

Latest Biodata Format For Marriage

Since the publication of her first book, *How to Attract Anyone, Anytime, Anyplace*, love guru Susan Rabin has heard from hundreds of people who have used her innovative flirting techniques to enhance their lives. In this delightfully instructive guide, she draws on their fascinating front-line experiences, as well as her own professional expertise as a therapist, communications consultant, coach, lecturer, and writer to provide 101 foolproof techniques for meeting people. Included are: Great opening lines that aren't dependent on the weather The Master Flirt's top twenty all-time best places to flirt Techniques that allow you to make the most of "chance encounters" Flirting devices that always work Unabashedly outrageous, over-the-top flirting strategies that attract attention How to tell if he or she is sending you a nonverbal invitation Flattery that gets you somewhere - and much more Ms. Rabin has appeared on TV shows including Oprah Winfrey, David Letterman, The O'Reilly Report, Good Morning America, among many more, and she has been a pioneer of fearless flirting for decades.

'A Khushwant Singh short story is not flamboyant but modest, restrained, well-crafted...Perhaps his greatest gift as a writer is a wonderful particularity of description'—London Magazine Khushwant Singh first established his reputation as a writer through the short story. His stories—wry, poignant, erotic and, above all, human—bear testimony to Khushwant Singh's remarkable range and his ability to create an

unforgettable PBI - World. Spanning over half a century, this volume contains all the short stories Khushwant Singh has ever written, including the delightfully tongue-in-cheek 'The Maharani of Chootiapuram', written in 2008. 'Khushwant's stories enthrall...[He has]an ability akin to that of Somerset Maugham...the ability to entertain intelligently'—PBI - India Today 'His stories are better than [those of] any PBI - Indian writing in English—Times of PBI - India 'The Collected Short Stories leaves the reader in a delightful, inebriated trance'—Sunday Chronicle 'He is not an ordinary short story writer...[Collected Stories] is delightful reading'—Hindustan Times

An account of the architecture, sculpture, paintings and associated festivals of the great Vaisnava shrine of Jagannatha at Puri in Orissa, on the east coast of India, together with a new analysis of the origin of the icons of the Triad.

"Two carrots up to Joy for her new book, *From Junk Food To Joy Food*. These recipes really are amazing and no one dishes them up with more JOY!!"—Kathie Lee Gifford and Hoda Kotb, co-hosts of NBC's *the Today show* Think weight loss has to mean saying farewell to all your fattening favorites? French toast? Cinnamon buns? Bacon cheeseburgers? Buffalo wings? What about grilled cheese sandwiches and fettuccine Alfredo? Or pumpkin pie, brownies, and chocolate ice cream? It seems absurd—even unfair—that you should have to drop these from your diet just to drop a few pounds. Well, hang onto your fork...because now you don't have to give up any of these indulgent dishes! In *From Junk Food*

to Joy Food, New York Times best-selling author and Today show nutritionist Joy Bauer transforms your favorite foods from junky to joyful. Using smart substitutions and innovative combinations, Joy shows you how to preserve taste while cutting calories, fat, sugar, and carbs, so you can enjoy slimmed-down, more nutrient-packed versions of the foods you love. Instead of feeling bloated, heavy, and lethargic, you'll feel lighter, energized, and healthy. It's a delicious dream come true! Feeling skeptical about skinny spins of classic dishes like mac and cheese and cheesecake? All the recipes have been tested—and retested—by Joy's family, friends, and neighbors (and then some). The dishes that made it into this book did so only after they received the coveted two thumbs up from everyone who sampled them—including Joy's three children and their picky friends. In other words, these recipe re-dos passed with flying colors when compared to their more caloric counterparts. So you can dive right in without an ounce of guilt! With more than 115 recipes covering breakfast to dessert—plus everything in between—From Junk Food to Joy Food will show you that you don't have to sacrifice taste to eat well. These slimmer spins will leave you feeling and looking great!

