

The Get To The Point Guide To Microsoft Word 2016

A Practical Guide for Passionately Pursuing the Presence of God. Trusting Jesus, praying the sinner's prayer, going to church, and being baptized are great means to the point, but they are not the point. God's whole point throughout the Bible has been and will forever be you in His presence and His presence in you. Get to the Point helps you do just that. It is a practical guide into God's presence, hearing His voice, and receiving God's guidance and provision in your everyday life. No matter your age or connection to God, Get to the Point will affirm or help you start getting to the point today.

After the tragic loss of their sister, Zack and his siblings band together to investigate a Morse Code-inspired mystery in this stunning novel about grief and resilience. When Zack's younger sister dies in a tragic accident, his family moves to a small town in the Northwest to try and heal from all the pain. Eleven-year-old Zack blames himself for his sister's death, and he struggles to find any comfort in his new surroundings. Vista Point is home to many mysterious landmarks: The great domed Tower casts inscrutable shadows, and what is the cryptic message in its ceiling medallion? There are several hidden watering holes and even a secret cave in the woods with messages written on its walls. Zack, at first, feels lost in Vista Point. Until he meets Ann, a girl who lives in the area and shows Zack all the special places to be discovered. But there's something that seems a bit strange about Ann—and perhaps a secret she is keeping from him. With emotional depth, an unforgettable setting, and a winning cast of characters, this masterful novel thoughtfully explores the grieving process, and how a season of pain can evolve into a summer of

healing.

The true secret of high achievers is that they know how to find their "focal point" - the one thing they should do, at any given moment, to get the best possible results in each area of their lives. Bestselling author and motivational speaker Brian Tracy brings together the very best ideas on personal management into a simple, easy-to-use plan. Focal Point helps readers analyze their lives in seven key areas and shows them how to develop focused goals and plans in each. This best-selling guide provides timeless truths that have been discovered by the most effective people throughout the ages, answering questions like: In Focal Point, Tracy provides timeless truths that answers questions such as: How can I get control of my time and my life? How can I achieve maximum career success and still balance my personal life? How can I accelerate the achievement of all my goals? Focal Point shows you how to develop absolute clarity about what they want, and how they can achieve supreme satisfaction, both personally and professionally.

Math makes the world go around. An educational book that will give you surprising answers to everyday math challenges. This ebook unpacks how math is an essential part of our everyday life in ways that you never thought of. Full of crazy facts, magic tricks, and mathematical brainteasers and beautiful illustrations show you that math is interesting, fun, and not intimidating at all! Ever wondered where math originated from? This fantastic educational ebook unpacks all the curious questions that your child has about math including intriguing historical stories that explore the often-surprising origins of math that we use in our daily lives. Learn about how the formation of number sequences began, to the origins of trigonometry, and find out how to become a trillionaire! Math in our daily

lives is used in many things that might not even seem that obvious. Math Controls Just About Everything Inspire your children with numbers and help bring mathematical explanations to life with this engaging educational book. Expand their knowledge in the complexity of understanding math by using simple illustrative examples. To make these topics more exciting and impactful, the ebook is full of great puzzles, awesome games, and interesting facts that will break barriers in their understanding. "Try it out" examples give mathematical explanations that are simple and easy to grasp. What's The Point Of Math? will not only change your child's perception of numbers but give them the skills and understanding to apply the principles in their everyday life! This educational ebook explains the point of: - Numbers and counting - Shapes and measuring - Patterns and sequences - Probability and logic - Data and statistics

Say What!? Communicate with Tact and Impact

How to be Clear, Correct and Persuasive on the Page

A New Theory of Time

The Daily Show (The Book)

The Einsteins of Vista Point

The Unofficial Guide to How to Prepare, How to Get In, How to Survive

A Lifetime of Great Loves and Endeavors

The novelist and critic continues the story of his eventful life, chronicling his odyssey through the worlds of literature, TV, film, theater, politics, and international society, and the illness and death of his long-time partner, Howard

Austen.

