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Addictions don't pause because of the pandemic; family interventions may be necessary even in the time of coronavirus. Jeff and Debra Jay provide clear steps for harnessing the power of family, friends, and

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professionals to claim and create a better future with loved ones who suffer from addiction. This revised and expanded edition of the most popular and effective book on intervention features enhanced tools and techniques to help loved ones face addiction. As a standard-setting book

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on intervention, Love First has helped tens of thousands of families, friends, and professionals create a loving and effective plan for helping those who suffer from addiction. This revised and expanded edition adds to the core material in this classic book with the most up-to-date scientific information

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and new intervention techniques for alcohol and other drug addictions--and an array of disorders.

Make your everyday interactions with children intentional and purposeful with these steps: Be Present, Connect, and Extend Learning.

More than 100,000 entrepreneurs rely

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on this book for detailed, step-by-step instructions on building successful, scalable, profitable startups. The National Science Foundation pays hundreds of startup teams each year to follow the process outlined in the book, and it's taught at Stanford, Berkeley, Columbia and more than

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100 other leading universities worldwide. Why? The Startup Owner's Manual guides you, step-by-step, as you put the Customer Development process to work. This method was created by renowned Silicon Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup"

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movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and diagrams, plus 77 valuable checklists that guide you as you drive your company toward profitability. It will help you: □ Avoid the 9 deadly sins that destroy startups'

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chances for success □ Use the Customer Development method to bring your business idea to life □ Incorporate the Business Model Canvas as the organizing principle for startup hypotheses □ Identify your customers and determine how to "get, keep and grow" customers profitably □

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Compute how you'll drive your startup to repeatable, scalable profits. The Startup Owner's Manual was originally published by K&S Ranch Publishing Inc. and is now available from Wiley. The cover, design, and content are the same as the prior release and should not be considered a new or updated

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product.

PDFs are the standard for creating, analyzing, storing, and exchanging digital documents. Not just for attorneys, this book - the most comprehensive available - was written by practitioners with extensive experience in using Adobe Acrobat

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DC. Now for both PC and Mac users, this clearly written and easy-to-follow manual provides step-by-step instructions and screenshots showing how to get the most from Acrobat, from its most common tools to its most advanced features.

A Guide for New Church Members

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Focused Assessments and Targeted
Lessons for Helping Every Student
Become a Better Reader

An Assess-Decide-Guide Framework
for Supporting Every Reader

The Next Step Forward in Guided
Reading

The Next-step Guide to Enriching

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Classroom Environments

The Narcotics Anonymous Step

Working Guides

A Step-by-Step Guide in Photographs

Guided reading experts, Jan

Richardson and Michèle Dufresne,

provide teachers with clear,

concise, and practical instructions

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and resources for planning and teaching developmentally appropriate word study and phonics lessons. Learn how students solve words, how to assess what students know and need to learn next, and what sequence, materials and activities

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to use to help students become proficient word solvers and independent readers. Works with the familiar Next Step Forward lesson plan framework from Richardson's best-selling Next Step Forward in Guided Reading. Uses a gradual release of responsibility

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approach that guides students to independent word solving.

Introduces readers to not just one approach to phonics and word study--but six. Includes more than 250 ready-to-use word study lessons, leveled from pre-A-Z.

Jan Richardson s highly anticipated

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update to the classic bestseller The Next Step in Guided Reading helps you and your students move forward."

This volume provides thoroughly updated guidelines for preparing and teaching an entire course in psychology. Based on best

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principles and effective psychological and pedagogical research, it offers practical suggestions for planning a course, choosing teaching methods, integrating technology appropriately and effectively, developing student evaluation

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instruments and programs, and ideas for evaluation of your own teaching effectiveness. While research-based, this book was developed to be a basic outline of "what to do" when you teach. It is intended as a self-help guide for relatively inexperienced psychology

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teachers, whether graduate students or new faculty, but also as a core reading assignment for those who train psychology instructors. Experienced faculty who wish to hone their teaching skills will find the book useful, too. Literacy intervention should be

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swift and powerful--and this approach by Jan Richardson and Ellen Lewis provides fast results! After only 6-8 weeks of intervention, students can gain the confidence, proficiency, and skills they need to excel as readers and exit intervention! Based on Jan's

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bestselling *The Next Step Forward in Guided Reading*, this companion volume is intended to be used together in order to best implement the RISE framework.. *The Next Step Forward in Reading Intervention* offers intensive, short-term, targeted instruction in reading,