When Johnny Cash died in September 2003, the world mourned the loss of the greatest country music star of all time. *I Walked the Line* is the life story of Vivian Cash, Johnny's first wife and the mother of his four daughters. It is a tale of long-kept secrets, lies revealed, betrayal and, at last, the truth. Johnny and Vivian were married for nearly fourteen years. These years spanned Johnny's

military service in Germany, his earliest musical inclinations, their struggling newlywed years, Johnny's first record deal with Sun Records (alongside Elvis Presley), his astounding rise to stardom, and his well-known battles with pills and the law. Vivian decided that, near the end of her life and with backing from Johnny, she should tell the whole story, even the parts at odds with the iconic Cash family image such as Johnny's drug problems; Vivian's confrontation with June Carter about her affair with Johnny and, most sensationally, the Cash family secret of June's lifelong addiction to drugs and the events leading up to her death. Also revealed are unpublished love letters between the couple, family photographs and artefacts. *I Walked the Line* is a powerful memoir of joy and happiness, injustice and triumph and is an essential read for all Cash fans.

"We cannot change the cards we are dealt, just how we play the hand."---Randy Pausch A lot of professors give talks titled "The Last Lecture." Professors are asked to consider their demise and to ruminate on what matters most to them. And while they speak, audiences can't help but mull the same question: What wisdom would we impart to the world if we knew it was our last chance? If we had to vanish tomorrow, what would we want as our legacy? When Randy Pausch, a computer science professor at Carnegie Mellon, was asked to give such a lecture, he didn't have to imagine it as his last, since he had recently been diagnosed with terminal cancer. But the lecture he gave--"Really Achieving Your Childhood Dreams"--wasn't about dying. It was about the importance of overcoming obstacles, of enabling the

dreams of others, of seizing every moment (because "time is all you have...and you may find one day that you have less than you think"). It was a summation of everything Randy had come to believe. It was about living. In this book, Randy Pausch has combined the humor, inspiration and intelligence that made his lecture such a phenomenon and given it an indelible form. It is a book that will be shared for generations to come.

World-renowned economist Klaus Schwab, Founder and Executive Chairman of the World Economic Forum, explains that we have an opportunity to shape the fourth industrial revolution, which will fundamentally alter how we live and work. Schwab argues that this revolution is different in scale, scope and complexity from any that have come before. Characterized by a range of new technologies that are fusing the physical, digital and biological worlds, the developments are affecting all disciplines, economies, industries and governments, and even challenging ideas about what it means to be human. Artificial intelligence is already all around us, from supercomputers, drones and virtual assistants to 3D printing, DNA sequencing, smart thermostats, wearable sensors and microchips smaller than a grain of sand. But this is just the beginning: nanomaterials 200 times stronger than steel and a million times thinner than a strand of hair and the first transplant of a 3D printed liver are already in development. Imagine "smart factories" in which global systems of manufacturing are coordinated virtually, or implantable mobile phones made of biosynthetic materials. The fourth industrial revolution, says Schwab, is more significant, and its ramifications

more profound, than in any prior period of human history. He outlines the key technologies driving this revolution and discusses the major impacts expected on government, business, civil society and individuals. Schwab also offers bold ideas on how to harness these changes and shape a better future--one in which technology empowers people rather than replaces them; progress serves society rather than disrupts it; and in which innovators respect moral and ethical boundaries rather than cross them. We all have the opportunity to contribute to developing new frameworks that advance progress.

The book that inspired the major new motion picture *Mandela: Long Walk to Freedom*. Nelson Mandela is one of the great moral and political leaders of our time: an international hero whose lifelong dedication to the fight against racial oppression in South Africa won him the Nobel Peace Prize and the presidency of his country. Since his triumphant release in 1990 from more than a quarter-century of imprisonment, Mandela has been at the center of the most compelling and inspiring political drama in the world. As president of the African National Congress and head of South Africa's antiapartheid movement, he was instrumental in moving the nation toward multiracial government and majority rule. He is revered everywhere as a vital force in the fight for human rights and racial equality. **LONG WALK TO FREEDOM** is his moving and exhilarating autobiography, destined to take its place among the

