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C++ In Plain English Second Edition Add the object-oriented power of C++ to your programming portfolio — and watch your career take off! Fully revised to cover the new ANSI C++ spec, Overland's classic book helps you crack the C++ language barrier with expert tips, sample code, and straight-forward explanations of each function, class, and keyword. C++ In Plain English If you know the task you want to perform, but don't know its name, check out the list of common tasks and their corresponding keywords. C++ A to Z If you know the name of the element, but have forgotten whether it's a keyword or a library function, turn to the speedy alphabetical cross-reference. C++ Answers If you want more information about advanced concepts, C/C++ compatibility, or an overview of new ANSI features, get the answers in the glossary and appendices. www.idgbooks.com With over a quarter of a million copies sold, Mindfulness in Plain English is one of the most influential books in the burgeoning field of mindfulness and a timeless classic introduction to meditation. This is a book that people read, love, and share - a book that people talk about, write about, reflect on, and return to over and over again. Bhante Gunaratana is also the author of Eight Mindful Steps to Happiness, Beyond Mindfulness in Plain English, The Four Foundations of Mindfulness in Plain English, and his memoir Journey to Mindfulness. Tackling the obfuscation inherent in legal language, Flesch isolates the elements in legal writing that make most documents beyond the layman's comprehension and offers remedies for each obstacle to easy reading and understanding Presenting the basics of the Chinese language, this book features romanized Chinese language that is, therefore, in plain English. If you're tired of making sweaters with sleeves that are the wrong length, necklines that droop, armholes that are too tight, and an overall look that's not quite right, then let Seater Design in Plain English come to your rescue. In clear, straightforward terms, Maggie Righetie shares her knitting know-how and good fashion sense so that, no matter what your knitting level, you can overcome the fear of failure, avoid costly mistakes, adapt already-existing patterns, and plan and create sweaters that really fit and look terrific-sweaters that will be worn for many years to come. Topics and techniques include: - Understanding the nature of yarn and pattern stitches -Choosing the most flattering color and design for the wearer -Taking accurate body measurements -Estimating the amount of yarn you'll need -How to tell whether or not a sweater will look good on you-before you start to knit -How to alter printed patterns so they really fit -How to understand the mathematics of gauge and pattern design -Plus start-to-finish instructions for thirteen classic sweaters Each technique is illustrated with clear diagrams, sketches, or photographs. Complete with conversion charts and a personal-measurements record-keeping section, Sweater Design in Plain English takes the guesswork out of every creative knitting effort. ISO 9001 hasn't changed much in the last 15 years... until now! ISO 9001:2015 is a MAJOR revision. A LOT has changed. Requirements have been added and removed. Content has shifted to different sections and clauses. ISO 9001:2015 is built upon a completely different structure with the adoption of Annex SL. This may seem like a lot to take in, and it is. Fortunately, bestselling author Craig Cochran has translated ISO 9001:2015 into plain English that anyone can understand. Just as he did with the bestselling ISO 9001 in Plain English Cochran has written a comprehensive yet easily understandable guide to ISO 9001:2015. ISO 9001:2015 in Plain English was written so that anyone at any level of the organization can get to the heart of the standard's requirements and how they apply to the organization quickly and simply. Plus, Cochran shows what has changed between the 2008 and 2015 version. This straightforward book is ideal for people who are new to

ISO 9001:2015, experienced ISO coordinators who want to get more out of an established system as they transition to the new standard, and for employees who just need a basic understanding of what ISO 9001:2015 is and how it applies to them. Cochran explains each of ISO 9001:2015's sections and clauses using real-world examples and frequently asked questions. Scientific writing is often dry, wordy, and difficult to understand. But, as Anne E. Greene shows in *Writing Science in Plain English*, writers from all scientific disciplines can learn to produce clear, concise prose by mastering just a few simple principles. This short, focused guide presents a dozen such principles based on what readers need in order to understand complex information, including concrete subjects, strong verbs, consistent terms, and organized paragraphs. The author, a biologist and an experienced teacher of scientific writing, illustrates each principle with real-life examples of both good and bad writing and shows how to revise bad writing to make it clearer and more concise. She ends each chapter with practice exercises so that readers can come away with new writing skills after just one sitting. *Writing Science in Plain English* can help writers at all levels of their academic and professional careers—undergraduate students working on research reports, established scientists writing articles and grant proposals, or agency employees working to follow the Plain Writing Act. This essential resource is the perfect companion for all who seek to write science effectively. Most amateur astronomers – and many of those with similar interests but who are not currently