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writing, word study, and comprehension. It's a step-by-step handbook for literacy teachers, literacy coaches, and reading specialists who are looking for a proven reading intervention program that really works. "RISE has truly changed the face of intervention at

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our school." -- Ranita Glenn,
Reading Specialist and RISE
instructor, Hardy Elementary
School, Chattanooga, Tennessee
Love First
Rules for Focused Success in a
Distracted World
A Proven Method to Organize Your

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Digital Life and Unlock Your
Creative Potential

Cognitive Therapy for Chronic Pain,
Second Edition

The Ultimate Guide to Adobe®
Acrobat® DC

The Step-by-Step Guide to Getting
Your Kid Through College Without

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Student Loans

Teaching Psychology

Jan Richardson, best-selling author of The Next Step in Guided Reading and Next Step Guided Reading Assessment shows teachers how to plan and teach successful, well-paced lessons from

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start to finish.

Nine out of every ten startups will fail. Want to avoid their mistakes and become part of the 10% that succeed? THE NEXT STEP is the first series to take entrepreneurs step-by-step through the process from raw idea to

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operational startup. Each step includes a set of key questions designed to help you build a business plan and pitches for potential investors and customers. Book 3: A Guide to Building a Startup Financial Plan covers the whole process from

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projecting revenue to estimating expenses, developing a cash flow statement, and analyzing your break-even point. Step by step, from a blank spreadsheet to a five-year financial model. Whether you're a seasoned professional looking to make a

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change, a new college graduate with a big idea, or a small business owner in need of more structure, this must-read series from serial entrepreneur Luni Libes will help make your idea a profitable reality.

Every parent wants the best for their

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child. That's why they send them to college! But most parents struggle to pay for school and end up turning to student loans. That's why the majority of graduates walk away with \$35,000 in student loan debt and no clue what that debt will really cost

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them.1 Student loan debt doesn't open doors for young adults—it closes them. They postpone getting married and starting a family. That debt even takes away their freedom to pursue their dreams. But there is a different way. Going to college without student

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loans is possible! In Debt-Free Degree, Anthony O'Neal teaches parents how to get their child through school without debt, even if they haven't saved for it. He also shows parents:

- *How to prepare their child for college
- *Which classes to take in

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high school *How and when to take the ACT and SAT *The right way to do college visits *How to choose a major A college education is supposed to prepare a graduate for their future, not rob them of their paycheck and freedom for decades. Debt-Free

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Degree shows parents how to pay cash for college and set their child up to succeed for life.

The book Lifehack calls "The Bible of business and personal productivity."
"A completely revised and updated edition of the blockbuster bestseller

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from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal

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organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the

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book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not

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only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

The Rise Framework

Building a Second Brain

The Next Step in Guided Reading

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A Guide to Building a Startup
Financial Plan

The Next Step Forward in Guided
Reading + the Guided Reading
Teacher's Companion
The Next Step Annual 2020

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Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give

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and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less

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time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-

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first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In Deep Work, author and

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professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes

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the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your

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mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, Deep Work takes the reader on a journey through

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memorable stories-from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air-and

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no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. Deep Work is an indispensable guide to anyone seeking focused

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*success in a distracted world.
An Amazon Best Book of 2016
Pick in Business & Leadership
Wall Street Journal Business
Bestseller A Business Book of
the Week at 800-CEO-READ
Much has been written on the*

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topic of guided reading over the last twenty years, but no other leaders in literacy education have championed the topic with such depth and breadth as Irene Fountas and Gay Su Pinnell. In the highly anticipated second

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edition of Guided Reading, Fountas and Pinnell remind you of guided reading's critical value within a comprehensive literacy system, and the reflective, responsive teaching required to realize its full potential. Now

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with Guided Reading, Second Edition, (re)discover the essential elements of guided reading through: a wider and more comprehensive look at its place within a coherent literacy system a refined and deeper

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*understanding of its complexity
an examination of the steps in
implementation-from observing
and assessing literacy
behaviors, to grouping in a
thoughtful and dynamic way, to
analyzing texts, to teaching the*

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*lesson the teaching for systems
of strategic actions a rich text
base that can support and
extend student learning the re-
emerging role of shared reading
as a way to lead guided and
independent reading forward*

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the development of managed independent learning across the grades an in-depth exploration of responsive teaching the role of facilitative language in supporting change over time in students' processing systems

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the identification of high-priority shifts in learning to focus on at each text level the creation of a learning environment within which literacy and language can flourish. Through guided reading, students learn how to

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*engage in every facet of the reading process and apply their reading power to all literacy contexts. Also check out our new on-demand mini-course: **Introducing Texts Effectively in Guided Reading Lessons***

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Narcotics Anonymous Step Working Guides are meant to be used by NA members at any stage of recovery, whether it's the first time through the steps, or whether they have been a guiding force for many years.