finest memoirs of history's greatest figures. Here for the first time, Nelson Rolihlahla Mandela tells the extraordinary story of his life--an epic of struggle, setback, renewed hope, and ultimate triumph. This fully revised second edition of Rosemary Wenzel's lively and informative guide to researching Jewish history will be absorbing reading for anyone who wants to find out about the life of a Jewish ancestor. In a clear and accessible way she takes readers through the entire process of research. She provides a brief social history of the Jewish presence in Britain and looks at practical issues of research – how to get started, how to organize the work, how to construct a family tree and how to use the information obtained to tell the story of a family. In addition she describes, in practical detail, the many sources that researchers can go to for information on their ancestors, their families and Jewish history.

Decades of research have demonstrated that the parent-child dyad and the environment of the family—“which includes all primary caregivers”—are at the foundation of children's well-being and healthy development. From birth, children are learning and rely on parents and the other caregivers in their lives to protect and care for them. The impact of parents may never be greater than during the earliest years of life, when a child's brain is rapidly developing and when nearly all of her or his

experiences are created and shaped by parents and the family environment. Parents help children build and refine their knowledge and skills, charting a trajectory for their health and well-being during childhood and beyond. The experience of parenting also impacts parents themselves. For instance, parenting can enrich and give focus to parents' lives; generate stress or calm; and create any number of emotions, including feelings of happiness, sadness, fulfillment, and anger. Parenting of young children today takes place in the context of significant ongoing developments. These include: a rapidly growing body of science on early childhood, increases in funding for programs and services for families, changing demographics of the U.S. population, and greater diversity of family structure. Additionally, parenting is increasingly being shaped by technology and increased access to information about parenting. Parenting Matters identifies parenting knowledge, attitudes, and practices associated with positive developmental outcomes in children ages 0-8; universal/preventive and targeted strategies used in a variety of settings that have been effective with parents of young children and that support the identified knowledge, attitudes, and practices; and barriers to and facilitators for parents' use of practices that lead to healthy child outcomes as well as their participation in effective programs and services. This report makes recommendations

directed at an array of stakeholders, for promoting the wide-scale adoption of effective programs and services for parents and on areas that warrant further research to inform policy and practice. It is meant to serve as a roadmap for the future of parenting policy, research, and practice in the United States.

Introduction and explanation of each print by the artist.

Florence Nightingale is famous as the “lady with the lamp” in the Crimean War, 1854—56. There is a massive amount of literature on this work, but, as editor Lynn McDonald shows, it is often erroneous, and films and press reporting on it have been even less accurate. The Crimean War reports on Nightingale’s correspondence from the war hospitals and on the staggering amount of work she did post-war to ensure that the appalling death rate from disease (higher than that from bullets) did not recur. This volume contains much on Nightingale’s efforts to achieve real reforms. Her well-known, and relatively “sanitized”, evidence to the royal commission on the war is compared with her confidential, much franker, and very thorough Notes on the Health of the British Army, where the full horrors of disease and neglect are laid out, with the names of those responsible.

A Wall Street Journal Bestseller Accelerate your job search, stand out, and land your next great

opportunity In *Get Hired Now!*, ZipRecruiter founder and CEO Ian Siegel tells you exactly how to find a new job fast. With an insider's view of how over a million employers really make hires, Ian pulls insights from the data to give you step-by-step instructions for writing a resume that works, finding the right jobs to apply to, acing a job interview, and negotiating a job offer. Debunk the conventional wisdom Break the unconscious habits that are sabotaging your success Get hired in record time Relevant for every stage of your career and for every industry, *Get Hired Now!* is a one-stop resource for job seekers looking to level up, stand out, and land the job.

Draws on more than forty interviews with Steve Jobs, as well as interviews with family members, friends, competitors, and colleagues to offer a look at the co-founder and leading creative force behind the Apple computer company.

