

The Practical Pocket Guide To Account Planning

Demystifying the evaluation journey, this is the first evaluation mentoring book that addresses the choices, roles, and challenges that evaluators must navigate in the real world. Experienced evaluator and trainer Donna R. Podems covers both conceptual and technical aspects of practice in a friendly, conversational style. She focuses not just on how to do evaluations but how to think like an evaluator, fostering reflective, ethical, and culturally sensitive practice. Extensive case examples illustrate the process of conceptualizing and implementing an evaluation—clarifying interventions, identifying beneficiaries, gathering data, discussing results, valuing, and developing recommendations. The differences (and connections) between research, evaluation, and monitoring are explored. Handy icons identify instructive features including self-study exercises, group activities, clarifying questions, facilitation and negotiation techniques, insider tips, advice, and resources. Purchasers can access a companion website to download and print reproducible materials for some of the activities and games described in the book.

Another new book in the popular and original series of pictorial guides - John Oakland cuts through the complex concepts and confusing jargon associated with implementing Total Quality, and Peter Morris presents the information in his inimitable pictorial style. This book will show students and managers what they need to understand about TQM in the simplest, clearest and most memorable form. Professor John Oakland is undoubtedly the British guru of quality management. Following a successful industrial career in research and production management, he has developed a pragmatic approach to introducing TQM which he and his colleagues have used successfully in literally thousands of organizations. He is founder and Executive Chairman of OAKLAND Consulting Plc. and Head of the European Centre for TQM at the University of Bradford Management Centre. Also published by Butterworth-Heinemann are John Oakland's bestselling Total Quality Management (now in its second edition) and Cases in Total Quality Management. Peter Morris is the creative force behind the illustrations in all Butterworth-Heinemann's pictorial guides. Originally trained as an art teacher, he spent several years as an industrial designer in Canada before returning to England to design educational and training materials for the University of Sussex. His experience working on industrial contracts convinced him, quite rightly, that cartoons are frequently the best way to illustrate the abstractions of business life.

"Should appeal to all rugged individualists who dream of escape to the forest."—The New York Times Book Review Sam Gribley is terribly unhappy living in New York City with his family, so he runs away to the Catskill Mountains to live in the woods—all by himself. With only a penknife, a ball of cord, forty dollars, and some flint and steel, he intends to survive on his own. Sam learns about courage, danger, and independence during his year in the wilderness, a year that changes his life forever. “An extraordinary book . . . It will be read year after year.”—The Horn Book

Addressing a generation of pot smokers living at a time when over half of America has legalized medical marijuana, this paperback edition of the successful Green delivers the planet's best bud photography in an accessible package and irresistible price point. Organized alphabetically, each of the 150 strains features a gorgeous bud shot plus a breezy description of the bud and its essential stats (lineage, flavor, high, and medicinal uses). Updated with more popular strains as well as new live plant and microscopic bud photography, this edition of Green will be the go-to strain guide for recreational and medicinal users alike.

A Pocket Guide to Pigeon Watching

The Practical Pocket Guide, Revised and Updated

Chinese Business Etiquette

The Prepper's Pocket Guide

The Pocket Guide to Wild Mushrooms

The Pocket Guide to Seasonal Largemouth Bass Patterns

The ADHD Book of Lists

Originally published in 2004, the Kingdon Pocket Guide to African Mammals quickly became the field guide of choice to take on African safaris. Its compact format makes it ideal for use in the field, while its coverage is the most comprehensive currently possible in this format. Adapted from the Kingdon Field Guide to African Mammals, the greatly condensed text focuses on essential information such as identification and distribution, while the author's superb illustrations have been rearranged into an easy-to-use plate format and placed opposite the text. Complex and more obscure groups like the bats and certain rodent families are summarised by genera. Over 500 maps plot the distribution of all larger species, and for smaller mammals the maps show distribution by genus. This is a completely revised second edition of this popular guide. The information and taxonomy have been updated to follow the newly published second edition of the Kingdon Field Guide to African Mammals (2015), and this new edition of the pocket guide contains several new species and illustrations. The maps have been completely replaced and there are now 200 more maps than in the original edition.

