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K3MSMQ - SIERRA YOSLIN

How much risk should we take? A Short Guide to Risk Appetite sets out to help all those who need to decide how much risk can be taken in a particular risky and important situation. David Hillson and Ruth Murray-Webster introduce the RARA Model to explain the complementary and central roles of Risk Appetite and Risk Attitude, and along the way they show how other risk-related concepts fit in. Risk thresholds are the external expression of inherent risk appetite, and the challenge is how to set the right thresholds. By progressively deconstructing the RARA Model, the authors show that the essential control step

is our ability to choose an appropriate risk attitude. The book contains practical guidance to setting risk thresholds that take proper account of the influences of organisational risk culture and the individual risk preferences of key stakeholders. Alongside this, individuals and organisations need to choose the risk attitude that will optimise their chances of achieving the desired objectives.

I struggled to find the right adjective for life. Successful, rewarding, and happy are a few of the better ones that came to mind, but even these are inadequate. Life is just too big. Big. That's the adjective I was looking for. I discovered after I had been married several years that my life

wasn't big, it was just busy. "You used to smile whenever you saw me," my wife, Christina, reminded me. "That made me feel special. But you don't smile when you see me anymore, and I miss that." My love for Christina had grown, and she still turned heads, especially mine, so I had lots of reasons to smile. But she was right. I didn't smile as often as I used to, because I was usually thinking about my to-do list. I appreciated her gentle reminder. I made a few changes and started smiling again. We're both happier now. In this little guide I share what I've learned about life, in the form of gentle reminders. You probably already know how to live a big life. If so, you don't need a big book. But

perhaps some reminders would help you too. There are extra pages in the back you can use to add reminders for yourself or, if this book is a gift for someone, to share thoughts that have been meaningful to you over the years. Gentle Reminder #1: Smile when you see your spouse.

Bestselling author David Agus unveils the brave new world of medicine, one in which we can take control of our health like never before and doctors can fine-tune strategies and weapons to prevent illness. In his first bestseller, *The End of Illness*, David Agus revealed how to add vibrant years to your life by knowing the real facts of health. In this book, he builds on that theme by showing why this is the luckiest time yet to be alive, giving you the keys to the new kingdom of wellness. Medicine is undergoing rapid change. In the old world, you followed general principles and doctors treated you based on broad, one-size-fits all solutions. In this new golden age, you'll be able to take full advantage of the latest scientific findings and leverage the power of technology to customize your care. Only those who know how to access and adapt to these breakthroughs—without being distracted by hyped

ideas and bad medicine—will benefit. Imagine being able to get fit and lose weight without dieting, train your immune system to fight cancer, edit your DNA to avoid a certain fate, erase the risk of a heart attack, reverse aging, and know exactly which drugs to take to optimize health with zero side effects. That's the picture of the future that you can enter starting today. Welcome to *The Lucky Years*.

In a competitive and increasingly internationalised business world, many companies rely on the high risk/reward ratio of operating in unstable areas. Those companies willing to engage in emerging or developing countries can often be exposed to a politically volatile environment over which they have little control. Political risk, therefore, is one of the most hazardous challenges that an international business can face. In *A Short Guide to Political Risk* you will find a business-centric introduction to political risk that will familiarise international managers with the concept and accelerate the learning curve towards proficient and coherent political risk management. Robert McKellar explores: the key political risks that companies have faced in the recent past, and current

trends in the evolution of the political risk landscape; the concept of political risk and its constituent elements; models and approaches for assessing political risk; the principal options for managing political risk, and suggestions for organisational structures to ensure a coherent and consistent approach; as well as wider issues that a company needs to consider in developing its own attitude and philosophy on political risk. *A Short Guide to Political Risk* is an essential introductory guide for risk managers and for all senior managers concerned with their organisation's global performance and reputation.

This edition addresses such fundamental matters as: description versus analysis; critical approaches to art (e.g., formal analysis; cultural materialism; gender studies); getting ideas for an essay; developing paragraphs; organizing a comparison; using bibliographic tools, including the internet; writing a catalog entry; quoting sources; documenting sources, using either the Art Bulletin style or the Chicago Manual style; avoiding sexist and Eurocentric language; writing citations for illustrations; engaging in peer review; editing the final draft; writing essay examinations.

Are Self-Help Books Good for Anything? Have you ever bought a self-help book, read it cover to cover, only to find that nothing changed for you? How many hours have you wasted this way, expecting to improve your life by simply being inspired by something you read? The hard truth is that it's easy to read self-help, but difficult to implement it in real life. First you need to figure out what exactly to read, and then you need to know what exactly to do with the advice you find inside. The world of self-help has a lot of traps, and throughout my years as a voracious reader, I've fallen into probably all of them. Now, as both a reader and an author of self-help books, I'd like to share with you some advice on how to use self-help books in a way that will actually help you achieve real-world results. Here are some of the topics I cover in my short guide *How to Help Yourself With Self-Help*: - The 5 most common pitfalls of self-help and how to avoid them (you've probably fallen victim to most of them). - Tips on how to identify what specific area of your life you should target first in order to benefit the most from reading self-help. - What confirmation bias is, why it's dangerous, and how to escape it

to stay flexible and enjoy consistent personal growth. - How to interpret the advice you get from a book and tailor it to your life circumstances (cookie-cutter approaches don't work). - Why it's sometimes better to skip self-help books and what to read instead to help you achieve your goals and become a better person. Don't let another self-help title become just another book on your shelf. Learn how to read in a more strategic way and, more importantly, act on the advice you get. This short guide can be your first step toward the new you.

In *The Wisdom of the Shire*, Noble Smith sheds a light on the life-changing ideas tucked away inside the classic works of J. R. R. Tolkien and his most beloved creation—the stouthearted Hobbits. How can simple pleasures such as gardening, taking long walks, and eating delicious meals with friends make you significantly happier? Why is the act of giving presents on your birthday instead of getting them such a revolutionary idea? What should you do when dealing with the Gollum in your life? And how can we carry the burden of our own "magic ring of power" without becoming devoured by it? *The Wisdom of the*

Shire holds the answers to these and more of life's essential questions.

In this book, Charles Merzbacher offers a concise, definitive guide to the essential skills, techniques and logistics of producing short films, focusing on the practical knowledge needed for line producing and overseeing smaller-scale productions. Drawing on insights from real-life production scenarios, veteran filmmaker and instructor Charles Merzbacher takes producers through every stage of the production process, from fundraising, preproduction and planning to the producer's role in post-production and distribution. Key topics include: Finding a worthy project; Schedules and budgets; Managing the casting process; Recruiting and managing crew; Location scouting; Legal and safety issues; Running a production; Negotiating music rights; And much more! An accompanying website—available at theshortseries.com—offers document templates for contracts, call sheets, budgets and other production forms, as well as sample production documents and short video guides featuring top industry professionals.