practising observers – have only a sketchy understanding of space flight. This book provides an introduction to its mechanics. The beauty of this book, written by an engineer who is also an accomplished science writer, is that it covers the subject comprehensively, and yet is almost entirely descriptive and non-mathematical. It deals with all aspects of space flight, from how to leave the Earth (including the design of the rocket, mission planning, navigation and communication), to life in space and the effects of weightlessness. The book also includes sections describing how an amateur can track satellites and understand their orbital parameters. An excellent, practical introduction to Zen meditation. Written in a warm and easily accessible style, the book appeals to anyone with an interest in meditation, Zen, or, as is often the case today, a combination of the two. The book emphasizes the importance of receiving good instruction and of finding groups to practice with, yet it lays out the necessary steps to practice Zen meditation on your own. The book includes easily followed exercises to help the reader along. For anyone looking to uncover a clear and insightful path into the philosophy and practice of Zen meditation, this book represents the culmination of that search "The first book to examine murder through written words. A criminologist and an anthropologist explore the motives for murder by analyzing the writings of convicted killers as well as depictions of murder in literature and the media"-- A revised edition of the bestselling *Robert's Rules in Plain English*, which still stands as the most concise, most-user friendly guide to parliamentary procedure on the market today. If you've ever had to run a meeting according to parliamentary procedures, you know just how difficult it is to keep track of all the rules, much less follow them. Figuring out what to say and how to say it seems an impossible task. *Robert's Rules in Plain English*, 2nd edition, is the solution to that problem. Not only does it provide you with the essential, basic rules in simple, straightforward English, it also includes summaries, outlines, charts, and sample dialogues so you can see exactly how these rules work in practice. With an extended glossary and new chapters on electronic meetings and internet usage, *Robert's Rules in Plain English*, 2nd edition, is an authoritative, modern guide to running a meeting successfully and keeping it on track. This inexpensive text provides an accessible overview of statistics to help readers gain a better understanding of how they work and how to interpret them correctly. Each chapter describes a technique, ranging from basic concepts like central tendency to advanced concepts such as t tests, ANOVA, regression, and factor analysis. DigiCat Publishing presents to you this special edition of "Plain English" by Marian Wharton. DigiCat Publishing considers every written word to be a legacy of humankind. Every DigiCat book has been carefully reproduced for republishing in a new modern format. The books are available in print, as well as ebooks. DigiCat hopes you will treat this work with the acknowledgment and passion it deserves as a classic of world literature. Easy-to-follow lessons and patterns.solutions to nagging problems. Provides guidance on writing clearly and effectively, covering such topics as sentence length, active and passive verbs, punctuation, grammar, and proofreading. This volume brings the American Psychological Association (APA) Ethics Code to life by rendering the official language of its 102 mandatory standards in plain English and providing illuminating case examples of how the standards apply to psychologists' everyday work. While fictional, these cases portray common situations and help the reader understand how ethical problems can suddenly emerge with able and well-meaning professionals even under the most ordinary of circumstances. The cases illustrate competent problem-solving by psychologists faced with ethical dilemmas in a variety of professional roles as well as instances in which inaction or inappropriate action by psychologists place them and those with whom they work at risk. Here it is! Every professor's nightmare! Every student's dream come true! John Milton's overwhelming masterpiece, *Paradise Lost* - all 10,565 brain-busting lines of it, transformed into simple, everyday language! - the kind you and I speak and understand. Milton's poem is on each left hand page, and the Plain English version is across from it on the right. Corresponding numbered lines make for easy comparison. . . Milton made easy! A study aid like no other! Book One of *The Warrior Series* Sun Tzu and Sun Pin's timeless strategic masterpieces are constantly analyzed and interpreted by leaders worldwide. For the first time ever, author D.E. Tarver explains the classic texts, *The Art of War* by Sun Tzu and *The Art of Warfare* by Sun Pin, in plain English. War is the perfect training ground for teaching Sun Tzu's ancient philosophies to attaining victory over an opponent. *The Art of War* outlines the steps for outwitting the enemy, be it an army of 10,000 or an unresponsive client. *The Art of War* teaches leaders strategies to attain victory by: Knowing when to stand up to an opponent, and when to back down. How to be confident without being overly confident. Considering the cost of the campaign before launching an attack. Avoiding an opponent's strengths and striking his weaknesses. "The one who is first to the field of battle has time to rest, while his opponent rushes into the conflict weary and confused. The first will be fresh and alert. The second will waste most of his energy trying to catch up." Be the first to the battlefield