step projects--which take 15 minutes each--from bestselling author Catherine Holmes. Holmes's tutorials break the process down so aspiring artists can quickly achieve satisfying results. In addition to pencil renderings, she explains how to work with a variety of media and provides tips and sidebars on such techniques as blending, texture, perspective, and shading. With just five minutes of meditation a day, you can achieve a more focused, balanced, and peaceful life. Join wellness consultant Anusha Wijeyakumar as she shares the transformative meditation program that she developed for California's world-famous Hoag Hospital. You will discover the vital intentions and five-minute meditations designed for heart opening, chakra balancing, trusting your inner truth, embodying courage and strength, and more. These meditations and pranayama-breathwork exercises will help you create more joy and peace in your life while learning to control negative internal chatter. Raised in the philosophy of Sanatana Dharma (Hinduism) on her way to becoming a clinician

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and teacher, Anusha expertly helps you integrate ancient Eastern wisdom into your modern Western lifestyle for a deeper sense of purpose, self-acceptance, and self-love.

This book is a quick and easy way to learn basic Chinese Characters. All beginning Chinese language learners struggle to memorize and learn to write Chinese characters. The First 100 Chinese Characters adopts a structural approach which helps students to quickly master the basic characters that are fundamental to this language. This character book is intended for beginning Chinese students. It presents characters that have been carefully selected for rapid and effective learning. The English meanings, pronunciations in hanyu pinyin and alternate forms (if any) for each Chinese character are presented along with a stroke order guide and spaces for writing practice. Printed with gray guidelines, the stroke order guides are designed to be traced over to teach students the standard sequence of strokes used to write the character. Related compounds and phrases are given to assist in vocabulary building. Three indexes at the back allow the characters to be looked up by their English meanings, hanyu pinyin pronunciations, or radicals. Extra practice sheets are also provided. This Chinese character book contains: Step-by-step stroke order diagrams show you how to write each character. Special boxes with grid lines

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help you practice writing them correctly. Compounds and sample sentences provide easy vocabulary building. Hanyu pinyin romanizations identify and help you pronounce every word.

The Globe & Mail's #1 Business Book of the Year! "ALL IN, ALL THE TIME" Low performance and high turnover is not the result of lazy, apathetic workers. It's not about decreasing budgets. And it's not about a terrible economy. It's about leadership that doesn't engage employees. In *Nine Minutes on Monday*, leadership guru James Robbins argues that employee engagement comes down to one thing: a constant dedication to meeting the universal needs that drive performance excellence. In today's chaotic, high-stakes business environment, it is easy to get distracted from leadership responsibilities by focusing on tasks at hand instead of on strategy. But when you neglect to keep your leadership priorities in front of you, everyone suffers--your staff, your organization and, in the end, you. Whether you lead a small team or an entire organization, you'll discover the nine keys to raising productivity, boosting morale, and increasing employee engagement. *Nine Minutes on Monday* combines proven engagement drivers and principles of human motivation into a simple system of execution that will show immediate results. Inside you'll find: The "9 Minute" template for maintaining focus on your leadership priorities--no matter how busy you are

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Three key questions that will help you connect purpose to paycheck for your staff
A four-step formula for addressing subpar performance and driving complacency from the workplace
A simple coaching model for fast-track staff development
Four reward/recognition tools that will leave your employees feeling valued and motivated
The one simple activity that will forge deep bonds of trust between you and your employees
Three key ingredients that will immediately increase the motivation level of any employee
Being a great leader is never easy, but Robbins breaks it all down into essential components to reveal its fundamental simplicity.
Nine Minutes on Monday is your road map to igniting purpose, passion, and engagement among your team members. Master and apply the tools and techniques inside, and your employees will be motivated, inspired, and equipped to bring their best to work each and every day. Quick and simple leadership lessons for boosting performance, morale, and engagement "James Robbins is a terrific observer, thinker, and storyteller. He also has marvelous insights about how leaders can help employees become more connected to their work setting. He weaves together personal stories with thoughtful leadership insights into a compelling book. If leaders will do the nine minutes he suggests each Monday morning, they will become what we have called 'meaning makers' who deliver enormous value to their employees, customers, investors, and communities." --

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Dave Ulrich, professor, Ross School of Business, University of Michigan; partner, The RBL Group; coauthor, The Why of Work "It really works! Robbins provides simple and practical tools to help all managers get on the road toward becoming great leaders. These nine easy-to-use principles are relevant to today's work environment and yet so often overlooked. Thank you for helping me to make a difference to my team." -- Sue Travis, HR Manager, Lowe's "Every manager in your workplace needs this book. Practical and easily doable ideas that will help turn your managers into truly inspiring leaders." -- Michael Kerr, "The Workplace Energizer" and author of Putting Humor to Work "Great easy read with lots of practical applications for leaders looking to improve their game and really make a difference in the lives of those they lead." -- Debbie Stein, CFO AltaGas

Public Speaking is an important skill which anyone can acquire and develop. The book consists of basic principles of effective speaking, technique of effective speaking, and the three aspects of every speech and effective methods of delivering a talk. All this relates to business, social and personal satisfaction which depend heavily upon our ability to communicate clearly to others. A must read book for effective speaking.

This book is a quick and easy way to learn basic Chinese Characters. All beginning Chinese language learners struggle to memorize and learn to write

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Chinese characters. The First 100 Chinese Characters adopts a structural approach which helps students to quickly master the basic characters that are fundamental to this language. Intended for beginning Chinese students, this character book presents characters that have been carefully selected for rapid and effective learning. The English meanings, pronunciations in hanyu pinyin and alternate forms (if any) for each Chinese character are presented along with a stroke order guide and spaces for writing practice. Printed with gray guidelines, the stroke order guides are designed to be traced over to teach students the standard sequence of strokes used to write the character. Related compounds and phrases are given to assist in vocabulary building. Three indexes at the back allow the characters to be looked up by their English meanings, hanyu pinyin pronunciations, or radicals. Extra practice sheets are also provided. This Chinese character book contains: Step-by-step stroke order diagrams show you how to write each character. Special boxes with grid lines help you practice writing them correctly. Compounds and sample sentences provide easy vocabulary building. Hanyu pinyin romanizations identify and help you pronounce every word. Jamie Oliver--one of the bestselling cookbook authors of all time--is back with a bang. Focusing on incredible combinations of just five ingredients, he's created 130 brand-new recipes that you can cook up at home, any day of the week. From

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salads, pasta, chicken, and fish to exciting ways with vegetables, rice and noodles, beef, pork, and lamb, plus a bonus chapter of sweet treats, Jamie's got all the bases covered. This is about maximum flavor with minimum fuss, lots of nutritious options, and loads of epic inspiration. This edition has been adapted for US market.

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