The legendary comedian, actor, and writer of *Monty Python*, *Fawlty Towers*, and *A*

Fish Called Wanda fame shares his key ideas about creativity: that it's a learnable, improvable skill. "Many people have written about creativity, but although they were very, very clever, they weren't actually creative. I like to think I'm writing about it from the inside."—John Cleese You might think that creativity is some mysterious, rare gift—one that only a few possess. But you'd be wrong. As John Cleese shows in this short, practical, and often amusing guide, creativity is a skill that anyone can acquire. Drawing on his lifelong experience as a writer, Cleese shares his insights into the nature of creativity and offers advice on how to get your own inventive juices flowing. What do you need to do to get yourself in the right frame of mind? When do you know that you've come up with an idea that might be worth pursuing? What should you do if you think you've hit a brick wall? We can all be more creative. John Cleese shows us how. There is a plethora of information available for busy HR practitioners but what they really need is a clear, concise and comprehensive analysis of the theory and practice of people management within contemporary organizations. Indeed, much has been

written about Human Resource Management and Organizational Behavior, which rigorously explores each scientific field, yet there is a lack of an integrated examination of both fields. The author begins by describing the new world of business and management, which is characterized by continuous change and precarious employment. He examines the individual at work, group behavior, people resourcing, performance and development and the employment relationship and he concludes with a look at organizational change; i.e. the nature of the sorts of changes that take place in companies of all sizes and how the process of organizational development can be managed effectively through people management. This guide provides a thorough examination of the key areas of organizational psychology and people management and offers an easy to digest theory on each topic coupled with the latest empirical evidence. All the core theories of HRM and OB are presented in a methodical and critical manner, appealing to time-starved professionals who wish to acquire a detailed overview of people management rapidly. Throughout the book, several suggestions will be made to managers

for ways of applying various HR theories to the workplace. The reader will uncover how to manage people but won't be offered prescriptions because the best way of managing people depends on the context.

It seems that just about every new technology that we bring to bear on improving our lives brings with it some downside, side effect or unintended consequence. These issues can pose very real and growing ethical problems for all of us. For example, automated facial recognition can make life easier and safer for us - but it also poses huge issues with regard to privacy, ownership of data and even identity theft. How do we understand and frame these debates, and work out strategies at personal and governmental levels? *Technology Is Not Neutral: A Short Guide to Technology Ethics* addresses one of today's most pressing problems: how to create and use tools and technologies to maximize benefits and minimize harms? Drawing on the author's experience as a technologist, political risk analyst and historian, the book offers a practical and cross-disciplinary approach that will inspire anyone creating, investing

in or regulating technology, and it will empower all readers to better hold technology to account.

Artificial intelligence is changing and will continue to change the world we live in. These changes are also influencing the translation market. Machine translation (MT) systems automatically transfer one language to another within seconds. However, MT systems are very often still not capable of producing perfect translations. To achieve high quality translations, the MT output first has to be corrected by a professional translator. This procedure is called post-editing (PE). PE has become an established task on the professional translation market. The aim of this text book is to provide basic knowledge about the most relevant topics in professional PE. The text book comprises ten chapters on both theoretical and practical aspects including topics like MT approaches and development, guidelines, integration into CAT tools, risks in PE, data security, practical decisions in the PE process, competences for PE, and new job profiles.

This writing guide, by the author of Pearson's best-selling Short Guide to Writing about Biology along with two well-known

chemists, teaches students to think as chemists and to express ideas clearly and concisely through their writing. Providing students with the tools they'll need to be successful writers, *A Short Guide to Writing about Chemistry* emphasizes writing as a way of examining, evaluating, and sharing ideas. The book teaches readers how to read critically, study, evaluate and report data, and how to communicate information clearly and logically. Students are also given detailed advice on locating, evaluating, and citing useful sources within the discipline; maintaining effective laboratory notebooks and writing laboratory reports; writing effective research proposals and reports; and communicating information to both professional and general audiences.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Part of Longman's successful Short Guide Series, *A Short Guide to Writing about Literature* emphasizes writing as a process and incorporates new critical approaches to writing about literature. The twelfth edition continues to offer students sound advice

on how to become critical thinkers and enrich their reading response through accessible, step-by-step instruction.

Most students view the Rule against Perpetuities as the most difficult rule in law school. Moreover, the Rule is still covered on MBE for Property and MEE for Wills and Trusts and yet few student-centered resources exist. The *Little Book on Perpetuities* fills this gap. An ideal subject for self-study, this guide covers all key parts of the Rule, including problems for self-testing. It presents the Rule in its historical context but in a fun, engaging, and accessible way that is simple and clear for students to use. It can be used for Property classes, as well as Wills & Trusts and can supplement a casebook or be used as a separate, self-continued unit. Coverage includes: the common-law Rule and all the famous classics traps; modern statutory reforms, including the new generations-based rule by the Restatement Third of Property; recent efforts by some states to abolish the Rule; and the history and policies of the Rule.

A Short Guide to a Happy Divorce is the book for when divorce is the right path and the healthy path for you and your

spouse. A happy divorce? That might sound like an oxymoron, and it is for many divorced couples and families. But when divorce becomes the final answer, spouses often realize that they now have another chance for happiness and fulfillment. The decision to get a divorce is one of life's most significant. There is no downplaying it. Once that decision is made, it's time to shift gears and revise perspectives: divorce is the right path and the healthy path for you and your spouse. In *A Short Guide to a Happy Divorce*, Sharon Gilchrest O'Neill guides you through this stage of life with her accessible and personal approach that works to achieve the goal of finding happiness in divorcing, in order to improve your life, as well as the lives of your family members.

With the topics of community and how local communities can be supported to take control of their lives, services, and environment still high on the public agenda, this second edition of an invaluable guide provides a timely introduction to community development, its origins, and the different forms it takes. Updated to reflect developments in policy and practices, current trends and challenges, as well as recent

debates about the changing nature of community itself, it also shows how community development can be applied in a variety of policy areas. Accessibly written, this guide will remain essential reading for community organizers and students of community development.

The New York Times bestselling book of simple rules everyone should follow in order to live a long, healthy life, featuring illustrations throughout, from the author of *The End of Illness*. In his international bestseller, *The End of Illness*, Dr. David B. Agus shared what he has learned from his work as a pioneering cancer doctor, revealing the innovative steps he takes to prolong the lives of not only cancer patients, but those who want to enjoy a vigorous, lengthy life. Now Dr. Agus has turned his research into a practical and concise illustrated handbook for everyday living. He believes optimal health begins with our daily routines. *A Short Guide to a Long Life* is divided into three sections (What to Do, What to Avoid, and Doctor's Orders) that provide the definitive answers to many common and not-so-common questions: Who should take a baby aspirin daily? Are flu shots safe? What constitutes "healthy"

foods? Why is it important to protect your senses? Are airport scanners hazardous? Dr. Agus will help you develop new patterns of personal health care, using inexpensive and widely available tools that are based on the latest and most reliable science. An accessible and essential handbook for preparing for visits to the doctor and maintaining control of your future, "*A Short Guide to a Long Life* explores the simple idea that a healthy tomorrow starts with good habits today" (Fortune).

A Short Guide to Writing about Art offers invaluable advice for any art course where students write papers. It addresses a wealth of fundamental matters: description versus analysis some critical approaches to art (e.g., formal analysis, cultural materialism, gender studies) getting ideas for an essay engaging in peer review developing paragraphs organizing a comparison using bibliographic tools, including the Internet quoting sources writing captions for illustrations avoiding sexist and Eurocentric language editing the final draft documenting sources, using either *The Chicago Manual of Style* or *The Art Bulletin* style preparing for essay examinations Among the new features of the sixth edition are

new guidelines for using the World Wide Web and the Internet for art-historical research, five new checklist (e.g., a checklist for evaluating Web Sites), ten new illustrations, and the style guide published by The Art Bulletin. Several sample essays are also included, accompanied by analyses that show readers the particular strengths of effective writing.