Compact and practical guides for sun seekers and city breakers

Practical ADHD management techniques for parents and teachers The ADHD Book of Lists is a comprehensive guide to ADHD/ADD, providing the answers parents, teachers, and other caregivers seek in a convenient list format. This new second edition has been updated with the latest research findings and resources, including the most up to date tools and strategies for helping these children succeed. Each aspect of ADHD/ADD is fully explained, from diagnosis to intervention, providing readers with the insight they need to make the best choices for the affected child. Coverage includes the latest medications and behavioral management techniques that work inside and outside the classroom, plus guidance toward alleviating individual struggles including inattention, impulsivity, executive function and subject-specific academic issues. Readers learn how to create a collaborative care team by bringing parents, teachers, doctors, therapists, and counselors on board to build a comprehensive management plan, as well as the practical techniques they can use every day to provide these children the support they need to be their very best. Attention Deficit/Hyperactivity Disorder cannot be cured, but it can be managed successfully. This book is an insightful guide to supporting children and teens with ADHD, and giving them the mental, emotional, and practical tools that boost their confidence and abilities and enable them to thrive. Investigate comprehensive treatments, including ADHD coaching Learn strategies for strengthening organization, working memory and other executive functions. Understand effective classroom management of students with ADHD Discover ways to help struggling children succeed despite the challenges The ADHD Book of Lists is the complete easy-to-reference guide to practical ADHD management and will be a go-to resource for parents, teachers, clinicians, and others involved in the care and education of students with ADHD.

Rev. ed. of: Mosby's pocket guide to fetal monitoring / Susan Martin Tucker, Lisa A. Miller, David A. Miller.

A practical guide to using technology across the primary curriculum

Green

Pocket Guide to Interpersonal Neurobiology: An Integrative Handbook of the Mind (Norton Series on Interpersonal Neurobiology)

An Angler's Quick Reference Book

The Pocket Guide to Therapy

Pivotal Response Treatment for Autism Spectrum Disorders

Grammar: A Pocket Guide

The Pocket Guide to Outdoor Knots provides easy-to-follow, step-by-step diagrams and instructions for tying over eighty knots. Over 300 full-color illustrations and photographs guide the reader through the stages of tying each knot correctly. This beautifully illustrated, full-color guide unties the mysteries of dozens of knots. Using incredibly clear photographs and diagrams, as well as straightforward, easy-to-follow instructions, any reader can master knots for fishing, boating, camping, and climbing. Climbers will feel safer knowing they have tied the perfect Water or Tape knot. Fishermen will fight big fish with more confidence. There are overhand knots, figure eight knots, bowlines and sheet bends, crossing knots, and more. There is even fascinating "knot lore." Whether for practical use or just for fun, this is a great place to start knotting, so grab a piece of rope, sit back, and enjoy!

An essential writing, reading, and research tool for all history students, A Pocket Guide to Writing in History offers a best-selling combination of concise yet comprehensive advice in a portable and accessible format. This quick-reference guide provides a practical introduction to typical history assignments, exercising critical reading skills, evaluating and documenting sources, writing effective history papers, conducting research, and avoiding plagiarism. Building on its time-tested approach, the seventh edition offers expanded, hands-on guidance for writing and researching in the digital age, and additional coverage on working with primary and secondary sources.

The Leader's Pocket Guide provides readers with on-the-job expertise to inspire and direct them on their professional journeys. Organized into three sections--self, colleagues, and organization--this useful guide spurs leaders to be ever growing in their careers, and includes lessons on major leadership concepts like why integrity should be your employees' most highly valued trait, how to lead in a way that empowers others to manage, and why you should identify, commit to, and live by six words. With 101 indispensable tips and tools to explore, you'll learn how to deliver inspiration, demonstrate character, develop confidence, communicate with authority, think critically, foster innovation, connect with others, resolve conflicts, add buzz to your leadership brand, coach for development, recognize achievement, instill company-wide purpose, and overcome adversity. Augmented by up-to-date research on the role of leaders and the expectations followers have for them, this pithy, powerful, and portable guide contains energizing action tips, clever formulas, self-assessments, and thoughtful places for deeper reflection to spur you toward becoming a top leader in your industry.

