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Biology Geometry A Guide to Creating Self-learning Materials The Self-Regulated Learning Guide Italian Chemistry Complete Electronics Self-Teaching Guide with Projects French Networking Self-Teaching Guide Psychology Self-directed Learning Biology Quick Calculus Physical Geography All the Math You'll Ever Need Human Anatomy Design and Development of Self-Learning Guide for Technical Publication Department Using AHP Approach Russian Self-Learning a Complete Guide The Self-Taught Computer Scientist Quick Arithmetic Essential Mathematics for Science and Technology Self-Learning Chemistry: Concepts and Problems All the Math You'll Ever Need German The Self-Regulated Learning Guide Practical Spanish Grammar English Grammar for Impatient Students Italian Demystified : A Self Teaching Guide The Art of Self-Directed Learning Sasang Constitutional Medicine Hitched Horsehair General Physics Quick Medical Terminology All New Electronics Self-Teaching Guide Basic Physics Basic Physics Quick Vocabulary Power Writing Clearly

German A Self-Teaching Guide Learn German at your own pace Sprechen Sie Deutsch? Now you can learn how--quickly and easily--with a practical guide that gives you the tools you need to speak and understand German. Completely revised and updated with applications of the new German spelling rules, this user-friendly guide provides you with the basic vocabulary and grammar you need to start speaking German right away. It includes more than 1,000 of the most frequently used words in both German-English and English-German lists, clear explanations of German grammatical structures, entertaining mini-dialogues from real-life situations that demonstrate modern usage, and cultural notes that give fresh insight into contemporary German society. Like all Self-Teaching Guides, German allows you to build gradually on what you have learned--at your own

pace. Questions and self-tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is a valuable learning tool and reference source for anyone who wants to improve his or her understanding of basic German. See inside for CD and audiocassette ordering information. * A complete course, from cells to the circulatory system * Hundreds of questions and many review tests * Key concepts and terms defined and explained Master key concepts. Answer challenging questions. Prepare for exams. Learn at your own pace. Are viruses living? How does photosynthesis occur? Is cloning a form of sexual or asexual reproduction? What is Anton van Leeuwenhoek known for? With Biology: A Self-Teaching Guide, Second Edition, you'll discover the answers to these questions and many more. Steven Garber explains all the major biological concepts and terms in this newly revised edition, including the origin of life, evolution, cell biology, reproduction, physiology, and botany. The step-by-step, clearly structured format of Biology makes it fully accessible to all levels of students, providing an easily understood, comprehensive treatment of all aspects of life science. Like all Self-Teaching Guides, Biology allows you to build gradually on what you have learned--at your own pace. Questions and self-tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is a valuable learning tool and reference source for anyone who needs to master the science of life. Meeting the challenge: are missed Self-learning opportunities costing us money? How do we go about Comparing Self-learning approaches/solutions? What management system can we use to leverage the Self-learning experience, ideas, and concerns of the people closest to the work to be done? How can you measure Self-learning in a

systematic way? What is our Self-learning Strategy? Defining, designing, creating, and implementing a process to solve a challenge or meet an objective is the most valuable role... In EVERY group, company, organization and department. Unless you are talking a one-time, single-use project, there should be a process. Whether that process is managed and implemented by humans, AI, or a combination of the two, it needs to be designed by someone with a complex enough perspective to ask the right questions. Someone capable of asking the right questions and step back and say, 'What are we really trying to accomplish here? And is there a different way to look at it?' This Self-Assessment empowers people to do just that - whether their title is entrepreneur, manager, consultant, (Vice-)President, CxO etc... - they are the people who rule the future. They are the person who asks the right questions to make Self-learning investments work better. This Self-learning All-Inclusive Self-Assessment enables You to be that person. All the tools you need to an in-depth Self-learning Self-Assessment. Featuring 682 new and updated case-based questions, organized into seven core areas of process design, this Self-Assessment will help you identify areas in which Self-learning improvements can be made. In using the questions you will be better able to: - diagnose Self-learning projects, initiatives, organizations, businesses and processes using accepted diagnostic standards and practices - implement evidence-based best practice strategies aligned with overall goals - integrate recent advances in Self-learning and process design strategies into practice according to best practice guidelines Using a Self-Assessment tool known as the Self-learning Scorecard, you will develop a clear picture of which Self-learning areas need attention. Your purchase includes access details to the Self-learning self-assessment dashboard download which gives you your dynamically prioritized projects-ready tool and shows your organization exactly what to do next. Your exclusive instant access details can be found in your book. This book is a self-learning guide of Sasang Medicine, the unique Korean Constitutional Medicine by Lee, Je-Ma. Sasang Constitutional medicine (SCM) is a unique traditional Korean therapeutic alternative form