Savvy managers no longer look at contracting processes and documents reactively but use them proactively to reach their business goals and minimize their risks. To succeed, these managers need a framework and *A Short Guide to Contract Risk* provides this. The foundation of identifying and managing contract risk is what the authors call Contract Literacy: a set of skills relevant for all who deal with contracts in their everyday business environment, ranging from general managers and CEOs to sales, procurement and project professionals and risk managers. Contracts play a major role in business success. Contracts govern companies' deals and relationships with their suppliers and customers. They impact future rights, cash flows, costs, earnings, and risks. A company's contract portfolio may be subject to greater losses

than anyone realizes. Still the greatest risk in business is not taking any risks. Equipped with the concepts described in this book, business and risk managers can start to see contracts differently and to use them to find and achieve the right balance for business success and problem prevention. What makes this short guide from the authors of the acclaimed *Proactive Law for Managers* especially valuable, if not unique, is its down-to-earth managerial/legal approach. Using lean contracting, visualization and the tools introduced in this book, managers and lawyers can achieve legally sound contracts that function as managerial tools for well thought-out, realistic risk allocation in business deals and relationships.

Your guide to science, from the Big Bang to AI Whether you wish to discover the basics of science or catch up on its latest developments, this short accessible guide is for you. *YOUNIVERSE* describes in simple terms the world you are inseparably a part of: what it is, how it works and your place in it – insofar as these things are known. The text has been vetted by 13 distinguished scientists. Journey now through

time and space, a world of the unimaginably big and the inconceivably small – though the marvels of science. *PRAISE FOR YOUNIVERSE* 'This is a fine piece of work... very entertaining and informative... It should appeal and be useful to the generalist who wants an overview of science.' Sir Peter Ratcliffe, 2019 Nobel Prize winner and head of clinical research at the Francis Crick Institute

A new book distilling Wisdom's definitive masterpiece on mindfulness and all-time bestseller, *Mindfulness in Plain English*, down to a pocket-sized guide with everything you need to get started practicing mindfulness right now. In a clear, friendly voice, this concise collection of beloved and renowned meditation master Bhante G's bestselling instructions will teach you everything you need to know to start—and maintain!—your mindfulness meditation practice. The book includes practical advice on What to do with the body and mind in meditation; What to do when the mind wanders and how to work with distraction; How to deal with physical discomfort in meditation; How to overcome drowsiness, boredom, and inability to concentrate; How to work with fear and agitation, judg-

ments, and self-criticism; How to avoid trying too hard, expecting too much, or getting discouraged; 11 common misconceptions about meditation; 10 tips for effective practice; and how to get the most out of your practice.

Steve Leveen draws on his own quest for a well-read life to offer book lovers a variety of successful and time-tested strategies for finding time to read and getting more from written materials.

NOTE: You are purchasing a standalone product; MyWritingLab(tm) does not come packaged with this content. If you would like to purchase both the physical text and MyWritingLab, search for ISBN -10: 0133969894 / ISBN-13: 9780133969894 . That package includes ISBN -10: 0321984250 / ISBN-13: 9780321984258 and ISBN -10: 0133933296 / ISBN-13: 9780133933291. MyWritingLab should only be purchased when required by an instructor. For courses in Writing Across the Curriculum or Writing About Biology. Developing the tools to effectively write about biology Teaching biology and strong writing skills simultaneously is a challenge, especially when students exhibit a range of abilities. The Ninth Edition of A Short Guide to

Writing about Biology provides tools to strengthen student writing and reinforce critical thinking. Written by a prominent biologist, this best-selling guide teaches students to express ideas clearly and concisely. It emphasizes writing as a way of examining, evaluating, and refining ideas: students learn to read critically, study, evaluate and report data, and communicate with clarity. Using a narrative style, the text is its own example of good analytical writing. In this new edition, students learn how to avoid plagiarism (Ch 1 and 3), read and interpret data (Ch 3, 4 and 9), prepare effective Materials and Methods sections in research reports and more (Ch 9), and prepare manuscripts for submission (Ch 9). The text also provides advice on locating useful sources (Ch 2), maintaining laboratory and field notebooks (Ch 9), communicating with different audiences (Ch 6 and 10), and crafting research proposals (Ch 10), poster presentations (Ch 11), and letters of application (Ch 12). Also available with MyWritingLab(tm) This title is also available with MyWritingLab -- an online homework, tutorial, and assessment program that provides engaging experiences for teaching and learning. Flexible

and easily customizable, MyWritingLab helps improve students' writing through context-based learning. Whether through self-study or instructor-led learning, MyWritingLab supports and complements course work.

A Short Guide to a Happy Marriage, 2nd Edition is a concise explanation of the essentials for a long-lasting marriage. Marriage should be thought of as a creative work in progress. Just as the artist or writer has times when his or her work flows and all is going well, so does a marriage. Through good times and bad times, there are certain little behaviors that, when individually considered, over time create a sum in a marriage that is so much greater than its parts. In A Short Guide to a Happy Marriage, Sharon Gilchrest O'Neill challenges you to understand and live by the tenets of a committed relationship through an inviting, simple, and sensible approach to embracing marriage.

This text helps students get beyond merely compiling dates and facts; it teaches them how to incorporate their own ideas into their papers and to tell a story about history that interests them and their peers.

Covering brief essays and the documented resource paper, the text explores the writing and researching processes, different modes of historical writing (including argument), and offers guidelines for improving style as well as documenting sources. -- From publisher's description.

While there are many self-help books addressing marriage issues, none is as pointed and straightforward as O'Neill's *A Short Guide to a Happy Marriage*. Like her highly acclaimed short book, *Sheltering Thoughts: About Loss and Grief*, this book will speak to its readers through its directness and simplicity. It challenges readers to understand and live by the tenets of a committed relationship. In the spirit of the bestselling book, *A Short Guide To A Happy Life* by Anna Quindlen, author Sharon Gilchrest O'Neill offers readers the same inviting and simple but sensible approach for embracing marriage, and provides the essentials of a long lasting relationship.

'It is easier to complicate than to simplify' - this book takes up that challenge and aims to refine and clarify the theories in the original *Results* to produce a more succinct route to clarity and better results for the reader - because we all want to see

results at home, at work and in life! Using transformational coaching techniques, examples, exercises and metaphors, Jamie talks the reader through the three key changes they need to achieve the results they are after and inspire others to do the same. Based on the principles of The Clarity Coaching Model, the reader will learn how to de-congest their mind to think more clearly, make better decisions and improve performance - achieving the 'flow' state attributed to the results of top-flight individuals. Clearer thinking removes the stress and anxiety from decision making and allows you to focus on your goals. Rather than a step-by-step process, the reader is encouraged to form a deep understanding of themselves to awaken their inner potential and improve their innate abilities including better listening, deeper connections, more motivation and greater innovation and creativity.

A Short Guide to a Long Life Simon and Schuster

There is a growing awareness across both public and private sectors, that the key to embedding an effective risk culture lies in raising the general education and understanding of risk at every level in the organi-

zation. This is exactly the purpose of David Tattam's book. *A Short Guide to Operational Risk* provides you with a basic yet comprehensive overview of the nature of operational risk in organizations. It introduces operational risk as a component of enterprise wide risk management and takes the reader through the processes of identifying, assessing, quantifying and managing operational risk; explaining the practical aspects of how these steps can be applied to an organization using a range of management tools. The book is fully illustrated with graphs, tables and short examples, all designed to make a subject that is often poorly understood, comprehensible and engaging. *A Short Guide to Operational Risk* is a book to be read and shared at all levels of the organization; it offers a common understanding and language of risk that will provide individual readers with the basis to develop risk management skills, appropriate to their role in the business.