The greatest leaders and geniuses in history were mischief makers. They were the brave women who looked at how unfair the world was and said, “I can do better than that.” They were the stalwart men who saw stupidity and asked, “Why do we have to do it that way?” And they were the delightful children who ganged up on the neighborhood bully and hit him with wet noodles until he said, “Uncle!” Yes, history's mischief makers had the courage to point out that things like slavery, global warming, and turtleneck sweaters are bad. And they also pulled off some of the greatest hoaxes and practical jokes of all time. Their achievements include the Boston Tea Party, the “War of the Worlds” radio broadcast of 1938, and the Cheese Whiz Disaster of 2008. In honor of them, we introduce The Pocket Guide to Mischief, the perfect addition to any prankster's collection, as well as a fun-filled how-to for the budding troublemaker in all of us.

The PRT Pocket Guide

The Practical Lean Six Sigma Pocket Guide

One Book, One God, One Story

A 'How to'of the Core Models

Tel Aviv Pocket Guide

Pocket Guide to Essential Oils

Mosby's Pocket Guide to Fetal Monitoring

Pocket Guide to Gene Level Diagnostics in Clinical Practice is an abbreviated, pocket-size, quick-reference guide that provides a point-by-point synopsis of the vast wealth of information contained in CRC Handbook of Gene Level Diagnostics in Clinical Practice. All sections and subsections in the Pocket Guide are cross-referenced to corresponding p

History taking and examination skills are vitally important in everyday practice. They are examined at all levels of the undergraduate curriculum and are constantly monitored at a postgraduate level. To become proficient in history taking, key questions should be asked to quickly understand the exact nature of the illness.This invaluable guide spec

The Really Useful ICT Book is a practical and easy-to-use guide to give you all the confidence you need to use ICT really effectively inside and outside the primary classroom. It makes clear how ICT can be taught as a standalone subject, and how it can be used easily and imaginatively to enhance teaching other subjects. Jam-packed with ideas and templates to save you time, this friendly handbook offers an introduction to: using ICT inside the classroom – including interactive whiteboards, computer suites, VLEs and e-safety using ICT outside the classroom – including word processors, laptops, data loggers and digital cameras when and how to use a wide range of software and hardware – from spreadsheet packages through to digital photography, e-portfolios and software simulation using ICT in all subject areas practical suggestions for using ICT in cross-curricular topics using ICT to develop teacher and pupil creativity using ICT for assessment and in your professional role. With an emphasis on developing children’s creativity and on progression from Key Stage 1 to Key Stage 2, The Really Useful ICT Book is a comprehensive compendium of advice and inspiration for all training, newly qualified and experienced teachers, as well as those in support roles in primary schools.

“This pithy yet thorough book provides an evidence-based guide on how to prepare for online teaching, especially for those who are making a swift transition from face-to-face to online instruction. Guided by the Model Teaching Characteristics created by The Society for the Teaching of Psychology, this book covers important topics like: how to adapt to expected and unexpected changes in teaching, how to evaluate yourself and your peers, and tips on working smarter/optimizing working practices with the resources available. The features of the book include: Practical examples exploring how to solve the typical problems of designing and instructing online courses; Interactive “Worked Examples” and “Working Smarter” callouts throughout the book which offer practical demonstrations to help teachers learn new skills; Further reading and resources to build on knowledge about online education; End of chapter checklists which summarizes suggestions about how to be a model online teacher. This essential resource will provide support for teachers of all levels and disciplines, from novice to the most experienced, during the transition to online teaching”--

Using Aromatherapy for Health and Healing

The Practical Pocket Guide to History Taking and Clinical Examination

Pocket Guide to Adoration

Being an Evaluator

Pocket Guide for Hospitality Managers

A Multidisciplinary Approach

Pocket Guide to the Rosary

In a humorous compilation of imaginative short stories, masters of speculative fiction—including Cory Doctorow, Kage Baker, Richard Calder, Neil Gaiman, China Miéville, and others--provide detailed descriptions, symptom guides, complete histories, and suggested treatments for a marvelous assortment of fantastical diseases, ranging from Pentzler's Lubriciousness to Printer's Evil. Reprint. 30,000 first printing.

Many of us know and love the stories and characters of the Old Testament such as Joseph, Moses and Jonah. But how do we view its importance in relation to New Testament teaching and our 21st century experiences? This accessible yet powerful addition to the Pocket Guide series draw together the threads of Scripture to help us understand the power of God's word when viewed in its completeness.