of medicine. SCM has the qualities of preventative medicine, as it emphasizes daily health management based on constitutionally differentiated regimens and self-cultivation of the mind and body. This book will walk you through principles and clinical applications of SCM. Improve your writing skills at your own pace How do you target a specific audience in writing? What makes up a strong thesis statement? Is there a trick to maintaining clear communication in cyberspace? How do you achieve unity and coherence in a final draft? With *Writing Clearly: A Self-Teaching Guide*, you'll discover the answers to these questions and many more about the basics of communicating effectively through the written word. Each chapter in this hands-on guide focuses on key steps in the writing process, identifying the shared and differing skills demanded by each type of writing, be it a persuasive essay, a business letter, or a scientific report. The straightforward, structured format of *Writing Clearly* makes it fully accessible, providing an easy-to-understand, comprehensive overview for everyone-from students beginning to build skills, to adults looking to improve their writing, to the experienced writer hoping to further hone skills in a certain area. Like all Self-Teaching Guides, *Writing Clearly* allows you to build gradually on what you have learned-at your own pace. Questions and self-tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is a valuable learning tool and reference source for anyone who wants to develop or improve his or her basic writing skills. Discover an accessible and easy-to-use guide to calculus fundamentals In *Quick Calculus: A Self-Teaching Guide*, 3rd Edition, a team of expert MIT educators delivers a hands-on and practical handbook to essential calculus concepts and terms. The author explores calculus techniques and applications, showing readers how to immediately implement the concepts discussed within to help solve real-world problems. In the book, readers will find: An accessible introduction to the basics of differential and integral calculus An interactive self-teaching guide that offers frequent

questions and practice problems with solutions. A format that enables them to monitor their progress and gauge their knowledge. This latest edition provides new sections, rewritten introductions, and worked examples that demonstrate how to apply calculus concepts to problems in physics, health sciences, engineering, statistics, and other core sciences.

Quick Calculus: A Self-Teaching Guide, 3rd Edition is an invaluable resource for students and lifelong learners hoping to strengthen their foundations in calculus. If you're ready to expand your word power, this book is for you. You'll learn practical shortcuts and techniques for understanding and using more words. You'll discover how combining Greek and Latin roots, prefixes, and suffixes makes learning both fast and fun. You'll be able to remember the meanings of many more words -- without memorizing endless lists. With **Quick Vocabulary Power**, you can:

- * Work at your own pace
- * See words in context, so that meanings are clear and easy to grasp
- * Learn the precise differences between words that are commonly confused
- * Practice and chart your progress with frequent self-tests

This informative, easy-to-use guide is a completely revised and updated edition of the classic **Vocabulary for Adults**, which helped tens of thousands of people improve their communication skills. This book will help you sort through the tangled mess that is self-learning. It will do so by helping you master problem-solving skills, memorization, and intentional thinking. For almost 30 years, this book has been a classic text for electronics enthusiasts. Now completely updated for today's technology with easy explanations and presented in a more user-friendly format, this third edition helps you learn the essentials you need to work with electronic circuits. All you need is a general understanding of electronics concepts such as Ohm's law and current flow, and an acquaintance with first-year algebra. The question-and-answer format, illustrative experiments, and self-tests at the end of each chapter make it easy for you to learn at your own speed.