Selling to the Point has the potential to forever transform the way you think about buying and selling! Change is in the air at Essentials, Inc. The company's survival is at stake and difficult decisions lie ahead. Should they sell out to investors and give up their ideals as an independent enterprise? Or can they find a way to change from within and somehow thrive? To make the company look good to investors, the first person facing the axe is Rick, the company sales trainer, who's known for his unorthodox style. But management begins to take a closer look at Rick's techniques for improving salesperson performance. They discover a treasure trove of insights, which Rick calls "Selling To The Point." Can Rick's radical ideas be the answer to Essential's dilemma? This unique business novel digs deep into old, unquestioned assumptions in an unforgettable way and reveals a new path for successful selling.

“[A] rousing mash-up of military SF thriller and paranormal adventure . . . Scarlett is a resourceful and endearing heroine.”—Publishers Weekly What if you had a power you had to hide from everyone—until now? In this bold sci-fi action thriller, a secret training program at West Point is turning misfits into a new generation of heroes. Scarlett Winter has always been an outsider, and not only because she's a hardcore daredevil and born troublemaker—she has been hiding superhuman

powers she doesn't yet understand. Now she's been recruited by a secret West Point unit for cadets with extraordinary abilities. Scarlett and her fellow students are learning to hone their skills, from telekinetic combat to running recon missions through strangers' dreamscapes. At The Point, Scarlett discovers that she may be the most powerful cadet of all. With the power to control pure energy, she's a human nuclear bomb—and she's not sure she can control her powers much longer. Even in this army of outsiders, Scarlett feels like a misfit all over again, but when a threat that endangers her fellow students arises from the school's dark past, duty calls and Scarlett must make a choice between being herself and becoming something even greater: a hero. Praise for *The Point* “An exciting military SF adventure . . . This action-packed military thriller keeps a fast pace and will appeal to fans of X-Men's Charles Xavier's School for Gifted Youngsters and TV military series such as *The Unit* and *SEAL Team*.”—Library Journal “A thrilling mix of SF and coming-of-age story.”—Booklist “This ‘school for superheroes’ sci-fi action thriller moves faster than a speeding bullet.”—Kirkus Reviews

Karis Hylen has been through the New York City dating wringer. After years of failed relationships, she abandons her social life and whittles her days down to work and spending time with her dog, Zeke. Her self-imposed exile ends up

saving her life when an untreatable virus sweeps the east coast, killing millions. Alone in her apartment building, Karis survives with only Zeke, phone calls to her mom, and conversations with two young girls living across the courtyard. With the city in a state of martial law, violence and the smell of rotting corpses surround her every day. But her biggest enemy is her own mind. As cabin fever sets in, vivid hallucinations make her question her sanity. In addition to her dwindling food and water stash, Karis must now struggle to keep her mind in check. When a mysterious man enters the scene, she hopes she can convince him to help her make it to the quarantine border. With the world crumbling around her, Karis discovers her inner strength but may find that she needs people after all.

The 3-step Method for Making Effective Presentations

Lord of the Flies

As We Speak

What's Your Point?

Past This Point

An Adorkable Romance

A Point in Time

• *New York Times* bestseller • *The 100 most substantive solutions to reverse global warming, based on meticulous research by leading scientists and policymakers around the world* “At this

point in time, the Drawdown book is exactly what is needed; a credible, conservative solution-by-solution narrative that we can do it. Reading it is an effective inoculation against the widespread perception of doom that humanity cannot and will not solve the climate crisis. Reported by-effects include increased determination and a sense of grounded hope.” —Per Espen Stoknes, Author, What We Think About When We Try Not To Think About Global Warming “There’s been no real way for ordinary people to get an understanding of what they can do and what impact it can have. There remains no single, comprehensive, reliable compendium of carbon-reduction solutions across sectors. At least until now. . . . The public is hungry for this kind of practical wisdom.” —David Roberts, Vox “This is the ideal environmental sciences textbook—only it is too interesting and inspiring to be called a textbook.” —Peter Kareiva, Director of the Institute of the Environment and Sustainability, UCLA In the face of widespread fear and apathy, an international coalition of researchers, professionals, and scientists have come together to offer a set of realistic and bold solutions to climate change. One hundred techniques and practices are described here—some are well known; some you may have never heard of. They range from clean energy to educating girls in lower-income countries to land use practices that pull carbon out of the air. The solutions exist, are economically viable, and communities throughout the world are currently enacting them with skill and determination. If deployed collectively on a global scale over the next thirty years, they represent a credible path forward, not just to slow the earth’s warming but to reach drawdown, that point in time when greenhouse gases in the atmosphere peak and begin to decline. These measures promise