Both a history and a how-to book, this landmark work by a great British calligrapher is required reading for every serious student of the art. Graily Hewitt introduces the general principles and the importance of the pen in the history of writing, tracing the development of minuscules and majuscules and other lettering styles. He then devotes a major portion of the book to Roman capitals, arrangement, legibility, and materials, including pens and inks, paper and parchment, pigments, gilding, and other methods. Full, detailed chapters on numerals, the double

stroke, the theory of letters, and other topics round out the text. More than 400 illustrations offer instructional guidance on correct form, spacing, proportion, serifs, paragraph initials, raised letters, and much more.

Complete letter-by-letter sequences show how to write the alphabet in formal minuscule and Roman capitals. In addition, samples of great calligraphy from Greek and Roman sources, The Book of Kells, medieval Italian manuscripts, and the author's own work document the glorious results achieved by master calligraphers of the past.

An absolute must-have guide for beginners, this is an interactive workbook designed to teach you how to create gorgeous lettering with any pen on any surface, no brush pen or calligraphy nib necessary! You'll learn how to draw letters, words, inspirational phrases, and bible verses in multiple alphabet styles by practicing outlining letters and thickening downstrokes. Perforated traceable phrases and backgrounds allow you to make your own art, pull it out, then frame it. Simple, approachable, and fun, this method is versatile for any surface so you can create stunning faux calligraphy on paper, chalkboards, wood, glass, and more! Author Danielle Stringer is the owner and artist behind Imperfect Dust and shares her secret to hand lettering; that it doesn't have to be daunting! With the hope of encouraging readers to pick up a pen and go for it, Stringer will teach you how to achieve the calligraphy look with simple key lines.

LI YAN AND MARGARET CAMPBELL RETURN IN A NEW SHORT STORY, YEARS AFTER THE DRAMATIC

CONCLUSION OF CHINESE WHISPERS. "I saw your missing girl at a ghost wedding last week. She was the bride." It has been a whirlwind few years for Li Yan and Margaret Campbell. Nowadays, both are busy juggling their huge professional workloads - Li as the newly promoted chief of Beijing's serious crime squad, and Campbell as lecturer at the University of Public Security - with the day-to-day raising of their young son, Li Jon. When a desperate mother appeals to Campbell's own maternal instincts, Li agrees to look into the disappearance of a 17-year-old Beijing girl, Jiang Meilin. Yet Li's investigation soon turns from a favor into a full-scale murder enquiry. And when he receives an anonymous note he learns Jiang Meilin's death is tied to a dangerous underground trade, and a dark marital rite from China's past.

This book presents all the publicly available questions from the PISA surveys. Some of these questions were used in the PISA 2000, 2003 and 2006 surveys and others were used in developing and trying out the assessment.

Elaborate strands of flowers, dramatic Art Deco designs, ethereal rings of angels — this affordable volume offers endless inspiration to professional and amateur artists alike with more than 200 color and black-and-white designs. Painstakingly selected from a vast archive of rare artwork, these images are reproduced according to the highest standards.

Fundamentals of Web Development covers the broad range of topics required for modern web development (both client- and server-side) and is appropriate for

students who have taken a CS1 course sequence. The book guides students through the creation of enterprise-quality websites using current development frameworks, its comprehensive coverage of a modern internet development platform; includes HTML5, CSS3, Javascript, and the LAMP stack (that is, Linux, Apache, MySQL, and PHP). Other important technologies covered include jQuery, XML, WordPress, Bootstrap, and a variety of third-party APIs that include Facebook, Twitter, and Google and Bing Maps. Coverage also includes the required ACM web development topics in a modern manner closely aligned with best practices in the real world; of web development. ; Teaching and Learning Experience Help students master the fundamentals of web development: ; A true grasp of web development requires an understanding of both the foundations of the web and current web development practices. Support learning outcomes in various teaching scenarios: ; This book allows instructors to chart their own unique way through the topics that make up contemporary web development.

Political corruption is one of the globe's most pressing yet seemingly permanent problems. It is a root cause of low growth and inequality, and plagues numerous nations throughout the world in varying degrees. In *Political Parties, Business Groups, and Corruption in Developing Countries*, Vineeta Yadav tackles the puzzle of corruption by analyzing the role that business lobbying plays in it. She shows that the structure of a developing nation's legislative institutions frequently determines whether such institutions promote or restrain corruption.