Russian: A Self-Teaching Guide Learn Russian at your own pace. How do Russian letters differ from English letters? How do you choose the correct form of specific verbs? What are some useful, everyday Russian words? With

Russian: A Self-Teaching Guide, you'll discover the answers to these questions and many more about this challenging language. This thorough primer presents an easy-to-follow, proven method for grasping the basics of Russian, complete with helpful tips on writing and pronouncing Cyrillic characters and building your Russian vocabulary. You get lively dialogues and reading exercises, concise lessons on grammar and usage, notes on Russian culture, and a compact Russian-English glossary. The clearly structured format of **Russian** makes it fully accessible, providing an easily understood, comprehensive overview for everyone from students to business and leisure travelers to Russian culture mavens. Like all **Self-Teaching Guides**, **Russian** allows you to build gradually on what you have learned--at your own pace. Questions and self-tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is a valuable learning tool and reference source for anyone who wants to improve his or her understanding of basic Russian. A sharp mind, like a healthy body, is subject to the same rule of nature: Use it or lose it. Need a calculator just to work out a 15 percent service charge? Not exactly sure how to get the calculator to give you the figure you need? Turn to this revised and updated edition of **All the Math You'll Ever Need**, the friendliest, funniest, and easiest workout program around. In no time, you'll have total command of all the powerful mathematical tools needed to make numbers work for you. In a dollars-and-cents, bottom-line world, where numbers influence everything, none of us can afford to let our math skills atrophy. This step-by-step personal math trainer: Refreshes practical math skills for your personal and professional needs, with examples based on everyday situations. Offers straightforward techniques for working with decimals and fractions. Demonstrates simple ways to figure discounts, calculate mortgage interest rates, and work out time, rate, and distance problems. Contains no complex formulas and no unnecessary technical terms. Introduces functional human anatomy. For student nurses, physical education majors, psychology and biology students, and students

within the many areas of allied health. An Interactive, Easy-to-Use Introductory Guide to Major Biology Concepts For students looking for a solid introduction to Biology, the new 3rd Edition of *Biology: A Teaching Guide* is the perfect learning tool. The latest edition has been updated to include the most up-to-date information on everything from photosynthesis to physiology. For students preparing for exams or individuals who want to review material from years past, the step-by-step format is designed to help students and teachers alike easily understand complex concepts, key terms, and frequently asked questions. The guide includes a comprehensive glossary and self-test questions in each chapter, allowing students to reinforce their knowledge and better understand the concepts. In *A Teaching Guide*, learn about the foundational aspects of biology, including: ● How photosynthesis occurs ● Whether viruses are living or dead ● The reproductive sexual terms behind cloning ● Comprehensive treatment of all aspects of life science Thoroughly updated with self-teaching practice exams and questions, this comprehensive guide is designed to give students the tools they need to master the fundamental concepts and critical definitions behind biology. CHEMISTRY SECOND EDITION The fast, easy way to master the fundamentals of chemistry Have you ever wondered about the differences between liquids, gases, and solids? Or what actually happens when something burns? What exactly is a solution? An acid? A base? This is chemistry-- the composition and structure of substances composing all matter, and how they can be transformed. Whether you are studying chemistry for the first time on your own, want to refresh your memory for a test, or need a little help for a course, this concise, interactive guide gives you a fresh approach to this fascinating subject. This fully up-to-date edition of *Chemistry: Concepts and Problems*: * Has been tested, rewritten, and retested to ensure that you can teach yourself all about chemistry * Requires no prerequisites * Lets you work at your own pace with a helpful question-and-answer format * Lists objectives for each chapter--you can skip ahead or find extra help if you need it * Reinforces what you learn with chapter self-tests A complete practical and easy-

to-use guide obtainable for understanding physics. Even if you are not a science student, this book helps make learning key concepts a pleasure. Like all Self-Teaching Guides, *General Physics* allows you to build gradually on what you have learned--at your own pace. Questions and self-tests strengthen the information in each chapter and allow you to skip ahead or focus on specific areas of concern. This book is compiled with useful, up-to-date information, this rich, concise volume is a treasured learning tool and reference source for anyone who needs to master Physics. A best review guide to prepare you for a good grade in your Physics exam. IT professionals who want to move into the networking side in a corporate or enterprise setting will find the detailed content they need to get up to speed on the very latest networking technologies; plus, current networking professionals will find this a valuable and up-to-date resource. This hands-on guide is designed so that you can select, design, and implement an actual network using the tutorials and steps in the book. Coverage includes an overview of networking technologies, including the hardware, software, transmission media, and data transfer processes; in-depth coverage of OSI and TCP/IP reference models; operating systems and other systems software used in today's networks; LANs, WANS, and MANs, including the components and standards that operate within each type of area network; and more. * A complete course, from brain biology to abnormal psychology * Hundreds of questions and many review tests * Key concepts and terms defined and explained Master key concepts. Answer challenging questions. Prepare for exams. Learn at your own pace. What are the two basic psychological dimensions of emotions? How do you define abnormal behavior? Is extrasensory perception real? What is Viktor Frankl known for? With *Psychology: A Self-Teaching Guide*, you'll discover the answers to these questions and many more. Frank Bruno explains all the major psychological theories and terms in this book, covering perception, motivation, thinking, personality, sensation, intelligence, research methods, and much more. He presents the foundations of psychology and the biology of behavior; explores how children develop into adults and the psychological factors that make us