cascading benefits to human health, security, prosperity, and well-being—giving us every reason to see this planetary crisis as an opportunity to create a just and livable world.

Writing tends to make people anxious, and with good reason. The first sentence of a job application letter can consign it to the bin. A speech intended to rouse can put a room to sleep. A mistimed tweet can cost you your job. And a letter to a beloved may aim to convey feelings of tenderness but end up making the recipient laugh rather than melt. In this complete guide to persuasive writing, Sam Leith shows how to express yourself fully across any medium, and how to maximise your chances of getting your way in every situation. From work reports to Valentine cards, and from emails of condolence to tweets of complaint, Leith lays bare the secrets to successful communication, eloquence and off- and online etiquette. How do you write a job application, a thank-you card, or an email to your bank manager, to your children's headteacher, to your clients or your boss? How do you prepare a speech to win the argument, get the vote of confidence, or embarrass the bridegroom? Getting these things right - or wrong - can be life-changing. Succinct treatments of the most general principles of style and composition, as well as examinations of specific modes of address (What is a subtweet? How do I write a moving elegy?) are accompanied by concrete and well-illustrated dos and don'ts and examples of wins and fails. Astute, sprightly and illuminating, Write to the Point will give you the skills and confidence you need to get your message across on every occasion.

Title and statement of responsibility from page 4 of cover.

Jane, a superstitious fangirl, takes an anonymous babysitting job to avoid an unpaid internship

with her college-obsessed mom. The only problem? She's babysitting the siblings of her childhood friend and new crush, Teo. Teo doesn't dislike Jane, but his best friend Ravi hates her, and is determined to keep them apart. So Teo's pretty sure his plans for a peaceful summer are shot. His only hope is that his intermittent search for his birth father will finally pan out and he'll find a new, less awkward home. Meanwhile, at Jane's house, her sister Margo wants to come out as bisexual, but she's terrified of how her parents will react. In a summer filled with secrets and questions, even Jane's Magic 8 ball can't give them clear answers, but Signs Point to Yes.

Golf from Point A

Selling to the Point

The Language of Leadership

What's the Point of Math?

The Point

Focal Point

How to Engage and Inspire Your Team

New York Times bestselling author David Horowitz is famous for his conversion from 1960s radicalism. In *A Point in Time*, his lyrical yet startling new book, he offers meditations on an even deeper conversion, one which touches on the very essence of every human life. Part memoir and part philosophical reflection, *A Point in Time* focuses on man ' s

inevitable search for meaning—and how for those without religious belief, that search often leads to a faith in historical progress, one that is bound to disappoint. Horowitz agrees with Marcus Aurelius, whose stoic philosophy provides a focal point for the book, “ He who has seen present things has seen all, both everything that has taken place from all eternity and everything that will be for time without end.... ”

