

## Creating Paper Outline

Inside the Book: Nouns - Verbs - Pronouns - Modifiers - Connecting Words and Phrases - Clauses, Phrases, and Sentences - Common Sentence Errors - Periods, Question Marks, and Exclamation Marks - Commas, Semicolons, and Colons - Dashes, Parentheses, and Quotation Marks - Idioms, Clichés, Jargon, and Wordiness - How to Begin a Writing Assignment - How to Research and Organize Your Writing - Revising and Editing - Review Questions - Resource Center - Glossary - Frequently Confused Words Why CliffsNotes? Go with the name you know and trust - Get the information you need—fast! CliffsNotes Quick Review guides give you a clear, concise, easy-to-use review of the basics. Introducing each topic, defining key terms, and carefully walking you through sample problems, this guide helps you grasp and understand the important concepts needed to succeed. Master the Basics—Fast Complete coverage of core concepts Easy topic-by-topic organization Access hundreds of practice problems at CliffsNotes.com

A comprehensive, up-to-date, user-friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide, but it's not always user-friendly. That makes it a perfect For Dummies topic, and this handy all-in-one guide

covers all the essentials, the new features, how to analyze data with Excel, and much more. Eight minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and Excel and VBA. Excel is the leading spreadsheet/data analysis software and is used throughout the world; the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel, with more than three million copies sold Excel 2010 All-in-One For Dummies covers the changes in the newest version as well as familiar tasks, such as creating and editing worksheets, setting up formulas, and performing statistical functions Eight self-contained minibooks cover the basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis, and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All-in-One For Dummies has everything they need to know.

In the not-too-distant past, students were expected to turn in only handwritten or typed papers. However, with today's ease of access to the Internet and free applications, teachers are now expecting students to go beyond the confines of text-only productions. Various online programs make it possible to create

multi-layered term papers that are rich in images, audio, and even video. And most of these tools are free to use! Students can now access their work from nearly anywhere that has an Internet connection. In the case of collaborative research projects, this same technology allows team members to work with each other even when they are in different locations. A wide variety of online and offline tools, techniques, and tips to help students research, write, edit, prepare, and present term papers are discussed and explained here. This revelatory guidebook to the latest in term paper technology also supports Common Core Standards for the reading of technical accounts and texts. Provides guidelines and examples for handling research, outlining, spelling, punctuation, formatting, and documentation.

This book is based on a study of referees' reports and letters from journal editors on reasons why papers written by non-native researchers are rejected due to problems with English (long sentences, redundancy, poor structure etc). It draws on English-related errors from around 5000 papers written by non-native authors, around 3000 emails, 500 abstracts by PhD students, and over 1000 hours of teaching researchers how to write and present research papers. The exercises are organized into ten chapters on: punctuation and spelling word order writing short sentences and paragraphs link words -

connecting phrases and sentences together being concise and removing redundancy ambiguity and political correctness paraphrasing and avoiding plagiarism defining, comparing, evaluating and highlighting anticipating possible objections, indicating level of certainty, discussion limitations, hedging, future work writing each section of a paper Some exercises require no actual writing but simply choosing between various options, thus facilitating self-study, e-reading and rapid progress. In those exercises where extended writing is required, model answers are given. Exercise types are repeated for different contexts, for example the importance of being concise is tested for use in papers, referees' reports, and emails of various types. Such repetition of similar types of exercises is design ed to facilitate revision. The exercises can also be integrated into English for Academic Purposes (EAP) and English for Special Purposes (ESP) courses at universities and research institutes. The book can be used in conjunction with the other exercise books in the series and is cross-referenced to: English for Research: Usage, Style, and Grammar English for Writing Research Papers "MsoNormal" Anthem Guide to Critical Thinking Skills: Language and Logic' guides readers in the process of critical thinking and persuasive speaking and writing. The text discusses informal thinking, the formal processes of induction, deduction, and

sylogistic reasoning, in a clear format that makes it easy for the "beginning logician" to process. Students learn how to form a proposition, identify issues, gather evidence, and process an argument. To get started, logic games, puzzles, and real life examples ask students to consider how we evaluate, analyze, and decide. What happens if Janie says, 'Mom, can I go to the party? All of my friends are going!' And Mom responds, 'What if all of your friends jumped off the empire State building?' Is 'all of my friends are going' a good reason? Does mom have a point? Language and Logic will help students evaluate these everyday decisions. Then a more formal look at induction and deduction challenges students to practice higher-level thinking skills, such as using analogies for evaluation, and working through syllogisms to process ideas. After a review of the Greek Fallacies, readers can have some literary logic fun by analyzing old standards like 'Love is a Fallacy' and the persuasive love poem 'The Passionate Shepherd'"-- Provided by publisher. Mathematics research papers provide a forum for all mathematics enthusiasts to exercise their mathematical experience, expertise and excitement. The research paper process epitomizes the differentiation of instruction, as each student chooses their own topic and extends it as far as their desire takes them. The features and benefits of the research paper process offer a natural alignment