individuals; and examines various mental disorders and the types of therapy used to treat them. The step-by-step, Q&A format of Psychology makes it fully accessible, providing an easily understood, comprehensive overview of the topic. Like the other popular Self-Teaching Guides, Psychology allows you to build gradually on what you have learned—at your own pace. Questions and self-tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is a valuable learning tool and reference source for anyone who seeks a greater understanding of human behavior. The Self-Regulated Learning Guide introduces K-12 teachers to the basics of self-regulation. Highly practical and supported by cutting-edge research, this book offers a variety of techniques for seamlessly infusing self-regulated learning principles into the classroom and for nurturing students' motivation to strategize, reflect, and succeed. Featuring clear explanations of the psychology of self-regulation, these nine chapters provide teachers with core concepts, realistic case scenarios, reflection activities, and more to apply SRL concepts to classroom activities with confidence. A sharp mind, like a healthy body, is subject to the same rule of nature: Use it or lose it. Need a calculator just to work out a 15 percent service charge? Not exactly sure how to get the calculator to give you the figure you need? Turn to this revised and updated edition of All the Math You'll Ever Need, the friendliest, funniest, and easiest workout program around. In no time, you'll have total command of all the powerful mathematical tools needed to make numbers work for you. In a dollars-and-cents, bottom-line world, where numbers influence everything, none of us can afford to let our math skills atrophy. This step-by-step personal math trainer: Refreshes practical math skills for your personal and professional needs, with examples based on everyday situations. Offers straightforward techniques for working with decimals and fractions. Demonstrates simple ways to figure discounts, calculate mortgage interest rates, and work out time, rate, and distance problems. Contains no complex formulas and no unnecessary technical

terms. An all-in-one resource on everything electronics-related! For almost 30 years, this book has been a classic text for electronics enthusiasts. Now completely updated for today's technology, this latest version combines concepts, self-tests, and hands-on projects to offer you a completely repackaged and revised resource. This unique self-teaching guide features easy-to-understand explanations that are presented in a user-friendly format to help you learn the essentials you need to work with electronic circuits. All you need is a general understanding of electronics concepts such as Ohm's law and current flow, and an acquaintance with first-year algebra. The question-and-answer format, illustrative experiments, and self-tests at the end of each chapter make it easy for you to learn at your own speed. Boasts a companion website that includes more than twenty full-color, step-by-step projects. Shares hands-on practice opportunities and conceptual background information to enhance your learning process. Targets electronics enthusiasts who already have a basic knowledge of electronics but are interested in learning more about this fascinating topic on their own. Features projects that work with the multimeter, breadboard, function generator, oscilloscope, bandpass filter, transistor amplifier, oscillator, rectifier, and more. You're sure to get a charge out of the vast coverage included in Complete Electronics Self-Teaching Guide with Projects! Auto-tutorial or self-learning instruction as a learning method: some relevant theories and concepts; A/I or self-learning materials: creation and use. This book includes many techniques for designing a learning environment of mutual trust between learner and facilitator (the teacher), diagnosing needs, and evaluating programs. The Self-Regulated Learning Guide introduces K-12 teachers to the basics of self-regulation. Highly practical and supported by cutting-edge research, this book offers a variety of techniques for seamlessly infusing self-regulated learning principles into the classroom and for nurturing students' motivation to strategize, reflect, and succeed. Featuring clear explanations of the psychology of self-regulation, these nine chapters provide teachers with core concepts, realistic case scenarios, reflection activities, and