Combining focused studies of legislative institutions and business groups in India and Brazil with a broader survey of corruption in sixty four developing democracies, Yadav shows how systems with powerful parties rather than ones with powerful individual legislators encourage the most corruption. A rigorous comparative examination of the connections between political institutions, lobbying, and corruption, this work will reshape our understanding of how developing country democracies can both discourage and encourage bribery, vote buying, and influence peddling.

#1 NEW YORK TIMES BESTSELLER • “The story of modern medicine and bioethics—and, indeed, race relations—is refracted beautifully, and movingly.”—Entertainment Weekly
NOW A MAJOR MOTION PICTURE FROM HBO® STARRING OPRAH WINFREY AND ROSE BYRNE • ONE OF THE “MOST INFLUENTIAL” (CNN), “DEFINING” (LITHUB), AND “BEST” (THE PHILADELPHIA INQUIRER) BOOKS OF THE DECADE • ONE OF ESSENCE’S 50 MOST IMPACTFUL BLACK BOOKS OF THE PAST 50 YEARS • WINNER OF THE CHICAGO TRIBUNE HEARTLAND PRIZE FOR NONFICTION NAMED ONE OF THE BEST BOOKS OF THE YEAR BY The New York Times Book Review • Entertainment Weekly • O: The Oprah Magazine • NPR • Financial Times • New York • Independent (U.K.) • Times (U.K.) • Publishers Weekly • Library Journal • Kirkus

Reviews • Booklist • Globe and Mail Her name was Henrietta Lacks, but scientists know her as HeLa. She was a poor Southern tobacco farmer who worked the same land as her slave ancestors, yet her cells—taken without her knowledge—became one of the most important tools in medicine: The first “immortal” human cells grown in culture, which are still alive today, though she has been dead for more than sixty years. HeLa cells were vital for developing the polio vaccine; uncovered secrets of cancer, viruses, and the atom bomb’s effects; helped lead to important advances like in vitro fertilization, cloning, and gene mapping; and have been bought and sold by the billions. Yet Henrietta Lacks remains virtually unknown, buried in an unmarked grave. Henrietta’s family did not learn of her “immortality” until more than twenty years after her death, when scientists investigating HeLa began using her husband and children in research without informed consent. And though the cells had launched a multimillion-dollar industry that sells human biological materials, her family never saw any of the profits. As Rebecca Skloot so brilliantly shows, the story of the Lacks family—past and present—is inextricably connected to the dark history of experimentation on African Americans, the birth of bioethics, and the legal battles over whether we control the stuff we are made of. Over the decade it took to uncover this story, Rebecca became enmeshed in the lives of the

Lacks family—especially Henrietta’s daughter Deborah. Deborah was consumed with questions: Had scientists cloned her mother? Had they killed her to harvest her cells? And if her mother was so important to medicine, why couldn’t her children afford health insurance? Intimate in feeling, astonishing in scope, and impossible to put down, *The Immortal Life of Henrietta Lacks* captures the beauty and drama of scientific discovery, as well as its human consequences.

A quick reference book with definitions for troublesome or unfamiliar words encountered in the genealogy research process.

James Achilles Kirkpatrick landed on the shores of eighteenth-century India as an ambitious soldier of the East India Company. Although eager to make his name in the subjection of a nation, it was he who was conquered—not by an army but by a Muslim Indian princess. Kirkpatrick was the British Resident at the court of the Nizam of Hyderabad when in 1798 he glimpsed Khair un-Nissa—'Most Excellent among Women'—the great-niece of the Nizam's Prime Minister. He fell in love with Khair, and overcame many obstacles to marry her—not least of which was the fact that she was locked away in purdah and engaged to a local nobleman. Eventually, while remaining Resident, Kirkpatrick converted to Islam, and according to Indian sources even became a double-agent working for the Hyderabadis against

the East India Company. Possessing all the sweep of a great nineteenth-century novel, *White Mughals* is a remarkable tale of harem politics, secret assassinations, court intrigue, religious disputes and espionage.