When you're in the wild and you spot a nice-looking mushroom, how do you know if it is safe to eat? Question no more with the The Pocket Guide to Wild Mushrooms. This tiny companion is the perfect book to bring along when foraging for delectable fungi. Inside its neatly arranged pages are fifty-two edible mushrooms as well as the mushrooms with which they are often confused, whether edible or toxic. Beautiful photographs adorn the pages with mushrooms in the wild as well as picked, showing them from a multitude of angles. Study these photographs and you will become adept at recognizing edible and safe mushrooms. Even those who are unfamiliar with the mushroom forest can make a start at foraging with this instructional work, and, with the help of The Pocket Guide to Wild Mushrooms, can become experts in no time. Using practical symbol systems, distribution maps, and tips on picking, cleaning, cooking, and canning, the reader will also become familiar with a wide variety of wild mushrooms, including morels, black trumpets, chanterelles, sheep polypore, porcini, a variety of boletes, and many more. Grabbing this guide on the way out to go hunt for mushrooms will ensure a successful foraging experience.

Bass fishing requires more than just patience—it requires cunning and insight. Largemouth bass are the most popular game fish in the US. Found in nearly every state, they present an exciting and powerful challenge to anglers of all levels. In The Pocket Guide to Seasonal Largemouth Bass Patterns, author Monte Burch offers advice on determining where to find big bass, and how to effectively catch them. This guide is broken into eight sections covering the most distinct seasonal periods in the life of a bass, beginning with early spring and the prespawn and carrying through to the postspawn and finally the winter. Each section includes information on that season's typical water conditions, temperature, and clarity, and is supplemented with maps that illustrate the best locations to find the biggest bass. Burch also gives time-tested advice on which gear works best, and when. This updated and expanded edition now features color photographs. So whether you are a beginning largemouth-bass angler or an experienced fisherman, The Pocket Guide to Seasonal Largemouth Bass Patterns will prove to be an essential guide for you to carry at all times. Skyhorse Publishing is proud to publish a broad range of books for fishermen. Our books for anglers include titles that focus on fly fishing, bait fishing, fly-casting, spin casting, deep sea fishing, and surf fishing. Our books offer both practical advice on tackle, techniques, knots, and more, as well as lyrical prose on fishing for bass, trout, salmon, crappie, baitfish, catfish, and more. While not every title we publish becomes a New York Times bestseller or a national bestseller, we are committed to publishing books on subjects that are sometimes overlooked by other publishers and to authors whose work might not otherwise find a home.

Pocket Guide to the 12 Steps

The Pocket Guide for Sales Survival

A Pocket Guide to Online Teaching

Helpful Tips for Mushrooming in the Field

Compact and Practical Pocket Guides for Sun Seekers and City Breakers

The Practical Pocket Guide to Account Planning

Includes over three hundred color photos, covers thirty-five genera of bamboos in cultivation, and describes more than three hundred species and cultivars, with each entry including the plant's maximum height, maximum diameter, light requirements, and minimum temperature tolerated. Original.

A time-proven process of healing, The 12-Step method is a practical approach to overcoming addictions, codependency, and compulsions. These steps will help you: Heal your relationships with others. Master new skills to sustain a healthy lifestyle. Restore joy and meaning to your life. Overcome social isolation. Learn to hear and be honest with yourself. Build a clear sense of purpose.

A simple practical guide to help the non-professional to write business plans for startups, written by experienced business plan writer and consultant, Shandean Reid. This concise workbook edition isn't just a book, but a tool that teaches through explanations, tips and realistic examples for maximum understanding and corresponding output results.