more to apply SRL concepts to classroom activities with confidence. You can learn to speak Italian in no time--capisci? It's time to say arrivederci to your fears of learning a new language. With this easy-to-follow guide, you'll have no problema speaking and understanding Italian. Presto! Before you know it, you'll get past ciao and really be able to converse. Beginning with everyday Italian expressions and a review of basic pronunciation, Italian Demystified covers key grammar fundamentals such as common verb tenses, nouns, pronouns, and gender. Step by step, you'll build your Italian vocabulary with essential words and phrases and quickly master the language. Test yourself at the end of every chapter for reinforcement that you're fast on your way to speaking, writing, and understanding Italian. This fast and easy guide features: Clear grammatical explanations that illustrate how the language works Numerous examples that place new vocabulary in practical context Helpful writing and speaking exercises that bring the Italian language to life Coverage of everyday topics and conversational expressions Quizzes at the end of each chapter that reinforce new language skills Simple enough for a beginner, but challenging enough for a more advanced student, Italian Demystified is your shortcut to fluency in this lingua bellissimo. Master math at your own pace! Does working with numbers often frustrate you? Do you need to brush up on your basic math skills? Do you feel math stands between you and your career goals, or a better grade at school? Quick Arithmetic, Third Edition is the quickest and easiest way to teach yourself the basic math skills you need to advance on the job or in school. Using cartoons and a clear writing style, this practical guide provides a fresh start for learning or reviewing how to work with whole numbers, fractions, decimals, and percentages. The book's proven self-teaching approach allows you to work at your own pace and learn only the material you need. Previews and objectives at the beginning of each section help you determine your particular needs, while self-tests, practice problems, and a final exam let you measure your progress and reinforce what you've learned. For anyone who has ever felt intimidated by a page of numbers, Quick Arithmetic, Third Edition has the answers! Learn

physics at your own pace without an instructor Basic Physics: A Self-Teaching Guide, 3rd Edition is the most practical and reader-friendly guide to understanding all basic physics concepts and terms. The expert authors take a flexible and interactive approach to physics based on new research-based methods about how people most effectively comprehend new material. The book takes complex concepts and breaks them down into practical, easy to digest terms. Subject matter covered includes: Newton's Laws Energy Electricity Magnetism Light Sound And more There are also sections explaining the math behind each concept for those who would like further explanation and understanding. Each chapter features a list of objectives so that students know what they should be learning from each chapter, test questions, and exercises that inspire deeper learning about physics. High school students, college students, and those re-learning physics alike will greatly enhance their physics education with the help of this one-of-a-kind guide. The third edition of this book reflects and implements new, research-based methods regarding how people best learn new material. As a result, it contains a flexible and interactive approach to learning physics. A Self-learning guide is a standard document used by reputed companies for documenting the work process that is accountable and provides information at any point of time. Thus, a self-learning guide acts as a measure which demonstrates management's accountability and records the professional practices of a company. This paper attempts to prioritize those factors that can be made use to develop a self-learning guide from the factors that are taken into a general perspective of documentation procedure through literature review for technical publication domain. This study uses Analytical Hierarchy Process method to select the most appropriate factors that can be used in developing the self-learning guide. This study uses four criteria such as language, design, content, and relationship that enables to develop a self-learning guide. The results reveal that AHP method helped to measure, rank and choose those factors that are required in developing the self-learning guide. The research findings revealed that the content criterion was the most favored criterion followed

by relationship, design, and language. The most important factor is relevance factor followed by action, alignment, contact, subject and the least important factor are tone, impression and plain words that can be made use in developing the self-learning guide. The new, updated edition of the classic medical terminology reference with over 200,000 copies sold Quick Medical Terminology has long been relied on by students and medical professionals looking to build or update their medical vocabulary. This new fifth edition provides the tools and information needed to understand the simple logic behind hundreds of seemingly incomprehensible words, along with fresh exercises and current examples. Features new review exercises and self-tests, more than 250 new terms, medical measurements, and up-to-date examples Provides the tools necessary for building and sustaining a large working repertoire of medical terms The reference of choice for health practitioners and others who need to expand, improve, or refresh their medical vocabularies Filled with essential information presented in a clear and easy-to-follow format, Quick Medical Terminology is an invaluable learning tool and reference source. Learn Italian the quick and easy way! Whether you re learning Italian for the first time or just brushing up on your skills, this updated edition of the bestselling Italian: A Self-Teaching Guide is the ideal way to master the language at your own pace. In fifteen simple lessons, you ll learn how to engage in everyday conversations from ordering at a restaurant to asking for directions to making special arrangements with a hotel concierge. Written in a lively, personable style by a native Italian, this practical guide combines the quick-reference virtues of a phrasebook with the learning tools of a full-fledged language course. Designed to acquaint you with the basic skills you need to speak, read, write, and understand the language, Italian: A Self-Teaching Guide, Second Edition demystifies grammar, common usage, and pronunciation with step-by-step lessons on numbers, days of the week, telling time, and special rules of speech. It also includes extensive vocabulary and culture notes. Mini-dialogues from real-life situations provide a vibrant introduction to Italian culture and customs while a fun assortment of exercises, self-tests, and