NEW YORK TIMES BESTSELLER The complete, uncensored history of the award-winning *The Daily Show* with Jon Stewart, as told by its correspondents, writers, and host. For almost seventeen years, *The Daily Show* with Jon Stewart brilliantly redefined the borders between television comedy, political satire, and opinionated news coverage. It launched the careers of some of today's most significant comedians, highlighted the hypocrisies of the powerful, and garnered 23 Emmys. Now the show's behind-the-scenes gags, controversies, and camaraderie will be chronicled by the players themselves, from legendary host Jon Stewart to the star cast members and writers—including Samantha Bee, Stephen Colbert, John Oliver, and Steve Carell - plus some of *The Daily Show*'s most prominent guests and adversaries: John and Cindy McCain, Glenn Beck, Tucker Carlson, and many more. This oral history takes the

reader behind the curtain for all the show's highlights, from its origins as Comedy Central's underdog late-night program to Trevor Noah's succession, rising from a scrappy jester in the 24-hour political news cycle to become part of the beating heart of politics—a trusted source for not only comedy but also commentary, with a reputation for calling bullshit and an ability to effect real change in the world. Through years of incisive election coverage, passionate debates with President Obama and Hillary Clinton, feuds with Bill O'Reilly and Fox, and provocative takes on Wall Street and racism, *The Daily Show* has been a cultural touchstone. Now, for the first time, the people behind the show's seminal moments come together to share their memories of the last-minute rewrites, improvisations, pranks, romances, blow-ups, and moments of Zen both on and off the set of one of America's most groundbreaking shows.

"An exploration of moving away from traditional letter or number grades as an assessment and as a result producing more thoughtful students whose learning is more authentic"--

In a universe filled by chaos and disorder, one physicist makes the radical argument that the growth of order drives the passage of time --

and shapes the destiny of the universe. Time is among the universe's greatest mysteries. Why, when most laws of physics allow for it to flow forward and backward, does it only go forward? Physicists have long appealed to the second law of thermodynamics, held to predict the increase of disorder in the universe, to explain this. In *The Janus Point*, physicist Julian Barbour argues that the second law has been misapplied and that the growth of order determines how we experience time. In his view, the big bang becomes the "Janus point," a moment of minimal order from which time could flow, and order increase, in two directions. The Janus Point has remarkable implications: while most physicists predict that the universe will become mired in disorder, Barbour sees the possibility that order -- the stuff of life -- can grow without bound. A major new work of physics, *The Janus Point* will transform our understanding of the nature of existence.

Getting to the Point

Get to the Point!

The Janus Point

Beyond the Point

How to Win Friends and Influence People

The Most Comprehensive Plan Ever Proposed to Reverse Global Warming

How to Say What You Mean and Get What You Want

GET YOUR LISTENER'S ATTENTION, KEEP HIS INTEREST, AND MAKE YOUR POINT -- ALL IN THIRTY SECONDS! Milo Frank, America's foremost business communications consultant, shows you how to: * Focus your objectives * Utilize the "hook" technique * Use the secrets of TV and advertising writers * Tell terrific anecdotes that make your point * Shine in meetings, question-and-answer sessions, and more! Milo Frank's proven techniques give you the edge that successful people share -- the art of communicating quickly, precisely and powerfully!

A How to Guide for high school students who want to get an appointment and attend the United States Military Academy.

Is golf simple or complex? How you see the game depends on your point of view. Is it hit the ball, find it, and hit it again, or feel anxious and worried about where the ball is and how to hit it when you find it? Point A shows you that simple is highly effective and improving your game is more about where your mind is than where your backswing is. You control your thoughts, and your thoughts control everything. Whether it's a drive from the first tee, a lob over a bunker or your last putt to break a new low score, the key is to play every shot from Point A. Professional golfers will often credit record-breaking rounds to playing "one shot at a time." The fact that you can play only "one shot at a time" seems so obvious that many golfers take this basic truth for granted. Others

believe they are already playing "one shot at a time" when they are not. How to play one shot at a time is the question. With its simple and logical plan for what to think, how to think and when to think on the golf course, playing from Point A is the answer.