with all eight Common Core State Standards for Mathematical Practice. Writing Math Research Papers serves both as a text for students and as a resource for instructors and administrators. This program received the 1997 Chevron Best Practices in Education Award as the premier high school mathematics course in the United States. This book is an excellent resource for students and teachers of the International Baccalaureate program.

The two-volume set LNCS 12794-12795 constitutes the refereed proceedings of the 9th International Conference on Culture and Computing, C&C 2021, which was held as part of HCI International 2021 and took place virtually during July 24-29, 2021. The total of 1276 papers and 241 posters included in the 39 HCII 2021 proceedings volumes was carefully reviewed and selected from 5222 submissions. The papers included in the HCII-C&C volume set were organized in topical sections as follows: Part I: ICT for cultural heritage; technology and art; visitors' experiences in digital culture; Part II: Design thinking in cultural contexts; digital humanities, new media and culture; perspectives on cultural computing. Covers quality of content, types of articles, manuscript structure, writing style, grammar, quotations, tables, footnotes, proofreading, and journal policies.

The Queen of Latina Style, Kathy Cano Murillo, is back with fantastic art and craft projects--including

brand-new ideas and previous favorites--in *The Crafty Chica Creates*.

These chapters have the attempt to present my own dealing as an instructor/professor with the innovative approach of the University of the People (USA-Pasadena) within the frame of education and learning strategies. The book bases on four components : Critical Thinking, Learning, Writing Strategy and Plagiarism. Furthermore, it is meant to be a comprehensive reading for students, education specialists, education students, teachers. Curious minds will find an introductory insight into state of art research and other significant topics.

This handout can be one of instructional textbooks used in the teaching of writing of English in Indonesia. It aims to provide a framework for teaching and learning English based on blended learning. All three chapters allow the students to practice academic writing by blended learning in e-learning system which help them to develop their academic writing skills. By having this skill, they can construct and establish academic writing correctly. It also enables them to study genre autonomously. The strengths of this handout such as effectiveness of using blended learning in the writing for academic subject, autonomous learning, and practice make a better academic writing. Then, this handout was developed based on the students' need. In this handout, students not only found genre but also

found characteristics, ways, and the rules of language in academic writing. Here, the writers would like to thanks to validators and students who give inputs and suggestions in improving the process of developing materials and models.

The book that established itself as a standard text and reference work for students seeking to master research methods and procedures in psychology has been updated and revised in this new edition! The Second Edition of *The Psychology Research Handbook: A Guide for Graduate Students and Research Assistants* once again offers a comprehensive guide for understanding and conquering the entire research process. Editors Frederick T. L. Leong and James T. Austin have assembled a distinguished group of expert researchers who share skill sets accumulated as a result of years of practical exposure to the design, development, implementation, and documentation of research in psychology.

**ON COURSE: STRATEGIES FOR CREATING SUCCESS IN COLLEGE AND IN LIFE** empowers students with the tools they need to take charge of their academic and lifelong success. Through distinctive guided journal entries, Skip Downing encourages students to explore and develop their personal responsibility, self-motivation, interdependence, and self-esteem, and to make wise choices that create successful results. *Wise Choices*

in College sections in each chapter help students develop the study skills they need to excel in their other courses. The 7th edition features expanded coverage of diversity, emphasizing the many ways in which people are different and how these differences often influence the choices they make. Other new topics include a discussion of academic integrity, how to thrive in the college culture, and a research-based section on the importance of developing a growth mindset. Plus, a new Annotated Instructors Edition guides instructors to relevant exercises and materials in the ON COURSE FACILITATOR'S MANUAL. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduce your students to the new generation of Microsoft Office for Mac with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2011 for Mac, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2011 for Mac: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-

by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2011 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Since test items are the building blocks of any test, learning how to develop and validate test items has always been critical to the teaching-learning process. As they grow in importance and use, testing programs increasingly supplement the use of selected-response (multiple-choice) items with constructed-response formats. This trend is expected to continue. As a result, a new item writing book is needed, one that provides comprehensive coverage of both types of items and of the validity theory underlying them. This book is an outgrowth of the author's previous book, *Developing and Validating Multiple-Choice Test Items*, 3e (Haladyna, 2004). That book achieved distinction as the leading source of guidance on creating and validating selected-response test items. Like its predecessor, the content of this new book is based on both an extensive review of the literature and on its author's

long experience in the testing field. It is very timely in this era of burgeoning testing programs, especially when these items are delivered in a computer-based environment. Key features include ...