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This book is intentionally written to be relevant to newcomers and to help more experienced members develop a deeper understanding of the Twelve Steps.

Intended for K-3 classroom

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teachers, explains how to create a balanced literacy program based on guided reading and supported by reading aloud, shared reading, interactive writing, and other approaches.

Occupational Outlook Handbook

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*The Startup Owner's Manual
Debt-Free Degree*

*Matching Texts to Readers for
Effective Teaching*

A Step-By-Step Guide

*A Step-by-Step Guide to Get You
from Inspiration to Published*

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Author

*Next Step Guided Reading in
Action, Grades K-2*

Many excellent books teach God's principles of finance. Perhaps they have helped you lay a strong biblical foundation for carrying out your money management

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responsibilities. But as you try to apply those principles to real-life investing decisions, it's easy to feel overwhelmed by jargon and the sheer number of possibilities. Sound Mind Investing is a next step guide that helps you put Godly principles of finance in motion. Whether you're a beginner or an experienced

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investor, you'll benefit from stepping across this bridge between theory and action. Each lesson is written in everyday English and filled with helpful visual aids. This book can help you chart your financial future by using the same concepts that have made Austin's newsletter America's best-selling

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investment newsletter written from a biblical perspective. Whether you invest a little or a lot, these biblical principles apply to you.

Offers six sample business models and thirty case studies to help build and monetize a business.

Classroom teacher, Leograndis uses full-

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color photographs with clear descriptions to show you how you can transform your classroom into a well-organized workshop that supports writing growth. You'll find unique and highly practical ideas for setting up and maintaining record systems and organizing supplies, to teaching workshop routines, building community,

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and establishing a productive learning environment. This rich resource includes dozens of classroom-tested management and instructional charts and strategic lessons that build day-by-day and week-to-week, as well as lists of mentor texts and read alouds for launching a writing workshop. Great ideas for homework, too.

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For use with Grades 1-6.

This guide charts the NQT's next steps in teaching from finishing a teacher training programme, through to the probationary year, and then into the comparatively settled routine of the second and third years of teaching. Suitable for all new teachers in secondary schools, this book

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aims to: help with navigating the pitfalls of teaching describe some of the possible challenges and difficulties faced in the classroom and provide advice based on the experiences of other teachers describe the successful strategies new teachers have used to develop teaching highlight the satisfaction of teaching. An important

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feature of the book is that it takes an extended view of the early years of a teaching career, looking beyond the short term 'What am I going to teach this class next week, or next lesson, or even right now?'. Next Steps in Teaching also presents interviews with new teachers that will help to show how others have been

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through similar experiences and came out as confident teachers.

Animal Snackers

Good First Teaching for All Children

The Portfolio Book

Powerful Interactions

Lean Analytics

Next Step Guided Reading in Action

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Responsive Teaching Across the Grades

In this convenient flip-chart guide, you can easily find prompts, discussion starters, and teaching points to use when you want students to

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process more effectively,
think more deeply, and
express their ideas more
thoughtfully. The self-
standing guide with sturdy
pages makes it convenient
to use while working with

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small groups. Instantly, you can use these tools as starting points for in-depth inquiry based on behaviors you're noticing in students. There are also recommendations on

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how to revise them as necessary to meet every reader's needs.

A revolutionary approach to enhancing productivity, creating flow, and vastly increasing your ability to

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capture, remember, and benefit from the unprecedented amount of information all around us. For the first time in history, we have instantaneous access to

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the world's knowledge. There has never been a better time to learn, to contribute, and to improve ourselves. Yet, rather than feeling empowered, we are often left feeling

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overwhelmed by this constant influx of information. The very knowledge that was supposed to set us free has instead led to the paralyzing stress of

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believing we'll never know
or remember enough. Now,
this eye-opening and
accessible guide shows how
you can easily create your
own personal system for
knowledge management,

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otherwise known as a
Second Brain. As a trusted
and organized digital
repository of your most
valued ideas, notes, and
creative work synced
across all your devices

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and platforms, a Second Brain gives you the confidence to tackle your most important projects and ambitious goals. Discover the full potential of your ideas

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and translate what you know into more powerful, more meaningful improvements in your work and life by Building a Second Brain.