Developed by pioneering autism experts Robert and Lynn Koegel, this reader-friendly guide introduces and demystifies PRT one of a select group of highly effective, evidence-based treatments for autism. "

Timber Press Pocket Guide to Bamboos

The Thackery T. Lambshead Pocket Guide to Eccentric & Discredited Diseases, 83rd Edition
ADA Pocket Guide to Nutrition Assessment
Using the A3 and Lean Thinking to Improve Operational Performance in Any Industry, Any Time
The Kingdon Pocket Guide to African Mammals
Reflections from the Bible and the Saints
The Practical Guide to Clinical Research and Publication

The Practical Guide to Clinical Research and Publication provides a comprehensive overview of the key foundations of epidemiology, statistics and epidemiological studies. This book presents the most important terms and knowledge in the field from a medical point-of-view. Sections contain numerous, clinically-oriented examples and drawings to facilitate understanding and clarify the relation to clinic and practice. The book contains many graphics and key points for easier understanding and is written using bullet points for ease of use and comprehension. It is ideal for physicians and clinical researchers who want to use it as guidance for clinical research or teaching. Contains numerous, clinically-oriented examples and drawings Provides an explanation of epidemiology and statistics to aid understanding of clinical research Written by a physician with extensive knowledge in research

Stay safe and be prepared for any disaster with this DIY guide featuring 101 easy prepper projects and practical survival skills. From California earthquakes and Rocky Mountain wildfires to Midwest floods and Atlantic hurricanes, you can't escape that inevitable day when catastrophe strikes your home town — but you can be prepared! Offering a simple DIY approach, this book breaks down the vital steps you should take into 101 quick, smart and inexpensive projects. With the Prepper's Pocket Guide, you'll learn to: #6 Make a Master List of Passwords #16 Calculate How Much Water You Need #33 Start a Food Storage Plan for \$5 a Week #60 Make a Safe from a Hollowed-out Book #77 Assemble an Inexpensive First Aid Kit #89 Learn to Cook Without Electricity #94 Pack a Bug-out Bag

Trainees in all mental health professions need basic knowledge of the key therapeutic approaches in counselling and psychotherapy. The Pocket Guide to Therapy is therefore the essential companion, placing specific emphasis on practical application to guide the reader in the 'how to' of conducting each therapeutic model. Approaches covered include established models such as Cognitive Behavioural Therapy and Psychodynamic Psychotherapy, narrative therapies such as Systemic Therapy and Solution-Focussed Brief Therapy, and more recent additions to mainstream therapy such as Mindfulness and Narrative Therapy. Each chapter is written by an up-and-coming name in the field of counselling and psychotherapy, offering a unique insight into the challenges and possibilities of training in each model. The book: - includes case examples from a wide range of mental health care settings - is embedded with extensive pedagogy, including worksheets, sample questions and diagrams - highlights the challenges, strengths and weaknesses of each approach - details the background to each model - focuses on the practical application of therapeutic models - discusses evidence-based practice and outcomes Written in language familiar to first-year trainees and using a range of features to enhance learning, this pocket guide is ideal for those embarking on mental health training across counselling, psychotherapy, psychology, health, nursing and social work. It will also serve as a reference point for more experienced readers looking to refresh their understanding of other approaches.

The Practical Pocket Guide to Account Planning

Island of Sales Presents the Pocket Guide for Sales Survival

A Pocket Guide to Pot

The Leader's Pocket Guide

A Christian's Pocket Guide to Loving the Old Testament

A Practical Step-By-Step Guide to Writing Business Plans

A Step-By-Step Guide to the Most Important Knots for Fishermen, Boaters, Campers, and Climbers

Pocket Guide to Gene Level Diagnostics in Clinical Practice

"No one doing business with the Chinese should be without [it]."—Midwest Book Review This insider's pocket reference covers common business and social protocols for traveling and doing business in China, Taiwan, and Hong Kong. It is also ideal for anyone hosting Chinese business visitors. This new edition has been updated with current trends, Internet and phone tips, interviews, and fresh ideas for understanding the profound behavioral and social changes produced by Chinese modernization. Stefan H. Verstappen lives in Toronto. He is author of The Thirty Six Strategies of Ancient China and has worked as a corporate trainer and publicist in Hong Kong, Taipei, and Beijing.