**Comprehensive and Flexible** – No other book so thoroughly covers the field of test item development and its various applications. **Focus on Validity** – Validity, the most important consideration in testing, is stressed throughout and is based on the **Standards for Educational and Psychological Testing**, currently under revision by AERA, APA, and NCME **Illustrative Examples** – The book presents various selected and constructed response formats and uses many examples to illustrate correct and incorrect ways of writing items. **Strategies for training item writers and developing large numbers of items using algorithms and other item-generating methods** are also presented. **Based on Theory and Research** – A comprehensive review and synthesis of existing research runs throughout the book and complements the expertise of its authors.

**\*\*AS SEEN ON CHANNEL 4\*\*** Discover Joseph Heller's hilarious and tragic satire on military madness, and the tale of one man's efforts to survive it. It's the closing months of World War II and Yossarian has never been closer to death. Stationed in an American bomber squadron off the coast of Italy, each flight mission introduces him to thousands of people determined to kill him. But the enemy above is not Yossarian's problem - it

is his own army intent on keeping him airborne, and the maddening 'Catch-22' that allows for no possibility of escape. 'The greatest satirical work in the English language' Observer

Effective interventions to help your clients deal with illness, disability, grief, and loss The Therapist's Notebook for Family Health Care presents creative interventions for working with individuals, couples, and families dealing with illness, loss, and disability. This book offers creative resources like homework, handouts, and activities, and effective, field-tested interventions to provide counselors with useful information on specific family dynamics and topics. It equips mental health clinicians with practical therapeutic activities to use in their work with clients struggling with health care or grief issues. The effects of illness, disability, and loss in everyday life can be profound. Besides the individual repercussions, these challenges also affect the lives of the family and social networks of those individuals experiencing them. The Therapist's Notebook for Family Health Care brings together the knowledge and experience of over 30 experts in the field for a unique collection that therapists and clients alike will find immediately useful. Situated in four unique subject-specific sections for quick reference, this text covers a broad scope of common problems. Also included is a bonus section focusing on thoughtful suggestions for self-care and professional development. Some of the many topics and techniques presented in The Therapist's Notebook for Family Health Care include: conducting interviews using the biopsychosocial-spiritual method

using the Family System Test (FAST) to explore clients' experiences with their healthcare system and providers increasing social support to manage chronic illness coping and adapting to developmental changes, challenges, and opportunities using a patient education tool in family therapy helping children (and their families) to manage pain through knowledge and diaphragmatic breathing creating a personal "superhero" for a child as a means to empowerment and relief of anxiety facilitating family problems using scatterplots building functional perspective of self and others in clients with Asperger Syndrome quilting as a meaning-making intervention for HIV/AIDS empowering terminally-ill patients to say goodbye to their young children in meaningful ways and many more! With a wealth of tables, charts, handouts, and bibliotherapy resources for clients; readings and resources for clinicians; and case vignettes, *The Therapist's Notebook for Family Health Care* is an excellent resource for a wide variety of practitioners, including, counselors, psychologists, social workers, grief workers, hospice workers, health psychologists, and medical social workers. It is also an ideal text for psychotherapy and counseling students and educators. An interactive, multimedia text that introduces students to reading and writing at the college level. Meeting your students where they are, *COMPOSING TO COMMUNICATE: A STUDENT'S GUIDE* prepares and engages an increasingly varied first-year composition classroom, in which all students need to achieve the same course outcomes but are not all learning at the same skill level. The fundamental concept behind

COMPOSING TO COMMUNICATE: A STUDENT'S GUIDE is that writing is a communication skill grounded in problem solving. The textbook uses accessible language and opportunities for practice to help students conceptualize writing tasks with key communication goals in mind and become more confident, efficient, and effective writers, in college and in their professional lives. Writing project chapters cover evaluations, arguments, narratives, profiles, literary analyses, and researched writing, and include chapters focused on community engagement and vital 21st century literacy skills. Every Part 2 chapter shows real student work in proposal and final draft, and includes an interview with the student writer. This edition has been updated to reflect guidelines from the 2016 MLA HANDBOOK, Eighth Edition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Writing skills are high on the list of real-world requirements for all students including science students. Every scientific discipline needs professionals who can ably communicate in writing. Scientists must be able to describe their proposed studies for funding considerations, track their observations and results in their own notes, describe their experimental protocols for their peers to replicate, and synthesize their work to the wider world community."