Ten simple steps to build

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portfolio assessment into
everyday teaching.

"We found that a healthy,
respectful classroom and
school environment was
fundamental to successful
school change," write

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veteran literacy
consultants Bonnie
Campbell Hill and Carrie
Ekey, "and that we needed
this necessary foundation
before we could help
schools build meaningful

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and long-lasting literacy initiatives." Their Next-Step Guide to Enriching Classroom Environments lays this foundation with two parallel rubrics that help everyone contribute

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to a successful literacy initiative: A rubric for leaders helps principals, literacy coaches, and staff developers assess whether a school's physical spaces and

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instructional practices
are well aligned and helps
set achievable goals A
rubric for teachers helps
them examine their
classrooms and design
spaces that mirror

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research-based beliefs about learning and teaching. Each chapter walks through one strand of the rubrics and provides study groups and PLCs with even more tools

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for developing common
language, beliefs, and
practices around
integrating classroom
design and literacy
instruction: ponder boxes
guide study of the book,

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stimulate discussion, and suggest next steps book lists point to paths for further professional learning full-color photographs and vignettes from exemplary classrooms

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burst with ready-to-use ideas. "We hope the classrooms we describe knock your socks off! But they are more than just beautiful," write Bonnie Campbell Hill and Carrie

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Ekey. "They're also based on research and sound theories about teaching and learning." Use the powerful tools in The Next-Step Guide to Enriching Classroom Environments and

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watch your school change
one well-designed
classroom at a time.

A Step-by-step Guide for
Teachers

How to Connect With
Children to Extend Their

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Learning

The Next Step Forward in
Running Records

Next Step Guided Reading
in Action Grades 3 and Up
Revised Edition
Guided Reading

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A Family's Guide to
Intervention
The Next Step
The Next Step in Guided
Reading Focused Assessments
and Targeted Lessons for
Helping Every Student

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Become a Better
ReaderScholastic Teaching
Resources

In this resource-rich book
and teacher's prompting
guide, you'll find: - All
the planning and

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instructional tools you need to teach guided reading well, from pre-A to fluent, organized around Richardson's proven Assess-Decide-Guide framework. - Prompts,

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discussion starters,
teaching points, word
lists, intervention
suggestions, and more to
support all students,
including dual language
learners and struggling

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readers. - 29
comprehension modules that cover essential strategies--monitoring, retelling, inferring, summarizing, and many others. - Plus an online

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resource bank with dozens of downloadable assessment and record-keeping forms, Richardson's all-new, stage-specific lesson plan templates. - More than 40 short videos showing Jan

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modeling key parts of guided reading lessons for every stage. - A handy flip-chart guide with prompts, discussion starters, and teaching points for use during

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guided reading to inform
your next step forward.

Short poems describe the
eating habits of many
different kinds of
animals.

Little Leveled Readers are

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not too easy or too hard-
but just right! That's
because they have been
carefully evaluated by a
reading specialist to
correlate with Guided
Reading Level C. Inside

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you'll find 75 storybooks (5 copies of 15 titles) on topics children love, which makes them perfect for group learning.

Includes a mini-teaching guide.

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The Art of Stress-Free
Productivity
Taking the Next Step
Prompts, Discussion
Starters and Teaching
Points
Leveraging Natural Groups

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to Build a Thriving
Organization

The Next Step Forward in
Guided Reading Book + The
Guided Reading Teacher's
Companion

Next Steps in Teaching

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The Next Step Forward in
Word Study and Phonics
Taking the Next Step, by
Ralph Hodge, is a basic,
easy-to-use, interactive
resource designed to help
new members find a place of
meaningful involvement in

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their new church. It provides an overview and orientation for assimilation of new members and guides them toward meaningful involvement in a church's life and ministry. Primarily for adults, Taking the Next

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Step can also be adapted for use with teenagers. (4 or 5 sessions)

In the hands of informed teachers, running records reveal the meaning-making, problem-solving strategies children are using as they

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process text. Richardson, Bates, and McBride provide expert analysis of sample running records and offer how-to videos that take teachers beyond calculating a simple accuracy rate to observing their students'

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reading behaviors--and then taking next steps to plan targeted lessons.