"Economics is too important to be left to the economists. This concise and readable book provides non-specialist readers with all the information they need to understand how capitalism works (and how it

doesn't). *Economics for Everyone*, now published in second edition, is an antidote to the abstract and ideological way that economics is normally taught and reported. Key concepts such as finance, competition and wages are explored, and their importance to everyday life is revealed. Stanford answers questions such as 'Do workers need capitalists?', 'Why does capitalism harm the environment?', and 'What really happens on the stock market?' The book will appeal to those working for a fairer world, and students of social sciences who need to engage with economics. It is illustrated with humorous and educational cartoons by Tony Biddle, and is supported with a comprehensive set of web-based course materials for popular economics courses."--Publisher's description.

Challenges popular conceptions to outline new methods for promoting wellness and longevity, arguing that traditional medicine has not been successful in treating serious illness while urging readers to embrace a systemic understanding of the body that incorporates the use of revolutionary technologies.

Praying together not only enriches family life but also leads the Catholic family to-

ward its primary goal: the holiness and salvation of each member. This wonderful little book provides a simple and easy-to-implement plan for family prayer. Arranged successively according to the basic stages of prayer, *A Short Guide to Praying as a Family* allows each family to progress step by step from one level of prayer to the next. Beautiful stained-glass images invite you to enter the mystery of each prayer and give glory to God as a family. Designed to be used throughout the day, this book will help your family speak to God, turn to Him for help, listen to Him, and praise Him. What better gift could you give them? Compiled by The Dominican Sisters of St. Cecilia in Nashville, this little book is backed by a strong Catholic tradition rooted in teaching the faith. From making time to recite basic oral prayers throughout the day to making each moment of life a prayer, *A Short Guide to Praying as a Family* is a lifelong guide to the spiritual life and a powerful means to building a relationship with the Lord.

Gathers fifteen essays on Islam, covering its origins, its divisions and their doctrines, mosques, Islamic government, and its relation to women, Judaism, Christianity, and

the United States.

Advanced advice for students who want to read, write and learn about social sciences in preparation for a career in that field.

A Short Guide to a Long Life Simon and Schuster The New York Times bestselling book of simple rules everyone should follow in order to live a long, healthy life, featuring illustrations throughout, from the author of *The End of Illness*. In his international bestseller, *The End of Illness*, Dr. David B. Agus shared what he has learned from his work as a pioneering cancer doctor, revealing the innovative steps he takes to prolong the lives of not only cancer patients, but those who want to enjoy a vigorous, lengthy life. Now Dr. Agus has turned his research into a practical and concise illustrated handbook for everyday living. He believes optimal health begins with our daily routines. *A Short Guide to a Long Life* is divided into three sections (What to Do, What to Avoid, and Doctor's Orders) that provide the definitive answers to many common and not-so-common questions: Who should take a baby aspirin daily? Are flu shots safe? What constitutes "healthy" foods? Why is it important to protect your

senses? Are airport scanners hazardous? Dr. Agus will help you develop new patterns of personal health care, using inexpensive and widely available tools that are based on the latest and most reliable science. An accessible and essential handbook for preparing for visits to the doctor and maintaining control of your future, "A Short Guide to a Long Life explores the simple idea that a healthy tomorrow starts with good habits today" (Fortune). A Short Guide to a Happy Life Random House From the New York Times bestselling author of *Alternate Side*, Anna Quindlen's classic reflection on a meaningful life makes a perfect gift for any occasion. "Life is made of moments, small pieces of silver amidst long stretches of tedium. It would be wonderful if they came to us unsummoned, but particularly in lives as busy as the ones most of us lead now, that won't happen. We have to teach ourselves now to live, really live . . . to love the journey, not the destination." In this treasure of a book, Anna Quindlen, the bestselling novelist and columnist, reflects on what it takes to "get a life"—to live deeply every day and from your own unique self, rather than merely to exist through your days. "Knowl-

edge of our own mortality is the greatest gift God ever gives us," Quindlen writes, "because unless you know the clock is ticking, it is so easy to waste our days, our lives." Her mother died when Quindlen was nineteen: "It was the dividing line between seeing the world in black and white, and in Technicolor. The lights came on for the darkest possible reason. . . . I learned something enduring, in a very short period of time, about life. And that was that it was glorious, and that you had no business taking it for granted." But how to live from that perspective, to fully engage in our days? In *A Short Guide to a Happy Life*, Quindlen guides us with an understanding that comes from knowing how to see the view, the richness in living. *The End of Illness* Simon and Schuster Challenges popular conceptions to outline new methods for promoting wellness and longevity, arguing that traditional medicine has not been successful in treating serious illness while urging readers to embrace a systemic understanding of the body that incorporates the use of revolutionary technologies. *A Short Guide to a Happy Marriage* Cider Mill Press While there are many self-help books addressing marriage issues, none is as point-

ed and straightforward as O'Neill's *A Short Guide to a Happy Marriage*. Like her highly acclaimed short book, *Sheltering Thoughts: About Loss and Grief*, this book will speak to its readers through its directness and simplicity. It challenges readers to understand and live by the tenets of a committed relationship. In the spirit of the bestselling book, *A Short Guide To A Happy Life* by Anna Quindlen, author Sharon Gilchrest O'Neill offers readers the same inviting and simple but sensible approach for embracing marriage, and provides the essentials of a long lasting relationship. *A Short Guide to Operational Risk* Routledge There is a growing awareness across both public and private sectors, that the key to embedding an effective risk culture lies in raising the general education and understanding of risk at every level in the organization. This is exactly the purpose of David Tattam's book. *A Short Guide to Operational Risk* provides you with a basic yet comprehensive overview of the nature of operational risk in organizations. It introduces operational risk as a component of enterprise wide risk management and takes the reader through the processes of identifying, assessing, quantifying and ma-

naging operational risk; explaining the practical aspects of how these steps can be applied to an organization using a range of management tools. The book is fully illustrated with graphs, tables and short examples, all designed to make a subject that is often poorly understood, comprehensible and engaging. A Short Guide to Operational Risk is a book to be read and shared at all levels of the organization; it offers a common understanding and language of risk that will provide individual readers with the basis to develop risk management skills, appropriate to their role in the business. A Short Guide to a Happy Divorce Cider Mill Press A Short Guide to a Happy Divorce is the book for when divorce is the right path and the healthy path for you and your spouse. A happy divorce? That might sound like an oxymoron, and it is for many divorced couples and families. But when divorce becomes the final answer, spouses often realize that they now have another chance for happiness and fulfillment. The decision to get a divorce is one of life's most significant. There is no downplaying it. Once that decision is made, it's time to shift gears and revise perspectives: divorce is the right path

and the healthy path for you and your spouse. In A Short Guide to a Happy Divorce, Sharon Gilchrest O'Neill guides you through this stage of life with her accessible and personal approach that works to achieve the goal of finding happiness in divorcing, in order to improve your life, as well as the lives of your family members. Y-ouniverse: A Short Guide to Modern Science Prelude Books Your guide to science, from the Big Bang to AI Whether you wish to discover the basics of science or catch up on its latest developments, this short accessible guide is for you. YOUNIVERSE describes in simple terms the world you are inseparably a part of: what it is, how it works and your place in it – insofar as these things are known. The text has been vetted by 13 distinguished scientists. Journey now through time and space, a world of the unimaginably big and the inconceivably small – though the marvels of science. *PRAISE FOR YOUNIVERSE* 'This is a fine piece of work... very entertaining and informative... It should appeal and be useful to the generalist who wants an overview of science.' Sir Peter Ratcliffe, 2019 Nobel Prize winner and head of clinical research at the Francis Crick Institute A