Details the skills you need as a technical writer to create both printed and online content. This valuable reference describes the entire development process—planning, writing, visual design, editing, indexing, and production.

You also get tips on how to write information that is more easily translated into other languages. You'll learn about the importance of following templates and about how structured authoring environments based on Extensible Markup Language (XML) streamline the content development process. This updated third edition features new information on the Darwin Information Typing Architecture (DITA) standard for structured authoring, and it explains the impact of Web 2.0 technologies-blogs, wikis, and forums-on technical communication.

Intelligence in Networks is a concept, the meaning of which is highly related to the time-period when it is used. In the 1960s, 1970s and 1980s, it was mainly related to the teleservice repertoire 'an sich'. In the 1990s, it is more related to efficient flexibility in the introduction of new teleservices and teleservice repertoire. This state-of-the-art text sets out to identify and study issues related to solutions for increasing intelligence in networks. As examples, intelligence networks (IN), telecommunication information networking architecture (TINA) and mobile agents and active networks are different solutions for improving the grade of network intelligence. The areas under discussion include research and development within various closely related fields such as:

Teleservices, service architecture and service creation; Middleware and specification languages; Mobile agents, active networks, plug-and-play issues; and Quality of service and performance.£/LIST£ Intelligence in Networks contains the proceedings of SMARTNET'99, the fifth in a series of conferences on intelligence in networks sponsored by the International Federation for

Information Processing (IFIP), at the Asian Institute of Technology, Pathumthani, Thailand in November 1999. The popular craft of quilling is given a stylish and contemporary update in this fabulous book by Turkish paper artist, Sena Runa. Inside Quilling Art there are 20 stunning projects to make and then display. Beautifully stylized and with a clever use of color to create exciting effects, these projects will hang well in the most modern of homes. Designs include a butterfly, sail boat, dancer, confetti, cocktail, cloud, heart, cat and mermaid, to name just a few. The projects vary in complexity and will appeal to beginners and experienced quillers alike. They are broken down into concise, fully illustrated step-by-step instructions that are easy to follow, and templates are provided. All the tools, materials and techniques you need to get started are fully covered. The projects will appeal to a wide range of ages, and would make lovely gifts for friends and family. Once you have learned the techniques, you can create your own designs for any number of occasions...the possibilities are many and varied with this fun and absorbing paper craft.

In Our Own Words takes the unique approach of using student writing as a resource for writing instruction and idea development. The Teacher's Manual clearly articulates the guiding principles on which the Student's Book is based. The book also provides helpful teaching suggestions and tips. Answers for select activities in the Student's Book are given.

An elementary level language arts textbook which develops good writing skills through exercises in reading, writing, and grammar.

People do what they were taught, whether it works or not. Jobs, relationships, money, and health are all a reflection of learned behaviors. Most people follow the path that was laid out before them. But what if that path leads to heartache, hopelessness or pure hell. What happens when the “right thing to do” no longer works? It’s time to paint a prettier picture. This book is simply about deciding to take action. Planning a better life or a successful business is no different than an artist creating a new work of art. You decide how you want it to look. Follow the outline and before you know it, you have created a masterpiece in both your life and business. The key is to get started. There is no substitute for action. Stepping outside of your comfort zone is scary and not for the faint of heart. It is always shaky ground, because what comes next is an unknown. But the freedom of making your own choice is a lot more exhilarating than the stress of staying in the lines, drawn by someone else.

Your one-stop guide to all things Excel 2016 Excel 2016 All-in-One For Dummies, the most comprehensive Excel reference on the market, is completely updated to reflect Microsoft's changes in the popular spreadsheet tool. It offers you everything you need to grasp basic Excel functions, such as creating and editing worksheets, setting up formulas, importing data, performing statistical functions, editing macros with Visual Basic—and beyond. In no time, your Excel skills will go from 'meh' to excellent. Written by expert Greg Harvey, who has sold more than 4.5 million copies of his previous books combined and has taught and trained extensively in

Microsoft Excel, this all-encompassing guide offers everything you need to get started with Excel. From generating pivot tables and performing financial functions to performing error trapping and building and running macros—and everything in between—this hands-on, friendly guide makes working with Excel easier than ever before. Serves as the ideal reference for solving common questions and Excel pain points quickly and easily Helps to increase productivity and efficiency when working in Excel Fully updated for the new version of Excel Covers basic and more advanced Excel topics If working in Excel occasionally makes you want to scream, this will be the dog-eared, dust-free reference you'll turn to again and again.