practice activities constantly reinforces your reading and conversational skills. The Self-Taught Computer Scientist is Cory Althoff's follow-up to The Self-Taught Programmer, which inspired hundreds of thousands of professionals to learn how to program outside of school. In The Self-Taught Programmer, Cory showed readers why you don't need a computer science degree to program professionally and taught the programming fundamentals he used to go from a complete beginner to a software engineer at eBay without one. In The Self-Taught Computer Scientist, Cory teaches you the computer science concepts that all self-taught programmers should understand to have outstanding careers. The Self-Taught Computer Scientist will not only make you a better programmer; it will also help you pass your technical interview: the interview all programmers have to pass to land a new job. Whether you are preparing to apply for jobs or sharpen your computer science knowledge, reading The Self-Taught Computer Scientist will improve your programming career. It's written for complete beginners, so you should have no problem reading it even if you've never studied computer science before. The Art of Self-Directed Learning is a collection of 23 stories and insights that will help you become a more motivated and self-guided learner. Drawing on a decade of research, adventures, and interviews conducted by Blake Boles (author of College Without High School and Better Than College), this book will inspire you to craft your own unconventional education, no matter whether you're a young adult, recent graduate, parent, or simply someone who never wants to stop learning. Each chapter is brief, story-oriented, and accompanied by an original line drawing, making The Art of Self-Directed Learning a great choice for readers and "non-readers" alike. Here is the most practical, complete, and easy-to-use book available for understanding physics. Even if you do not consider yourself a science student, this book helps make learning a pleasure. The fast, easy way to master the essentials of Spanish Now, learning Spanish can be as easy as uno, dos, tres! Combining the quick-reference virtues of a phrase book with the learning tools of a full-fledged language course, this popular guide gives you a solid start. Completely revised

and updated for today's usage, Practical Spanish Grammar gives you: * A proven interactive format that has been tested, rewritten, and retested to ensure you can teach yourself at your own pace * Exercises to reinforce what you've learned * Clear explanations of approximately 80 percent of Spanish grammatical structures * Over 1,000 of the most frequently used Spanish words * Sample dialogues with cultural notes and lists of terms This is an entry level text for a wide range of courses in computer science, medicine, health sciences, social sciences, business, engineering and science. Using the phenomenally successful approach of the bestselling Engineering Mathematics by the same authors, it takes you through the math step-by-step with a wealth of examples and exercises. It is an appropriate refresher or brush-up for sci-tech and business students whose math skills need further development. Offers a unique module approach that takes users through the mathematics in a step-by-step fashion with a wealth of worked examples and exercises. Contains Quizzes, Learning Outcomes and Can You? Checklists that guide readers through each topic and focus understanding. Ideal as reference or a self-learning manual. Learn physical geography at your own pace What is atmospheric pressure? How does latitude indicate the type of climate a specific place will have? Where are volcanic eruptions or strong earthquakes most likely to occur? With Physical Geography: A Self-Teaching Guide, you'll discover the answers to these questions and many more about the basics of how our planet operates. Veteran geography teacher Michael Craghan takes you on a guided tour of Earth's surface, explaining our planet's systems and cycles and their complex interactions step by step. From seasonal changes to coastal processes, from effluvial basins to deep sea fissures, Craghan puts the emphasis on comprehension of the topics. He also includes more than 100 specially commissioned illustrations and 50 photographs to help clarify difficult concepts. The clearly structured format of Physical Geography makes it fully accessible, providing an easily understood, comprehensive overview for everyone from the student to the amateur geographer to the hobbyist. Like all Self-