Short Guide to Risk Appetite Routledge How much risk should we take? A Short Guide to Risk Appetite sets out to help all those who need to decide how much risk can be taken in a particular risky and important situation. David Hillson and Ruth Murray-Webster introduce the RARA Model to explain the complementary and central roles of Risk Appetite and Risk Attitude, and along the way they show how other risk-related concepts fit in. Risk thresholds are the external expression of inherent risk appetite, and the challenge is how to set the right thresholds. By progressively deconstructing the RARA Model, the authors show that the essential control step is our ability to choose an appropriate risk attitude. The book contains practical guidance to setting risk thresholds that take proper account of the influences of organisational risk culture and the individual risk preferences of key stakeholders. Alongside this, individuals and organisations need to choose the risk attitude that will optimise their chances of achieving the desired objectives. The Wisdom of the Shire Macmillan In The Wisdom of the Shire, Noble Smith sheds a light on the life-changing ideas tucked away inside the classic works

of J. R. R. Tolkien and his most beloved creation—the stouthearted Hobbits. How can simple pleasures such as gardening, taking long walks, and eating delicious meals with friends make you significantly happier? Why is the act of giving presents on your birthday instead of getting them such a revolutionary idea? What should you do when dealing with the Gollum in your life? And how can we carry the burden of our own "magic ring of power" without becoming devoured by it? The Wisdom of the Shire holds the answers to these and more of life's essential questions. Start Here, Start Now Simon and Schuster A new book distilling Wisdom's definitive masterpiece on mindfulness and all-time bestseller, Mindfulness in Plain English, down to a pocket-sized guide with everything you need to get started practicing mindfulness right now. In a clear, friendly voice, this concise collection of beloved and renowned meditation master Bhante G's bestselling instructions will teach you everything you need to know to start—and maintain!—your mindfulness meditation practice. The book includes practical advice on What to do with the body and mind in meditation; What to do when the mind

wanders and how to work with distraction; How to deal with physical discomfort in meditation; How to overcome drowsiness, boredom, and inability to concentrate; How to work with fear and agitation, judgments, and self-criticism; How to avoid trying too hard, expecting too much, or getting discouraged; 11 common misconceptions about meditation; 10 tips for effective practice; and how to get the most out of your practice. A Short Guide to Writing about Chemistry Longman Publishing Group This writing guide, by the author of Pearson's best-selling Short Guide to Writing about Biology along with two well-known chemists, teaches students to think as chemists and to express ideas clearly and concisely through their writing. Providing students with the tools they'll need to be successful writers, A Short Guide to Writing about Chemistry emphasizes writing as a way of examining, evaluating, and sharing ideas. The book teaches readers how to read critically, study, evaluate and report data, and how to communicate information clearly and logically. Students are also given detailed advice on locating, evaluating, and citing useful sources within the discipline; maintaining effective

laboratory notebooks and writing laboratory reports; writing effective research proposals and reports; and communicating information to both professional and general audiences. Islam Wm. B. Eerdmans Publishing Gathers fifteen essays on Islam, covering its origins, its divisions and their doctrines, mosques, Islamic government, and its relation to women, Judaism, Christianity, and the United States. A Short Guide to Political Risk Routledge In a competitive and increasingly internationalised business world, many companies rely on the high risk/reward ratio of operating in unstable areas. Those companies willing to engage in emerging or developing countries can often be exposed to a politically volatile environment over which they have little control. Political risk, therefore, is one of the most hazardous challenges that an international business can face. In A Short Guide to Political Risk you will find a business-centric introduction to political risk that will familiarise international managers with the concept and accelerate the learning curve towards proficient and coherent political risk management. Robert McKellar explores: the key political risks that companies have faced in the recent past, and cur-

rent trends in the evolution of the political risk landscape; the concept of political risk and its constituent elements; models and approaches for assessing political risk; the principal options for managing political risk, and suggestions for organisational structures to ensure a coherent and consistent approach; as well as wider issues that a company needs to consider in developing its own attitude and philosophy on political risk. *A Short Guide to Political Risk* is an essential introductory guide for risk managers and for all senior managers concerned with their organisation's global performance and reputation. *The Little Guide to Your Well-read Life* Steve Leveen draws on his own quest for a well-read life to offer book lovers a variety of successful and time-tested strategies for finding time to read and getting more from written materials. *A Little Guide to a Big Life* I struggled to find the right adjective for life. Successful, rewarding, and happy are a few of the better ones that came to mind, but even these are inadequate. Life is just too big. Big. That's the adjective I was looking for. I discovered after I had been married several years that my life wasn't big, it was just busy. "You used to smile whenever

you saw me," my wife, Christina, reminded me. "That made me feel special. But you don't smile when you see me anymore, and I miss that." My love for Christina had grown, and she still turned heads, especially mine, so I had lots of reasons to smile. But she was right. I didn't smile as often as I used to, because I was usually thinking about my to-do list. I appreciated her gentle reminder. I made a few changes and started smiling again. We're both happier now. In this little guide I share what I've learned about life, in the form of gentle reminders. You probably already know how to live a big life. If so, you don't need a big book. But perhaps some reminders would help you too. There are extra pages in the back you can use to add reminders for yourself or, if this book is a gift for someone, to share thoughts that have been meaningful to you over the years. *Gentle Reminder #1: Smile when you see your spouse.* *A short guide to post-editing* Language Science Press Artificial intelligence is changing and will continue to change the world we live in. These changes are also influencing the translation market. Machine translation (MT) systems automatically transfer one language

to another within seconds. However, MT systems are very often still not capable of producing perfect translations. To achieve high quality translations, the MT output first has to be corrected by a professional translator. This procedure is called post-editing (PE). PE has become an established task on the professional translation market. The aim of this text book is to provide basic knowledge about the most relevant topics in professional PE. The text book comprises ten chapters on both theoretical and practical aspects including topics like MT approaches and development, guidelines, integration into CAT tools, risks in PE, data security, practical decisions in the PE process, competences for PE, and new job profiles. *A Short Guide to Praying as a Family* TAN Books Praying together not only enriches family life but also leads the Catholic family toward its primary goal: the holiness and salvation of each member. This wonderful little book provides a simple and easy-to-implement plan for family prayer. Arranged successively according to the basic stages of prayer, *A Short Guide to Praying as a Family* allows each family to progress step by step from one level of prayer to the next. Beautiful

stained-glass images invite you to enter the mystery of each prayer and give glory to God as a family. Designed to be used throughout the day, this book will help your family speak to God, turn to Him for help, listen to Him, and praise Him. What better gift could you give them? Compiled by The Dominican Sisters of St. Cecilia in Nashville, this little book is backed by a strong Catholic tradition rooted in teaching the faith. From making time to recite basic oral prayers throughout the day to making each moment of life a prayer, *A Short Guide to Praying as a Family* is a lifelong guide to the spiritual life and a powerful means to building a relationship with the Lord. *A Short Guide to Contract Risk* Routledge Savvy managers no longer look at contracting processes and documents reactively but use them proactively to reach their business goals and minimize their risks. To succeed, these managers need a framework and *A Short Guide to Contract Risk* provides this. The foundation of identifying and managing contract risk is what the authors call Contract Literacy: a set of skills relevant for all who deal with contracts in their everyday business environment, ranging from general managers and