The central concepts of the theory of interpersonal neurobiology. Many fields have explored the nature of mental life from psychology to psychiatry, literature to linguistics. Yet no common “framework” where each of these important perspectives can be honored and integrated with one another has been created in which a person seeking their collective wisdom can find answers to some basic questions, such as, What is the purpose of life? Why are we here? How do we know things, how are we conscious of ourselves? What is the mind? What makes a mind healthy or unwell? And, perhaps most importantly: What is the connection among the mind, the brain, and our relationships with one another? Our mental lives are profoundly relational. The interactions we have with one another shape our mental world. Yet as any neuroscientist will tell you, the mind is shaped by the firing patterns in the brain. And so how can we reconcile this tension—that the mind is both embodied and relational? Interpersonal Neurobiology is a way of thinking across this apparent conceptual divide. This Pocket Guide to Interpersonal Neurobiology is designed to aid in your personal and professional application of the interpersonal neurobiology approach to developing a healthy mind, an integrated brain, and empathic relationships. It is also designed to assist you in seeing the intricate foundations of interpersonal neurobiology as you read other books. Praise for Daniel J. Siegel's books: “Siegel is a must-read author for anyone interested in the science of the mind.” —Daniel Goleman, author of Social Intelligence: The New Science of Human Relationships “[S]tands out for its skillful weaving together of the interpersonal, the inner world, the latest science, and practical applications.” —Jack Kornfield, PhD, founding teacher of the Insight Meditation Society and Spirit Rock Center, and author of A Path With Heart “Siegel has both a meticulous understanding of the roles of different parts of the brain and an intimate relationship with mindfulness . . . [A]n exciting glimpse of an uncharted territory of neuroscience.” —Scientific American Mind “Dr. Daniel Siegel is one of the most thoughtful, eloquent, scientifically solid and reputable exponents of mind/body/brain integration in the world today.” —Jon Kabat-Zinn, PhD, author of Wherever You Go, There You Are, Full Catastrophe Living, and Coming to Our Senses

The Practical Pocket Guide to Account Planning provides a straightforward, no nonsense approach to understanding what Account Planners do on a daily basis and how they do it. Filled with real world examples, amusing anecdotes, and useful techniques for getting to better insights, The Practical Pocket Guide provides a clear path for how Account Planners can collaborate with Creatives to produce great work that is insightful, engaging, and culturally infectious. In this engaging 2-hour read, you'll learn: the difference between most Account Planning job descriptions and day-to-day realities, critical planning skills, including: concept testing, copy testing, discussion guides, positioning, and the basics of good research, techniques for writing better briefs and ideas for how to lead more engaging briefings, and how to be an ally to Creatives so that together you can sell big, culturally infectious ideas to Clients. Whether you're a Client, a Creative, an Account Manager, or an aspiring Account Planner, this book will help you understand how Planners think and what great Planning can really do.

This approach to remote facilitation makes virtual meetings powerful means of collaboration using proven techniques to accommodate a diversity of cultures, locations, and personalities. Many people struggle with remote meetings: a cocktail of factors, such as technical barriers and invisible group norms, increase the uncertainty and risk of the already vulnerable task of collaborating and sharing ideas. When remote meetings go badly, they go really badly. Few things feel as lonely and intimidating as speaking to a screen with unreadable faces staring back in silence. This book will help you improve the quality of your remote meetings. With a little awareness, some planning, and some practice, you can make your remote meetings an effective, engaging, and powerful mechanism for collaboration within your organization. This book is for anyone seeking to get more value from remote meetings. Whether you're a seasoned facilitator, a new facilitator, or someone hoping to improve team meetings, you will be empowered with principles and actionable methods to enhance your organization's effectiveness.

The Remote Facilitator's Pocket Guide

A Practical Guide for Helping Children and Teens with Attention Deficit Disorders

The Pocket Guide to Mischief

Translating the Evidence-Based Model Teaching Criteria

101 Indispensable Tools, Tips, and Techniques for Any Situation

Business Plan Pocket Guide

Your Practical Guide to Evaluation

A revised and updated, accessible and practical guide to using essential oils for physical and emotional healing, with more than 50 recipes. With traditions dating back more than 6,000 years, aromatherapy and essential oils are powerful tools for treating ailments, boosting the immune system, and helping relieve insomnia, anxiety, and stress. In this easy-to-use guide, you'll find a list of the best essential oils for each particular condition, tips on making your own formulas, and more than fifty recipes for improving your complexion, treating pain, and refreshing your home. Simple recipes include relief from: stress problem skin tummy troubles colds & flu diaper rash bug bites and more! Also included is a glossary of more than sixty common essential oils. All you need to know about aromatherapy is right here!