Teaching Guides, Physical Geography allows you to build gradually on what you have learned-at your own pace. Questions and self-tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is a valuable learning tool and reference source for anyone who wants to improve his or her understanding of physical geography. Using proper grammar and punctuation improves the clarity of your writing and increases readers' confidence in your ideas. Appropriate for virtually any age range, this entertaining guide makes learning English grammar and usage simple and fun. You'll find simple explanations, plenty of examples, and helpful exercises. Rather than asking you to memorize scores of grammar rules, writer and editor Chris Kennedy shows you how to apply basic principles to avoid making the most common mistakes. The parts of speech. Sentences, clauses, and phrases. Sentence diagrams. Periods, commas, semicolons, colons, dashes, and other punctuation. Possessive case. Passive and active voice. Parallelism and verbals. Figures and written-out numbers. Troublesome adjectives and adverbs. Commonly confused words. Giving the reader a good first impression. Becoming a confident writer. Contents 1. An Overview of Grammar 2. The Parts of Speech 3. Punctuation 4. Common Problems 5. Exercises & Solutions About the Author Chris Kennedy is a writer, editor, and programmer based in Boulder, Colorado. When he's not typing, Chris climbs rocks, revises his screenplays, and reads the journals of polar explorers. A practical, complete, and easy-to-use guide for understanding major chemistry concepts and terms Master the fundamentals of chemistry with this fast and easy guide. Chemistry is a fundamental science that touches all other sciences, including biology, physics, electronics, environmental studies, astronomy, and more. Thousands of students have successfully used the previous editions of Chemistry: Concepts and Problems, A Self-Teaching Guide to learn chemistry, either independently, as a refresher, or in parallel with a college chemistry course. This newly revised edition includes updates and additions to improve your success in learning

chemistry. This book uses an interactive, self-teaching method including frequent questions and study problems, increasing both the speed of learning and retention. Monitor your progress with self-tests, and master chemistry quickly. This revised Third Edition provides a fresh, step-by-step approach to learning that requires no prerequisites, lets you work at your own pace, and reinforces what you learn, ensuring lifelong mastery. Master the science of basic chemistry with this innovative, self-paced study guide

Teach yourself chemistry, refresh your knowledge in preparation for medical studies or other coursework, or enhance your college chemistry course Use self-study features including review questions and quizzes to ensure that you're really learning the material Prepare for a career in the sciences, medicine, or engineering with the core content in this user-friendly guide Authored by expert postsecondary educators, this unique book gently leads students to deeper levels and concepts with practice, critical thinking, problem solving, and self-assessment at every stage. Learn geometry at your own pace What are congruent circles? How do you find the hypotenuse of a triangle? What is the sum of the angles in a decagon? How can you apply geometric equations to your daily life? With the unbeatable study companion *Geometry: A Self-Teaching Guide*, you'll discover the answers to these questions and many more. This thorough primer presents an easy-to-follow, proven method for grasping the key concepts of geometry. You'll progress step by step through plane, solid, and analytic geometry and then move on to geometric applications for calculus. You'll build your problem-solving skills along the way through detailed examples, reviews, exercises, and answer explanations. The clearly structured format of *Geometry* makes it fully accessible, providing an easily understood, comprehensive overview for everyone from high school students to adult learners to math mavens. Like all Self-Teaching Guides, *Geometry* allows you to build gradually on what you have learned-at your own pace. Questions and self-tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is

avaluable learning tool and reference source for anyone who wants to improve his or her understanding of basic geometry. Learn to speak French like a native with this essential guide Now you can teach yourself how to speak, write, and read French in just 15 easy-to-follow lessons. Perfect for students, travelers, and Francophiles, this new and revised edition of *French: A Self-Teaching Guide* helps you master the language at your own pace by taking the mystery out of grammar, common usage, and pronunciation with updated lessons and plenty of self-tests. Focusing on the most frequently used words in the language, this fascinating volume shows you how to enrich your French vocabulary by over 2,000 words--without having to resort to monotonous memorization exercises. More than just a language guide, *French: A Self-Teaching Guide* provides intriguing information on French culture, local customs, and current trends. It also features a special computer section, which includes a drawing of computer parts accompanied by their names--in French and English. Packed with review tests to measure progress, special drills to reinforce new material, and exercises to help you practice your newfound skills, this is the ideal companion for anyone who has ever wanted to learn French--or brush up on their skills--the easy way.

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