CEOs to sales, procurement and project professionals and risk managers. Contracts play a major role in business success. Contracts govern companies' deals and relationships with their suppliers and customers. They impact future rights, cash flows, costs, earnings, and risks. A company's contract portfolio may be subject to greater losses than anyone realizes. Still the greatest risk in business is not taking any risks. Equipped with the concepts described in this book, business and risk managers can start to see contracts differently and to use them to find and achieve the right balance for business success and problem prevention. What makes this short guide from the authors of the acclaimed *Proactive Law for Managers* especially valuable, if not unique, is its down-to-earth managerial/legal approach. Using lean contracting, visualization and the tools introduced in this book, managers and lawyers can achieve legally sound contracts that function as managerial tools for well thought-out, realistic risk allocation in business deals and relationships. *The Short Guide to Community Development* Policy Press With the topics of community and how local communities can be supported

to take control of their lives, services, and environment still high on the public agenda, this second edition of an invaluable guide provides a timely introduction to community development, its origins, and the different forms it takes. Updated to reflect developments in policy and practices, current trends and challenges, as well as recent debates about the changing nature of community itself, it also shows how community development can be applied in a variety of policy areas. Accessibly written, this guide will remain essential reading for community organizers and students of community development. *A Short Guide to Writing about Social Science* HarperCollins College Division Advanced advice for students who want to read, write and learn about social sciences in preparation for a career in that field. *Digital Humanities* MIT Press A visionary report on the revitalization of the liberal arts tradition in the electronically inflected, design-driven, multimedia language of the twenty-first century. *Digital Humanities* is a compact, game-changing report on the state of contemporary knowledge production. Answering the question "What is digital humanities?," it provides an in-depth examination

of an emerging field. This collaboratively authored and visually compelling volume explores methodologies and techniques unfamiliar to traditional modes of humanistic inquiry—including geospatial analysis, data mining, corpus linguistics, visualization, and simulation—to show their relevance for contemporary culture. Written by five leading practitioner-theorists whose varied backgrounds embody the intellectual and creative diversity of the field, *Digital Humanities* is a vision statement for the future, an invitation to engage, and a critical tool for understanding the shape of new scholarship. *A Short Guide to Reputation Risk* Routledge Does your organization have a good or bad reputation, and who takes responsibility for it? Whether viewed as an intangible asset or potential liability, damage to reputation can be costly. In the private sector loss of investor confidence can dent corporate value; in the public sector loss of public trust can lead to political change. How can anyone protect reputation from damage? *The SHORT! Guide to Producing* Routledge In this book, Charles Merzbacher offers a concise, definitive guide to the essential skills, techniques and logistics of producing short films, fo-

ocusing on the practical knowledge needed for line producing and overseeing smaller-scale productions. Drawing on insights from real-life production scenarios, veteran filmmaker and instructor Charles Merzbacher takes producers through every stage of the production process, from fundraising, preproduction and planning to the producer's role in postproduction and distribution. Key topics include: Finding a worthy project; Schedules and budgets; Managing the casting process; Recruiting and managing crew; Location scouting; Legal and safety issues; Running a production; Negotiating music rights; And much more! An accompanying website—available at theshortseries.com—offers document templates for contracts, call sheets, budgets and other production forms, as well as sample production documents and short video guides featuring top industry professionals. *A Short Guide to Writing about Art* Prentice Hall This edition addresses such fundamental matters as: description versus analysis; critical approaches to art (e.g., formal analysis; cultural materialism; gender studies); getting ideas for an essay; developing paragraphs; organizing a comparison; using bibliographic tools, in-

cluding the internet; writing a catalog entry; quoting sources; documenting sources, using either the Art Bulletin style or the Chicago Manual style; avoiding sexist and Eurocentric language; writing citations for illustrations; engaging in peer review; editing the final draft; writing essay examinations. *A Short Guide to Writing about Art* Addison-Wesley *A Short Guide to Writing about Art* offers invaluable advice for any art course where students write papers. It addresses a wealth of fundamental matters: description versus analysis some critical approaches to art (e.g., formal analysis, cultural materialism, gender studies) getting ideas for an essay engaging in peer review developing paragraphs organizing a comparison using bibliographic tools, including the Internet quoting sources writing captions for illustrations avoiding sexist and Eurocentric language editing the final draft documenting sources, using either The Chicago Manual of Style or The Art Bulletin style preparing for essay examinations Among the new features of the sixth edition are new guidelines for using the World Wide Web and the Internet for art-historical research, five new checklist (e.g., a checklist for evaluat-

ing Web Sites), ten new illustrations, and the style guide published by The Art Bulletin. Several sample essays are also included, accompanied by analyses that show readers the particular strengths of effective writing. *A Short Guide to Writing about History* HarperCollins College Division This text helps students get beyond merely compiling dates and facts; it teaches them how to incorporate their own ideas into their papers and to tell a story about history that interests them and their peers. Covering brief essays and the documented resource paper, the text explores the writing and researching processes, different modes of historical writing (including argument), and offers guidelines for improving style as well as documenting sources. -- From publisher's description. *How to Help Yourself With Self-Help* Meadows Publishing Are Self-Help Books Good for Anything? Have you ever bought a self-help book, read it cover to cover, only to find that nothing changed for you? How many hours have you wasted this way, expecting to improve your life by simply being inspired by something you read? The hard truth is that it's easy to read self-help, but difficult to implement it in real life. First you need to

figure out what exactly to read, and then you need to know what exactly to do with the advice you find inside. The world of self-help has a lot of traps, and throughout my years as a voracious reader, I've fallen into probably all of them. Now, as both a reader and an author of self-help books, I'd like to share with you some advice on how to use self-help books in a way that will actually help you achieve real-world results. Here are some of the topics I cover in my short guide *How to Help Yourself With Self-Help*: - The 5 most common pitfalls of self-help and how to avoid them (you've probably fallen victim to most of them). - Tips on how to identify what specific area of your life you should target first in order to benefit the most from reading self-help. - What confirmation bias is, why it's dangerous, and how to escape it to stay flexible and enjoy consistent personal growth. - How to interpret the advice you get from a book and tailor it to your life circumstances (cookie-cutter approaches don't work). - Why it's sometimes better to skip self-help books and what to read instead to help you achieve your goals and become a better person. Don't let another self-help title become just

another book on your shelf. Learn how to read in a more strategic way and, more importantly, act on the advice you get. This short guide can be your first step toward the new you. *A Short Guide to Writing about Biology* Longman Publishing Group NOTE: You are purchasing a standalone product; MyWritingLab(tm) does not come packaged with this content. If you would like to purchase both the physical text and MyWritingLab, search for ISBN -10: 0133969894 / ISBN-13: 9780133969894 . That package includes ISBN -10: 0321984250 / ISBN-13: 9780321984258 and ISBN -10: 0133933296 / ISBN-13: 9780133933291. MyWritingLab should only be purchased when required by an instructor. For courses in Writing Across the Curriculum or Writing About Biology. Developing the tools to effectively write about biology Teaching biology and strong writing skills simultaneously is a challenge, especially when students exhibit a range of abilities. The Ninth Edition of *A Short Guide to Writing about Biology* provides tools to strengthen student writing and reinforce critical thinking. Written by a prominent biologist, this best-selling guide teaches students to express ideas clearly and concisely.