A concise, practical guide that provides the skills and knowledge for current and future managers across the hospitality industry. The book provide a concise resource for all emerging hospitality managers, and for academics preparing students for careers within the hospitality industry.With a 'how to do' agenda, the authors offer a practical guide to the skills and knowledge needed by those who will be managing bars, restaurants and hotels in the fast moving hospitality retailing contexts. Written in a non-academic style, this book will be a valuable resource for students and early career managers working in the hospitality sector.

You don't need to travel to experience the joy of bird-watching: just take a look at the pigeons in your nearby park! With this fun, quirky, and scientifically correct field guide to the most common bird in most cities, you'll learn to see pigeons and doves (they're the same thing) with a bird-watcher's expertise, understanding their fascinating behavior and appreciating nature right outside your window.

If you've ever wanted a quick and easy guide to verbs and adverbs, commas and apostrophes, clauses and prepositions, then this is a must-have book for you. Easing readers gently into the study of the structure of English, Grammar: A Pocket Guide covers common questions such as: Is it "10 items or less" or "10 items or fewer"? Should I say "If I were you" or "if I was you"? Can you start a sentence with "And" or "Because"? When do you use "whom"? What is the difference between "lie" and "lay"? Is it "I feel bad" or "I feel badly"? Using examples from everyday speech and writing, this handy book "cracks the code" of off-putting grammatical jargon so that readers can enjoy learning how to think and talk about grammar. With practice exercises, a glossary, and suggestions for further reading, Grammar: A Pocket Guide is the perfect foundation for anyone wanting to improve his or her writing and communication.

A Pocket Guide to Writing in History

Pocket Guide to TQM

My Side of the Mountain

The Pocket Guide to Outdoor Knots

101 Easy Things You Can Do to Ready Your Home for a Disaster

Getting to Know the World's Most Misunderstood Bird

The Really Useful ICT Book

A Pocket Guide to the Rosary helps Catholics deepen their prayer life and improve their ability to pray what St. Padre Pio called the weapon of our times. The Rosary. Drawing from the writings of the saints, the Bible, and Catholic tradition, Matt Fradd has produced a book that every Catholic should read. Its small size makes it easy to carry to adoration, keep around for family Rosary night, or hand out at your parish. Catholics who find it difficult to enter into the mysteries of the Rosary, or who need some encouragement and inspiration to pray this essential Catholic prayer, will deeply appreciate this small but powerful book. In this essential book, Matt Fradd explains: ? How to truly meditate on the mysteries on the Rosary. ? Major saints methods to pray the Rosary. Carefully chosen biblical passages to reflect on for each mystery. Here's how it works: 1. Overview of each mystery, with biblical quotes to help you establish context and focus your mind 2. Insight on each mystery from the writings of the saints and Church Fathers 3. Personal applications for each mystery, so you can further apply these mysteries to your own life and invite God to be a part of it

Pocket Guide to Adoration equips Catholics with the tools they need to improve the way they pray and cultivate a deeper relationship with Jesus in the Eucharist. Drawing from the wisdom of the Church and the writings from spiritual masters like St. Teresa of Avila and Fulton Sheen, Fr. Josh Johnson has produced an evergreen resource that Catholics will want to take with them every time they go to Adoration. This pocket guide includes: Stories of Eucharistic miracles Lectio divina prompts and reflections Inspiration from the saints Litanies and devotionals, including the Litany of Trust by Sr. Faustina Maria Pia of the Sisters of Life. Its small size makes it easy to carry, fit into a purse or handbag, or hand out at your parish. It has a beautiful Alpha Cowhide cover that will last for years. Catholics who struggle to stay focused in prayer, who struggle to be consistent in their relationship with Jesus, who don't know what to do in Adoration, or who simply need encouragement and inspiration to get there, will deeply appreciate this tiny but mighty book. This essential pocket guide by Fr. Josh Johnson teaches Catholics: How to remain fixed on the face of Jesus during adoration. What to do with the distractions that will inevitably come in prayer. How to discern with the Holy Spirit the invitation from Jesus to rest during their time in Eucharistic Adoration. How to overcome spiritual dryness. How to pray with the Sacred Scriptures. How to pray with the mysteries of the Rosary during Adoration. How to pray with the lives of the saints. How to discern practical, concrete actions to take after Adoration.