#1 NEW YORK TIMES BESTSELLER • ONE OF TIME MAGAZINE'S 100 BEST YA BOOKS OF ALL TIME The extraordinary, beloved novel about the ability of books to feed the soul even in the darkest of times. When Death has a story to tell, you listen. It is 1939. Nazi Germany. The country is holding its breath. Death has never been busier, and will become busier still. Liesel Meminger is a foster girl living outside of Munich, who scratches out a meager existence for herself by stealing when she encounters something she can't resist—books. With the help of her accordion-playing foster father, she learns to read and shares her stolen books with her neighbors during bombing raids as well as with the Jewish man hidden in her basement. In superbly crafted writing that burns with intensity, award-winning author Markus Zusak, author of *I Am the Messenger*, has given us one of the most enduring stories of our time. “The kind of book that can be life-changing.” —*The New York Times* “Deserves a place on the same shelf with *The Diary of a Young Girl* by Anne Frank.” —*USA Today* ***DON'T MISS BRIDGE OF CLAY, MARKUS ZUSAK'S FIRST NOVEL SINCE THE BOOK THIEF.***

Because the Information Age Demands a New Way to Sell

Signs Point to Yes

Get to the Point

Just POINT!

The West Point Candidate Book

How to Get Your Point Across in 30 Seconds Or Less Point of Care Ultrasound E-book

Outlines an empowering approach to public speaking that draws on the co-author's experience with leading companies, covering topics ranging from content and delivery to body language and interpersonal exchanges. Reprint.

Travel comfort woes begone. Never again be lost for words. Overcome any language barrier, wherever you travel. With Just Point! in your daypack, you'll be able to communicate all essential messages - and maybe a few non-essential ones, too! This handy-sized deck of 40+ full-colour cards with more than 500 entertaining icons on food and drink, accommodation, transport, fashion and sightseeing, all held together with a screw for easy flicking, is a guaranteed conversation starter! When you're craving that skinny double-shot cappuccino with extra froth, Lonely Planet provides the answer in a language any barista will understand. Whether it's the yoga, pilates or tai chi class you're looking for, just point to the icon to get your point across. This is the perfect gift for the discerning traveller. These icons will make communicating with locals a breeze - and won't fail to raise a smile either with their depictions of the amusing situations often encountered when exploring places far from home.

Created and compiled by Krauthammer before his death, this is a powerful collection of the influential columnist's most important works. Edited and includes an introduction by

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the columnist's son, Daniel Krauthammer, it is the most intimate and profound book yet by the legendary writer and thinker.

Grades K-3 Playing meets pedagogy in this collection of powerfully productive lesson plans, precision-crafted by Artie Almeida and Katie Grace Miller. Using the manipulatives that are at the core of this resource, your students will point their way to an understanding of numerous music concepts.

In a Dozen Pairs of Shoes

Wonder

Get To The Point: Every Guidance and Provision You Will Ever Need Can Be Found Today In God's Presence

A Proven System to Simplify Your Life, Double Your Productivity, and Achieve All Your Goals

Point to Point Navigation

The Tipping Point

Write to the Point, and Feel Better about Your Writing

"An inspiring tribute to female friendship and female courage!"--Kate Quinn, New York Times bestselling author of The Alice Network and The Huntress. Three women are brought together in an enthralling story of friendship, heartbreak,

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and resilience. Set at the U.S. Military Academy at West Point, this is an amazing debut novel. Duty. Honor. Country. That's West Point's motto, and every cadet who passes through its stone gates vows to live it. But on the eve of 9/11, as Dani, Hannah and Avery face four grueling years ahead, they realize they'll only survive if they do it together. Everyone knows Dani is going places. With athletic talent and a brilliant mind, she navigates West Point's predominantly male environment with wit and confidence, breaking stereotypes and embracing new friends. Hannah's grandfather, a legendary Army general, offers a stark warning about the dangers that lie ahead, but she moves forward anyway, letting faith guide her path. When she meets her soul mate at West Point, the future looks perfect, just as planned. Wild child Avery moves fast and doesn't mind breaking a few rules (and hearts) along the way. But she can't outpace her self-doubt, and the harder she tries, the further it leads her down a treacherous path. The world—of business, of love, and of war—awaits Dani, Hannah, and Avery

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beyond the gates of West Point. These three women know that what doesn't kill you makes you stronger. But soon, that adage no longer rings true—for their future, or their friendship. As they're pulled in different directions, will their hard-forged bond prevail or shatter? Beyond the Point is a heartfelt look at how our closest friends can become our fiercest battle buddies. After all, the greatest battles we fight rarely require a uniform.