The ESL Writer's Handbook is a reference work for ESL students who are taking college-level courses. Because its purpose is to provide help with the broad variety of writing questions students may have when working on school assignments, the text focuses on English for Academic Purposes. Unlike other handbooks on the market, this book's sole purpose is to address the issues of second language learners. The spiral-bound Handbook complements a student writer's dictionary, thesaurus, and grammar reference book. It would be suitable as a text for an advanced ESL writing course when used together with the companion Workbook (978-0-472-03726-1). The new edition features significant revisions to Sections 3 and 4; in particular, both APA and MLA style guides have been updated and new sample papers for each are included. The new edition includes new and revised exercises and many

new samples of student writing. Like its predecessor, the 2nd Edition has these special features: The topic selection is based on ESL writers' needs as observed by the authors over many years. The coverage of topics is more complete than the limited amount usually provided for ESL writers in first language or L1 handbooks. The explanatory language is appropriate for ESL students, in contrast to the more complex and idiomatic language of other English handbooks. Many of the examples of paragraphs, essays, research papers, and exercise sentences were written by ESL students to help users realize that they too can become effective writers.

Transparent Teaching of Adolescents is a philosophy, method, and timely application of strategies that span the school year. A collaborative effort from all over the globe, the dialogue between this teacher and her former students presents both the wholeness of teaching and a model of how to build rapport, engage high school students in their experience, and enrich learning at the secondary level of education.

Many beginning and hobbyist costumers believe that professional costume/prop builders have unlimited and specialized resources with which to ply their craft.

Actually, the pros create things in much the same way that hobbyists do, working as resourcefully and creatively as possible with a limited budget. Creating the Character Costume dives into these methods to showcase how to achieve expert looks with limited means and lots of creativity. Part One explores tools, materials, and construction methods.

Capture your subjects on paper like never before. *Look Closer, Draw Better* will transform the way you see the subjects of your artwork, lighting the way with practical techniques in a range of mediums. Are you looking to make a leap in the quality of your artwork? Are you looking for new perspectives on the art of drawing? Or maybe you want to bring more poetry and presence to your work. *Look Closer, Draw Better* will help you reach your goals with projects that explore graphite, charcoal, ink, and watercolor wash, emphasizing techniques that Kateri Ewing has refined over years of practice and teaching. Ewing teaches by training your eye to see subjects clearly in contour, line, and shadow, while you learn to make marks with tools that are expressive of what we really see. Her focus is on nature—birds, flowers, and plants that can be closely observed. Discover the techniques for capturing the delicacy of feathers, the natural blemishes on a piece of fruit, the veins and velvety texture of a leaf—all the tiny details that enhance the realistic quality of a drawing. Ewing takes you carefully through every step. Let *Look Closer, Draw Better* inspire and transform your artistic eye.

Migrating from paper-based to electronic documentation is a task that needs careful planning. Electronic texts offer new ways to store, retrieve, update, and cross-link information. Hypermedia documents, in which texts are cross-linked via keywords and in which audio and video files may also be integrated, require new levels of organization and strict discipline from authors, editors, and managers. As documents become "living" their document managers must control access, privileges, interconnections, segmentation, and flexibility for different readers. This book introduces and

surveys these new developments. Based on a wealth of experience in large hypermedia projects, it provides a step-by-step guide to all aspects of hypermedia development, from strategic decision-making to editing formats and production methods.

Still the top-selling software suite for Mac users, Microsoft Office has been improved and enhanced to take advantage of the latest Mac OS X features. You'll find lots of new features in Office 2008 for Word, Excel, PowerPoint and Entourage, but not a page of printed instructions to guide you through the changes. Office 2008 for Macintosh: The Missing Manual gives you the friendly, thorough introduction you need, whether you're a beginner who can't do more than point and click, or a power user who's ready to tackle a few advanced techniques. To cover Word, Excel, PowerPoint and Entourage, this guide gives you four superb books in one -- a separate section each for program! You can manage your day and create professional-looking documents, spreadsheets, and presentations in no time. Office 2008 has been redesigned so that the windows, toolbars, and icons blend in better with your other Mac applications. But there are still plenty of oddities. That's why this Missing Manual isn't shy about pointing out which features are gems in the rough -- and which are duds. With it, you'll learn how to: Navigate the new user interface with its bigger and more graphic toolbars Use Word, Excel, PowerPoint, and Entourage separately or together Keep track of appointments and manage daily priorities with the My Day feature Create newsletters, flyers, brochures, and more with Word's Publishing Layout View Build financial documents like budgets and invoices with Excel's Ledger Sheets Get quick access to all document templates and graphics with the Elements Gallery Organize all of your Office projects using Entourage's Project Center Scan or import digital camera