The Jagannatha Temple at Purilts Architecture, Art, and CultBRILL

Suffused with eroticism and focusing on the corrupting influence of power, *The Monk* pioneered a shocking new form of Gothic novel, where elements such as mob violence, incest and brutal murders replaced the gentler horrors of earlier practitioners of the genre such as Horace Walpole and Ann Radcliffe. Alma Classics is committed to making available a wide range of literature from around the globe. Most of the titles are enriched by an extensive critical apparatus, notes and extra reading material, as well as a selection of photographs. The texts are based on the most authoritative edition and edited using a fresh, accessible editorial approach. With an emphasis on production, editorial and typographical values, Alma Classics aspires to revitalize the whole experience of reading classics.

Why are so many people unhappy on-the-job? . As many as 7 out of 10 Americans are currently dissatisfied with their careers. . Expensive college degrees are seen by our society as a requirement to enter the American workforce. Yet, many students fail to graduate with the skills and knowledge

necessary to embark on a satisfying career path. The result is an unprepared individual, saddled with debt, and frustrated with a system that has left them hanging with respect to making good career decisions. . The concept of work-life balance continues to elude our society as thousands of workers complain of 'living to work' instead of 'working to live.' It's no secret that career satisfaction eludes much of the American working population, but what's worse is the lack of resources and coaching to help today's employee find the career satisfaction they seek. In this innovative, step-by-step guide, workplace expert, professional development specialist, and nationally syndicated career advice columnist, J.T. O'Donnell (www.jtodonnell.com) unlocks the secrets to working smarter when it comes to creating a career you can get excited about. With more than 15 years experience, having coached thousands of individuals, O'Donnell will show you how to develop an authentic definition of professional success that will get you results. Here's what readers have to say: Her strategic approach really helped me flesh out what traits and experience I brought to the table for a potential employer in a different field. Her methods, encouragement and continued support have led me to find the right career path.- Helen D. I hated my job, wanted out, and didn't know where to begin. I had a decision to make: I could continue on the track

to working my 9-5 job in front of a desk and let it define me and make me miserable, or look for something different. J.T.showed me that it's not your job that defines you at all;it's you who defines your job. She worked with me to figure out my strengths and work on my weaknesses. J.T.helped me learn that who I am is far more than the paycheck I bring in. Through that exploration of my own real desires, J.T.helped me to realize that I needed a far more creative outlet to be successful in. I can truly say that without J.T.'s help, I certainly would not be where I am today. I'm more aware of my life and the people in it...I absolutely love my job and really feel successful. I owe an immense amount of gratitude to J.T. for getting me to this place in my life. - Danielle H. The information in this book is so on target, I wish I'd found it earlier in my career.I can't begin to express what it is like to have finally found not just the reasons, but the solutions, to my past career disappointments.- John T.

A great American crank, in the best sense of the word, Charles Hoy Fort (1874-1932) spent his life hunting down reports of "anomalous phenomena"-"damned" events such rains of frogs, cattle mutilations, and UFO sightings-and studying them from a true outsider's perspective, one that characterized even objective science as wearing blinders in its approach to them. In this modern classic of analytical biography, Colin Bennett

examines not only the life of this one-man investigator of real-life X-Files but his work as well, likening him to such diverse figures that loom in the cultural imagination as Lee Harvey Oswald and Shakespeare's Hamlet. A must-read for fans of the strange, this riveting book explores why the 20th century, which gave rise to conspiracy-theory philosophies and widespread distrust of social authority, embraced Fort so wholly that his name has been immortalized in the adjective "Fortean." In the course of a delightfully misspent youth, COLIN BENNETT was employed as both a musician and as a mercenary soldier. He was far better at the second than at the first. Educated at Balliol College, Oxford, he is the author of the novels *Infantryman* and *The Entertainment Bomb*, and paranormal nonfiction including *Looking for Orthon*, a biography of George Adamski; *Politics of the Imagination*, a biography of Charles Fort; and *An American Demonology*, about the head of the 1950s UFO-hunting agency Project Blue Book.