The "Spicer" of Life is a book of inspirational poetry. Much of the contents has been written about family, friends, and different situations in life. It is a compilation of poems written over the course of many years. The purpose of the book is to encourage readers to know that 'variety is the spice of life', and that Jesus is the "Spicer", who brings that variety to our lives!

Bob Boylan has taught thousands of executives the secrets to making powerful and effective presentations. Now you can take advantage of the foolproof techniques he teaches in his professional-level workshops to improve your own

presentation skills. You'll learn to create world-class presentations with Boylan's proven 3-Step Method--an innovative approach to developing powerful presentations that is quick, simple, and effective. You'll capture your audience's attention--and make your point clearly--every time.

Offers information on writing for business, including proofreading, concise writing, revising, grammar, and punctuation.

Point-Less

The Point of It All

A Collection of Pointing Pages and Powerful Plans

How to Make Your Point and Have It Stick

What to say to get results at any point in an audit

How Little Things Can Make a Big Difference

The Book Thief

Do you feel stuck in life, not knowing how to make it more successful? Do you wish to become more popular? Are you craving to earn more? Do you wish to expand your horizon, earn new clients and win people over with your ideas? How to Win Friends and

Influence People is a well-researched and comprehensive guide that will help you through these everyday problems and make success look easier. You can learn to expand your social circle, polish your skill set, find ways to put forward your thoughts more clearly, and build mental strength to counter all hurdles that you may come across on the path to success. Having helped millions of readers from the world over achieve their goals, the clearly listed techniques and principles will be the answers to all your questions.

The impression you make as a leader has the power to build, enhance, or sabotage your authority and ideas. Discover how to convey the essence of leadership with every interaction. Every communication leaders make—speaking, writing, posting, sharing, and even listening—has the power to either secure or sabotage their impact. But wanting to inspire and engage their team and knowing how to do it are two different things. In this book, Joel Schwartzberg suggests mindsets, tactics, tips, and examples to help readers reach that goal using the most powerful leadership tool available: a leader's voice.

Whether managers are giving speeches, telling stories, sending emails, posting messages, recording videos, or running Zoom meetings, these are essential tools for establishing authority and galvanizing an audience. Readers will learn how to inspire instead of inform, communicate with purpose and power, and sell—not just share—their most important ideas.

This book addresses the important role of communication within the context of performing an audit, project, or review (i.e., planning, detailed testing, and reporting). Intended for audit, information security, enterprise, and operational risk professionals at all levels, including those just starting out, *Say What!? Communicate with Tact and Impact: What to Say to Get Results at Any Point in an Audit* contains an array of practical and time-tested approaches that foster efficient and effective communication at any point during an engagement. The practical and memorable techniques are culled from author Ann M. Butera's CRP experience as a trusted advisor who has taught thousands of professionals how to develop and hone their interpersonal, communication, and empathic skills. Those familiar with the Five Tier Competency Model™ she developed will recognize these techniques as a deep dive on the competencies comprising Tier 3: Project Management and Tier 5: Managing Constituent Relations. The author discusses the following behaviors in one's dealings with executives, process owners, control performers, and colleagues: Demonstrating executive presence Becoming the trusted advisor Influencing others Communicating with tact, confidence, and impact Facilitating productive meetings and discussions Overcoming resistance and objections Managing and resolving conflict Knowing when to let a topic go and move on This book is a guide for professionals who want to interact proactively and persuasively with those they work with, audit, or review. It describes techniques that can be used during virtual, in-person,

telephone, or video conferences (as opposed to emails, workpapers, and reports). It provides everyone (newer associates in particular) with the interpersonal skills needed to (1) develop and build relationships with their internal constituents and clients, (2) facilitate conversations and discussions before and during meetings, and (3) handle impromptu questions with confidence and executive presence and make positive first impressions. The topics and techniques discussed are accompanied by case studies, examples, and exercises to give the readers the opportunity to develop plans to bridge the gap between theory and practice. The readers can use the book as a reliable resource when subject matter experts or training guides are not readily available.