ly. It emphasizes writing as a way of examining, evaluating, and refining ideas: students learn to read critically, study, evaluate and report data, and communicate with clarity. Using a narrative style, the text is its own example of good analytical writing. In this new edition, students learn how to avoid plagiarism (Ch 1 and 3), read and interpret data (Ch 3, 4 and 9), prepare effective Materials and Methods sections in research reports and more (Ch 9), and prepare manuscripts for submission (Ch 9). The text also provides advice on locating useful sources (Ch 2), maintaining laboratory and field notebooks (Ch 9), communicating with different audiences (Ch 6 and 10), and crafting research proposals (Ch 10), poster presentations (Ch 11), and letters of application (Ch 12). Also available with MyWritingLab(tm) This title is also available with MyWritingLab -- an online homework, tutorial, and assessment program that provides engaging experiences for teaching and learning. Flexible and easily customizable, MyWritingLab helps improve students' writing through context-based learning. Whether through self-study or instructor-led learning, MyWritingLab supports and complements

course work. Creativity Crown The legendary comedian, actor, and writer of Monty Python, Fawlty Towers, and A Fish Called Wanda fame shares his key ideas about creativity: that it's a learnable, improvable skill. "Many people have written about creativity, but although they were very, very clever, they weren't actually creative. I like to think I'm writing about it from the inside."—John Cleese You might think that creativity is some mysterious, rare gift—one that only a few possess. But you'd be wrong. As John Cleese shows in this short, practical, and often amusing guide, creativity is a skill that anyone can acquire. Drawing on his lifelong experience as a writer, Cleese shares his insights into the nature of creativity and offers advice on how to get your own inventive juices flowing. What do you need to do to get yourself in the right frame of mind? When do you know that you've come up with an idea that might be worth pursuing? What should you do if you think you've hit a brick wall? We can all be more creative. John Cleese shows us how. Economics for Everyone "Economics is too important to be left to the economists. This concise and readable book provides non-specialist read-

ers with all the information they need to understand how capitalism works (and how it doesn't). Economics for Everyone, now published in second edition, is an antidote to the abstract and ideological way that economics is normally taught and reported. Key concepts such as finance, competition and wages are explored, and their importance to everyday life is revealed. Stanford answers questions such as 'Do workers need capitalists?', 'Why does capitalism harm the environment?', and 'What really happens on the stock market?' The book will appeal to those working for a fairer world, and students of social sciences who need to engage with economics. It is illustrated with humorous and educational cartoons by Tony Biddle, and is supported with a comprehensive set of web-based course materials for popular economics courses."--Publisher's description. A Short Guide to a Happy Marriage, 2nd Edition-Cider Mill Press A Short Guide to a Happy Marriage, 2nd Edition is a concise explanation of the essentials for a long-lasting marriage. Marriage should be thought of as a creative work in progress. Just as the artist or writer has times when his or her work flows and all is going well, so does a marri-

age. Through good times and bad times, there are certain little behaviors that, when individually considered, over time create a sum in a marriage that is so much greater than its parts. In *A Short Guide to a Happy Marriage*, Sharon Gilchrest O'Neill challenges you to understand and live by the tenets of a committed relationship through an inviting, simple, and sensible approach to embracing marriage. *A Short Guide to Procurement Risk* Routledge Increasingly, top executives view supply markets as sources of competitive advantage and as means of achieving strategic objectives. Procurement is the management activity that makes this happen, and this process depends on a superior risk management capability if it is to be effective. Yet, despite its importance, Procurement Risk Management is surprisingly under-developed. Recent Global Risk surveys have pinpointed Supply Chain Vulnerability as one of the four key global risks for the next decade. What is less well known is that this is only half of the story ... risk exposures also exist inside the company and can be just as damaging. No company is an island; it needs suppliers as well as customers. Conventional wisdom puts great emphasis on

managing certain aspects of business such as customers; operations; strategy and finances. Typically, however, much less regard is paid to external suppliers and the risks present in dealing with them. As a minimum, suppliers are the sources of materials, services and expert attention which enable the company to feed its business model. When done well, a risk-aware procurement process provides the bonus of competitive advantage, with the ability to capitalise, on the occurrence of unexpected events. This short guide explains just how to do it. Each chapter explores the topic in hand, outlines the risks and the remedies available and offers guidance on the principles and risk prevention. *A Quick Guide to Health and Safety* Elsevier Health and safety issues now impose upon almost every part of business life. The system of enforcement is managed and implemented in the UK by The Health and Safety Executive (HSE) – but at times it can be difficult to know exactly which bits of this elaborate spider's web should be applied in a given instance, and which are most important. This Quick Guide puts the subject into context, providing a rational overview and a valid starting point to ap-

plying health and safety in the workplace, and offers a concise and readily accessible interpretation of what health and safety legislation means in practice. *Puts health and safety in to context* Provides a rational overview and starting point to applying health and safety in the workplace Offers a concise interpretation of health and safety legislation in practice *A Short Guide to People Management* Routledge There is a plethora of information available for busy HR practitioners but what they really need is a clear, concise and comprehensive analysis of the theory and practice of people management within contemporary organizations. Indeed, much has been written about Human Resource Management and Organizational Behavior, which rigorously explores each scientific field, yet there is a lack of an integrated examination of both fields. The author begins by describing the new world of business and management, which is characterized by continuous change and precarious employment. He examines the individual at work, group behavior, people resourcing, performance and development and the employment relationship and he concludes with a look at organizational change; i.e. the nature of

the sorts of changes that take place in companies of all sizes and how the process of organizational development can be managed effectively through people management. This guide provides a thorough examination of the key areas of organizational psychology and people management and offers an easy to digest theory on each topic coupled with the latest empirical evidence. All the core theories of HRM and OB are presented in a methodical and critical manner, appealing to time-starved professionals who wish to acquire a detailed overview of people management rapidly. Throughout the book, several suggestions will be made to managers for ways of applying various HR theories to the workplace. The reader will uncover how to manage people but won't be offered prescriptions because the best way of managing people depends on the context. Technology Is Not Neutral Perspective - it seems that just about every new technology that we bring to bear on improving our lives brings with it some downside, side effect or unintended consequence. These issues can pose very real and growing ethical problems for all of us. For example, automated facial recognition can make life

easier and safer for us - but it also poses huge issues with regard to privacy, ownership of data and even identity theft. How do we understand and frame these debates, and work out strategies at personal and governmental levels? Technology Is Not Neutral: A Short Guide to Technology Ethics addresses one of today's most pressing problems: how to create and use tools and technologies to maximize benefits and minimize harms? Drawing on the author's experience as a technologist, political risk analyst and historian, the book offers a practical and cross-disciplinary approach that will inspire anyone creating, investing in or regulating technology, and it will empower all readers to better hold technology to account. The Infinite Book Vintage For a thousand years, infinity has proven to be a difficult and illuminating challenge for mathematicians and theologians. It certainly is the strangest idea that humans have ever thought. Where did it come from and what is it telling us about our Universe? Can there actually be infinities? Is matter infinitely divisible into ever-smaller pieces? But infinity is also the place where things happen that don't. All manner of strange paradoxes and fantasies characterize an in-

finite universe. If our Universe is infinite then an infinite number of exact copies of you are, at this very moment, reading an identical sentence on an identical planet somewhere else in the Universe. Now Infinity is the darling of cutting edge research, the measuring stick used by physicists, cosmologists, and mathematicians to determine the accuracy of their theories. From the paradox of Zeno's arrow to string theory, Cambridge professor John Barrow takes us on a grand tour of this most elusive of ideas and describes with clarifying subtlety how this subject has shaped, and continues to shape, our very sense of the world in which we live. The Infinite Book is a thoroughly entertaining and completely accessible account of the biggest subject of them all - infinity. A Short & Happy Guide to the Rule West Academic Publishing Most students view the Rule against Perpetuities as the most difficult rule in law school. Moreover, the Rule is still covered on MBE for Property and MEE for Wills and Trusts and yet few student-centered resources exist. The Little Book on Perpetuities fills this gap. An ideal subject for self-study, this guide covers all key parts of the Rule, including problems for self-testing. It pre-