The story tells of the efforts of a nervous and excitable man who starts to propose to an attractive young woman, but who gets into a tremendous quarrel over a boundary line.

The civil war between the Sri Lankan state and Tamil militants, which ended in 2009, lasted more than three decades and led to mass migration, mainly to India, Canada, England, and continental Europe. In *Marrying*

for a Future, Sidharthan Maunaguru argues that the social institution of marriage has emerged as a critical means of building alliances between dispersed segments of Tamil communities, allowing scattered groups to reunite across national borders. Maunaguru explores how these fragmented communities were rekindled by connections fostered by key participants in and elements of the marriage process, such as wedding photographers, marriage brokers, legal documents, and transit places. *Marrying for a Future* contributes to transnational and diaspora marriage studies by looking at the temporary spaces through which migrants and refugees travel in addition to their home and host countries. It provides a new conceptual framework for studies on kinship and marriage and addresses a community that has been separated across borders as a result of war.

A beautiful compilation of favorite prayers. Hundreds of carefully selected prayers including traditional Catholic prayers, prayers for Eucharistic Adoration, daily prayers for the whole family, seasonal prayers, special occasion prayers, consecrations, and many more.

If you've always wanted to draw but didn't think you had the talent, think again! With *The Everything Drawing Book* as your guide, you'll learn how to see the world through an artist's eyes-and capture it on canvas. Unlock your creative potential and expand your drawing expertise with: Useful exercises and assignments that help you find your own style Easy tricks for charcoal, watercolor, and pen-and-ink methods Quick tips on perspective and technique, as well as portraiture and

landscape drawing Budget-friendly suggestions on how to save a bundle on expensive artist supplies Dozens of original drawings designed to spark your imagination And much, much more!

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers'

lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

What would you change if you could travel back in time? Down a small alleyway in the heart of Tokyo, there’s an underground café that’s been serving carefully brewed coffee for over a hundred years. Local legend says that this shop offers its customers something else besides coffee—the chance to travel back in time. The rules, however, are far from simple: you must sit in one particular seat, and you can’t venture outside the café, nor can you change the present. And, most important, you only have the time it takes to drink a hot cup of coffee—or risk getting stuck forever. Over the course of one summer, four customers visit the café in the hopes of traveling to another time: a heartbroken lover looking for closure, a nurse with a mysterious letter from her husband, a waitress hoping to say one last goodbye and a mother whose child she may never get the chance to know. Heartwarming, wistful and delightfully quirky, *Before the Coffee Gets Cold* explores the intersecting

lives of four women who come together in one extraordinary café, where the service may not be quick, but the opportunities are endless.

There is a power shift coming, and a pivotal turning point in human history is on the horizon. Radical Islamic terrorism and the possibility of a nuclear war have overwhelmed the entire world. The safety net that once protected us has been broken. Prophetic events are speeding up! The global upheaval the world is currently witnessing is only the beginning of unimaginable chaos. Last Call for the Church delivers a powerful and convincing precept upon precept endtimes teaching on the Second Coming of Christ, the Rapture, and the crucial timing of why only the Father knows when His son will return. The author is a real-life storyteller, and she accomplishes the call to understand the Rapture of the church, what it will be like, and why Jesus found it necessary to teach in terms of a wedding, a bride, and to reference Himself as a Bridegroom. The author exclusively writes to you, the reader. She takes you on a classroom tour of prophecies and parables, and offers a strong case for an aggressive Pre-Tribulation Rapture based on Scripture, and the frequencies of current worldwide trends. She writes just as straightforward as she teaches. In Last Call for the Church, you will get a truly unique understanding of the Rapture, eschatologically, as it applies to a collective body of believers, referred to in the Bible as a bride, or better known as the Bride of Christ, the church. "Do not let your hearts be troubled," John 14:1. Last Call for the Church presents the "traditions" of an ancient Jewish wedding

along with many obsolete Hebraic idioms and their prophetic meaning on the landscape of Eschatology and End times prophecy. Last Call for the Church is not a date setter for the Rapture. It is a love story! A love so great; it frees the captive and reaffirms the eternal Word of God. The King is coming.

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