images directly into any of the programs Customize each program with power-user techniques With Office 2008 for Macintosh: The Missing Manual, you get objective and entertaining instruction to help you tap into all of the features of this powerful suite, so you can get more done in less time. A Magical Key to Unlock Your Creative Wizard Are you writing a novel, but having trouble getting your first draft written? You've heard of "outlining," but that sounds too rigid for you. You've heard of "organic writing," but that seems a bit squishy to you. Take a look at the wildly popular Snowflake Method—ten battle-tested steps that jump-start your creativity and help you quickly map out your story. All around the world, novelists are using the Snowflake Method right now to ignite their imaginations and get their first drafts down. In this book, you'll follow the story of a fictitious novelist as she learns to tap into the amazing power of the Snowflake Method. Almost magically, she finds her story growing from a simple idea into a deep and powerful novel. And she finds her novel changing her—into a stronger, more courageous person. Zany, Over the Top, and Just Plain Fun How to Write a Novel Using the Snowflake Method is a "business parable"—a how-to guide written in story form. It's zany. It's over the top. It's just plain fun. It shows you how it's done, rather than tells you. You'll learn by example how to grow your story idea into a sizzling first draft. You'll discover: How to define your "target audience" the right way, so you know exactly how your ideal readers think and feel. Forget what the experts tell you about "demographics." How to create a dynamite selling tool that will instantly tell people whether they'll love your story or hate it. And you want them to love it or hate it. How to get inside the skin of each of your characters—even your villain. Especially your villain. How to find a deep, emotively powerful theme for your story. Do you know the best point in your novel to unveil your theme? How to know when to

backtrack, and why backtracking is essential to writing great fiction. How to fire-test each scene to ensure it's high-impact—before you write it. Excerpt

Goldilocks had always wanted to write a novel. She learned to read before she went to kindergarten. In grade school, she always had her nose in a book. In junior high, the other kids thought she was weird, because she actually liked reading those dusty old novels in literature class. All through high school, Goldilocks dreamed of writing a book of her own someday. But when she went to college, her parents persuaded her to study something practical. Goldilocks hated practical, and secretly she kept reading novels. But she was a very obedient girl, so she did what her parents told her. She got a very practical degree in marketing. After college, she got a job that bored her to tears—but at least it was practical. Then she got married, and within a few years, she had two children, a girl and then a boy. She quit her job to devote full time to them. As the children grew, Goldilocks took great joy in introducing them to the stories she had loved as a child. When her son went off to kindergarten, Goldilocks thought about looking for a job. But her resume now had a seven-year hole in it, and her practical skills were long out of date. The only jobs Goldilocks could qualify for were minimum wage. She suddenly realized that being practical had made her horribly unhappy. On a whim, Goldilocks decided to do the one thing she had always wanted more than anything else—she was finally going to write a novel. She didn't care if it was impractical. She didn't care if nobody would ever read her novel. She was going to do it just because she wanted to. For the first time in years, she was going to do something just for herself. And nobody was going to stop her.

8 books in 1- your key to QuickBooks 2007 success! Your one-stop guide to managing your small business finances more efficiently QuickBooks is the leading accounting

program for small businesses, and this book gives you a handy reference to all its parts. Set up QuickBooks for your business, load your files, create invoices, pay vendors, understand job costing and capital budgeting, and even get tips on writing your business plan. It all adds up to success! Discover how to Install and set up QuickBooks Track your inventory and items Prepare financial statements and reports Set up project and job costing systems Protect your data Save on business taxes

When you need answers fast, turn to Teach Yourself Microsoft Word 2000. The book's short, clear steps and detailed illustrations make understanding the Word 2000 essentials easy -- and fun. You learn how to create professional looking documents in minutes, use templates and macros to save time and effort, liven up your documents with images from the Clip Gallery, handle long projects and mail merge efficiently, and convert Word documents to HTML and publish them on the Web.

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