"Grounded in state-of-the-art theory and research, this hands-on volume provides a complete cognitive-behavioral

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treatment program for clients suffering from chronic pain. Ten clearly organized modules for use with groups or individuals offer well-tested strategies for engaging clients, challenging distorted

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thoughts and beliefs about pain, and helping to build needed skills for coping and adaptation. Also featured are a detailed theoretical and empirical rationale, along with guidelines for setting up treatment groups

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and conducting effective assessments. Presented in a large-size format for ease of photocopying and use, the book contains everything needed to implement the program, including numerous case examples and

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troubleshooting tips and over 40 reproducible session outlines, client handouts, and assessment tools"-- Based on the popular TV show which airs on CBBC, The Next Step Complete Guide is perfect for fans of dance!

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Tweens can learn even more about the characters they know and love, learn dance moves and choreograph their own routines, receive hair, makeup and lifestyle tips, and also partake in many entertaining activities and

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take various quizzes and personality tests - including one which will reveal who their perfect duet partner would be!

Getting Things Done

Grades 3-6: Model Lessons on Video Featuring Jan

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Richardson

A Step-By-Step Guide, Second
Edition

The Step-By-Step Guide for
Building a Great Company
Rubrics and Resources for
Self-evaluation and Goal
Setting for Literacy

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Coaches, Principals, and
Teacher Study Groups, K-6
Use Data to Build a Better
Startup Faster
Tribal Leadership

What's Your Book? is an aspiring
author ' s go-to guide for getting
from idea to publication. Brooke

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Warner is a publishing expert with thirteen years ' experience as an acquiring editor for major trade houses. In her book, she brings her unique understanding of book publishing (from the vantage point of coach, editor, and publisher) to each of the book's five chapters,

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which include understanding the art of becoming an author, getting over common hurdles, challenging counterproductive mindsets, building an author platform, and ultimately getting published. Brooke is known for her straightforward delivery, honest

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assessments, and compassionate touch with authors. *What's Your Book?* contains the inspiration and information every writer needs to publish their first or next book. Discusses the use of leveled texts in kindergarten through eighth-grade classrooms, examines the

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"text base" needed for effective language literacy instruction, provides guidelines for creating a high-quality leveled book collection and matching books to readers, and explains how to analyze and level books.

“ Tribal Leadership gives

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amazingly insightful perspective on how people interact and succeed. I learned about myself and learned lessons I will carry with me and reflect on for the rest of my life. ”

—John W. Fanning, Founding
Chairman and CEO napster Inc.

“ An unusually nuanced view of

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high-performance cultures. ” —Inc. Within each corporation are anywhere from a few to hundreds of separate tribes. In Tribal Leadership, Dave Logan, John King, and Halee Fischer-Wright demonstrate how these tribes develop—and show you how to

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assess them and lead them to maximize productivity and growth. A business management book like no other, Tribal Leadership is an essential tool to help managers and business leaders take better control of their organizations by utilizing the unique characteristics

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of the tribes that exist within. Teachers facing the challenge of meeting the diverse reading needs of students will find the structure and tools they need in Jan Richardson's powerful approach to guided reading. Richardson has identified the essential components

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of an effective guided reading lesson: targeted assessments, data analysis that pinpoints specific strategies students need, and the use of guided writing to support the reading process. Each chapter contains planning sheets to help teachers analyze assessments in

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order to group students and select a teaching focus Includes detailed, ready-to-go lesson plans for all stages of reading: emergent, early, transitional, and fluent

The Guided Reading Teacher's Companion

A Guide to Starting your Career in

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the Secondary School

Sound Mind Investing

Deep Work

Little Leveled Readers: Level C

Launching the Writing Workshop

The Next Step Forward in Reading

Intervention

Jan Richardson's highly

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anticipated update to the classic bestseller, *The Next Step in Guided Reading*, helps you and your students move forward. You'll find all the planning and instructional tools you need to teach guided reading well, from pre-A to fluent. Organized around

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Richardson's proven Assess-Decide-Guide framework, this new resource includes 29 comprehension modules, more than 50 streaming video lessons, and dozens of downloadables. A Step-by-step Guide to Financial Stability & Growth

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Leveled Books (K-8)
What's Your Book?