sents the Rule in its historical context but in a fun, engaging, and accessible way that is simple and clear for students to use. It can be used for Property classes, as well as Wills & Trusts and can supplement a casebook or be used as a separate, self-continued unit. Coverage includes: the common-law Rule and all the famous classics traps; modern statutory reforms, including the new generations-based rule by the Restatement Third of Property; recent efforts by some states to abolish the Rule; and the history and policies of the Rule. The Lucky Years Simon and Schuster Bestselling author David Agus unveils the brave new world of medicine, one in which we can take control of our health like never before and doctors can fine-tune strategies and weapons to prevent illness. In his first bestseller, *The End of Illness*, David Agus revealed how to add vibrant years to your life by knowing the real facts of health. In this book, he builds on that theme by showing why this is the luckiest time yet to be alive, giving you the keys to the new kingdom of wellness. Medicine is undergoing rapid change. In the old world, you followed general principles and doctors treated you based on

broad, one-size-fits all solutions. In this new golden age, you'll be able to take full advantage of the latest scientific findings and leverage the power of technology to customize your care. Only those who know how to access and adapt to these breakthroughs—without being distracted by hyped ideas and bad medicine—will benefit. Imagine being able to get fit and lose weight without dieting, train your immune system to fight cancer, edit your DNA to avoid a certain fate, erase the risk of a heart attack, reverse aging, and know exactly which drugs to take to optimize health with zero side effects. That's the picture of the future that you can enter starting today. Welcome to *The Lucky Years*. The Little Book of Results John Wiley & Sons 'It is easier to complicate than to simplify' - this book takes up that challenge and aims to refine and clarify the theories in the original Results to produce a more succinct route to clarity and better results for the reader - because we all want to see results at home, at work and in life! Using transformational coaching techniques, examples, exercises and metaphors, Jamie talks the reader through the three key changes they need to

achieve the results they are after and inspire others to do the same. Based on the principles of The Clarity Coaching Model, the reader will learn how to de-congest their mind to think more clearly, make better decisions and improve performance - achieving the 'flow' state attributed to the results of top-flight individuals. Clearer thinking removes the stress and anxiety from decision making and allows you to focus on your goals. Rather than a step-by-step process, the reader is encouraged to form a deep understanding of themselves to awaken their inner potential and improve their innate abilities including better listening, deeper connections, more motivation and greater innovation and creativity. A Short Guide to Writing about Literature Pearson Higher Ed This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Part of Longman's successful Short Guide Series, *A Short Guide to Writing about Literature* emphasizes writing as a process and incorporates new critical approaches to writing about literature. The twelfth edition continues to offer students sound advice on how to become

critical thinkers and enrich their reading response through accessible, step-by-step instruction.

A visionary report on the revitalization of the liberal arts tradition in the electronically inflected, design-driven, multimedia language of the twenty-first century. *Digital_Humanities* is a compact, game-changing report on the state of contemporary knowledge production. Answering the question “What is digital humanities?,” it provides an in-depth examination of an emerging field. This collaboratively authored and visually compelling volume explores methodologies and techniques unfamiliar to traditional modes of humanistic inquiry—including geospatial analysis, data mining, corpus linguistics, visualization, and simulation—to show their relevance for contemporary culture. Written by five leading practitioner-theorists whose varied backgrounds embody the intellectual and creative diversity of the field, *Digital_Humanities* is a vision statement for the future, an invitation to engage, and a critical tool for understanding the shape of new scholarship.

Health and safety issues now impose upon almost every part of business life. The sys-

tem of enforcement is managed and implemented in the UK by The Health and Safety Executive (HSE) – but at times it can be difficult to know exactly which bits of this elaborate spider’s web should be applied in a given instance, and which are most important. This Quick Guide puts the subject into context, providing a rational overview and a valid starting point to applying health and safety in the workplace, and offers a concise and readily accessible interpretation of what health and safety legislation means in practice. Puts health and safety in to context Provides a rational overview and starting point to applying health and safety in the workplace Offers a concise interpretation of health and safety legislation in practice

Does your organization have a good or bad reputation, and who takes responsibility for it? Whether viewed as an intangible asset or potential liability, damage to reputation can be costly. In the private sector loss of investor confidence can dent corporate value; in the public sector loss of public trust can lead to political change. How can anyone protect reputation from damage?

For a thousand years, infinity has proven

to be a difficult and illuminating challenge for mathematicians and theologians. It certainly is the strangest idea that humans have ever thought. Where did it come from and what is it telling us about our Universe? Can there actually be infinities? Is matter infinitely divisible into ever-smaller pieces? But infinity is also the place where things happen that don't. All manner of strange paradoxes and fantasies characterize an infinite universe. If our Universe is infinite then an infinite number of exact copies of you are, at this very moment, reading an identical sentence on an identical planet somewhere else in the Universe. Now Infinity is the darling of cutting edge research, the measuring stick used by physicists, cosmologists, and mathematicians to determine the accuracy of their theories. From the paradox of Zeno's arrow to string theory, Cambridge professor John Barrow takes us on a grand tour of this most elusive of ideas and describes with clarifying subtlety how this subject has shaped, and continues to shape, our very sense of the world in which we live. *The Infinite Book* is a thoroughly entertaining and completely accessible account of the biggest subject of them all-infinity.

Increasingly, top executives view supply markets as sources of competitive advantage and as means of achieving strategic objectives. Procurement is the management activity that makes this happen, and this process depends on a superior risk management capability if it is to be effective. Yet, despite its importance, Procurement Risk Management is surprisingly under-developed. Recent Global Risk surveys have pinpointed Supply Chain Vulnerability as one of the four key global risks for the next decade. What is less well known is that this is only half of the story ... risk exposures also exist inside the company and can be just as damaging. No company is an island; it needs suppliers as well as customers. Conventional wisdom puts great emphasis on managing certain aspects of business such as customers; operations; strategy and finances. Typically, however, much less regard is paid to external suppliers and the risks present in dealing with them. As a minimum, suppliers are the

sources of materials, services and expert attention which enable the company to feed its business model. When done well, a risk-aware procurement process provides the bonus of competitive advantage, with the ability to capitalise, on the occurrence of unexpected events. This short guide explains just how to do it. Each chapter explores the topic in hand, outlines the risks and the remedies available and offers guidance on the principles and risk prevention.

From the New York Times bestselling author of *Alternate Side*, Anna Quindlen's classic reflection on a meaningful life makes a perfect gift for any occasion. "Life is made of moments, small pieces of silver amidst long stretches of tedium. It would be wonderful if they came to us unsummoned, but particularly in lives as busy as the ones most of us lead now, that won't happen. We have to teach ourselves now to live, really live . . . to love the journey,

not the destination." In this treasure of a book, Anna Quindlen, the bestselling novelist and columnist, reflects on what it takes to "get a life"—to live deeply every day and from your own unique self, rather than merely to exist through your days. "Knowledge of our own mortality is the greatest gift God ever gives us," Quindlen writes, "because unless you know the clock is ticking, it is so easy to waste our days, our lives." Her mother died when Quindlen was nineteen: "It was the dividing line between seeing the world in black and white, and in Technicolor. The lights came on for the darkest possible reason. . . . I learned something enduring, in a very short period of time, about life. And that was that it was glorious, and that you had no business taking it for granted." But how to live from that perspective, to fully engage in our days? In *A Short Guide to a Happy Life*, Quindlen guides us with an understanding that comes from knowing how to see the view, the richness in living.