Explains how to write simply and directly, describes the basics of organization, and briefly reviews grammar and punctuation

Book from the ground

A Memoir, 1964 to 2006

An English Teacher's Guide to More Meaningful Grading

Stories

Drawdown

An Oral History as Told by Jon Stewart, the Correspondents, Staff and Guests

Painless Advice for Writing Memos, Letters and E-mails Your Colleagues and Clients

Will Understand

From the bestselling author of *The Bomber Mafia*: discover Malcolm Gladwell's breakthrough debut and explore the science behind viral trends in business, marketing, and human behavior. The tipping point is that magic moment when an idea, trend, or social behavior crosses a threshold, tips, and spreads like wildfire. Just as a single sick person can start an epidemic of the flu, so too can a small but precisely targeted push cause a fashion trend, the popularity of a new product, or a drop in the crime rate. This widely acclaimed bestseller, in which Malcolm Gladwell explores and brilliantly illuminates the tipping point phenomenon, is already changing the way people throughout the world think about selling products and disseminating ideas. "A wonderful page-turner about a fascinating idea that should affect the way every thinking person looks at the world." —Michael Lewis

Champion Your Best Ideas! Every time you communicate, you're trying to do something, change something, or move someone to action. You're trying to make a point. But the only way to

make a point is to have a point. And the surprising truth is, very few communicators know their points or even understand what a point is, rendering them pointless. Communications expert Joel Schwartzberg says a point is not just a topic, an idea, or a theme. A real point is a proposition of value. It's a contention you can propose, argue, illustrate, and prove. In this concise and practical book, you'll learn to identify your point, strengthen it, stick to it, and sell it. Whether you want to improve your impact in speeches, staff meetings, pitches, emails, PowerPoint presentations, or any other communication setting, Schwartzberg's novel approach teaches you how to go from simply sharing a thought to making a difference. Which would you rather do?

Golding's iconic 1954 novel, now with a new foreword by Lois Lowry, remains one of the greatest books ever written for young adults and an unforgettable classic for readers of any age. This edition includes a new *Suggestions for Further Reading* by Jennifer Buehler. *At the dawn of the next world*

war, a plane crashes on an uncharted island, stranding a group of schoolboys. At first, with no adult supervision, their freedom is something to celebrate. This far from civilization they can do anything they want. Anything. But as order collapses, as strange howls echo in the night, as terror begins its reign, the hope of adventure seems as far removed from reality as the hope of being rescued.

The chilling Saga of Darren Shan, the ordinary schoolboy plunged into the vampire world.

Sharpen Your Message and Make Your Words Matter

Cirque Du Freak

Write to the Point

from point to point

A Novel

The Search for Redemption in This Life and the Next

Compact, hand-carried ultrasound devices are revolutionizing how healthcare providers practice medicine in nearly every specialty. The 2nd Edition of this award-winning text features all-new chapters, a greatly expanded video library, and new review questions to keep you

fully up to date with the latest technology and its applications. Helps you interpret findings with a peer-reviewed, online video library with more than 1,000 ultrasound videos of normal and pathologic findings. These videos are complemented by anatomical illustrations and text descriptions to maximize learning. Offers new online resources, including over 60 clinical cases and review questions in every chapter. Features fully updated content throughout, plus all-new chapters on hemodynamics, transesophageal echocardiography, transcranial Doppler ultrasound, pediatrics, neonatology, and 2nd/3rd trimester pregnancy. Shares the knowledge and expertise of expert contributors who are internationally recognized faculty from more than 60 institutions. Recipient of British Medical Association's President's Choice Award and Highly Commended in Internal Medicine at the BMA Medical Book Awards 2015 (first edition). "Now a major motion picture! Includes full-color movie photos and exclusive content!"--Dust jacket.