with *The Art of War*. Plain English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable when presented in straightforward terms. *The Oxford Guide to Plain English* provides authoritative guidance on how to write plain English using easy-to-follow guidelines which cover straightforward language, sentence length, active and passive verbs, punctuation, grammar, planning, and good organization. This handy guide will be invaluable to writers of all levels. It provides essential guidelines that will allow readers to develop their writing style, grammar, and punctuation. The book also offers help in understanding official jargon and legalese giving the plain English alternatives. This guide gives hundreds of real examples and shows 'before and after' versions of texts of different kinds which will help readers to look critically at their own writing. Helpfully organized into 21 short chapters, each covering a different aspect of writing. Clearly laid out, and easy to use, the *Oxford Guide to Plain English* is the best guide to writing clear and helpful documents. The definitive classic on crocheting for years, the first edition of *Crocheting in Plain English* equipped readers with easy-to-follow, friendly advice on creating their dream crochets. A lifelong crocheting teacher and designer, Maggie Righetti offered both basic principles and step-by-step instructions to get crocheters started and to perfect their techniques. In this latest edition, completely updated and revised for today's crocheter, Righetti dispenses more of her invaluable wisdom, covering virtually everything you need to know about crochet, including: * Selecting threads and yarns * Determining gauge * Working with the right tools * How to interpret patterns and instructions * Increasing and decreasing stitches * How to fix mistakes * Basic stitches (chain, double, treble, slip) * Sixteen different fabric pattern stitches * Assembling the finished product * How to block, clean, and care for crocheted articles * And much, much more! Each technique is illustrated with clear drawings, charts, or photos. Complete with a new introduction and a detailed glossary of crochet terms, *Crocheting in Plain English* is one sourcebook no crocheter should do without. Commonsense advice on all aspects of crocheting ranges from the basics for beginners to perfecting techniques for the advanced crocheter, and from selecting threads and yarns to blocking, cleaning, and storing crocheted articles *Psychology in Plain English* is an easy-to-read, somewhat folksy book describing principles of psychology and how they relate to real life. Dr. Richards uses anecdotes, personal examples, wicked humor, and explanations honed through more than 30 years and more than 700 psychology classes to covers some of his most popular classroom topics. How do we learn fears and phobias, and how can they be removed? Why is punishment not the best learning technique, or even second best? How does psychology differ from common sense? Is it true we only use 10% of our brains? Why do averages often tell us very little? Why does the English language, the language of science, business, and air traffic control, suck big time? Topics run the gamut from the origins of sexuality, practical uses and limitations of punishments and rewards, the origins of fears and phobias, factors that make things funny, keys to human happiness, common human errors in decision making, functions of different parts of the brain, and even what makes psychology psychology to start with. The overall result is a scientifically-supported yet easily understandable description of some of the more cutting edge research in psychology. The *National Jurist* featured *Plain English for Lawyers* in its August 2021 list of "Three Books to Read During Law School," saying, "This one speaks for itself. The book is a quick punch of information: it provides helpful tips to improve your legal writing while familiarizing you with many of the terms of art you are likely to see down the road as a legal professional." *Wydick's Plain English for Lawyers*--now in its fifth edition--has been a favorite of law students, legal writing teachers, lawyers, and judges for almost 40 years. In January 2005, the *Legal Writing Institute* gave *Wydick's Plain English for Lawyers* its Golden Pen Award for having written *Plain English for Lawyers*. The *Legal Writing Institute* is a non-profit organization that provides a forum for discussion and scholarship about legal writing, analysis, and research. The Institute has over 1,300 members representing all of the ABA-accredited law schools in the United States. Its membership also includes law teachers from other nations, English teachers, and practicing lawyers. The *LWI* award states: "*Plain English for Lawyers* ... has become a classic. Perhaps no single work has done more to improve the writing of lawyers and law students and to promote the modern trend toward a clear, plain style of legal writing." The *National Jurist* recently featured *Plain English for Lawyers* on its list of "Three Books to Read During Law School," saying, "This one speaks for itself. The book is a quick punch of information: it provides helpful tips to improve your legal writing while familiarizing you with many of the terms of art you are likely to see down the road as a legal professional." How does the fifth edition of *Plain English for Lawyers* differ from its predecessors? It remains (in size only!) a little book, small enough and palatable enough not to intimidate over-loaded law students. "Most of the text remains the same," *Wydick* says, "but in the past seven years I've learned some new things about writing in English, and I want to share that with the readers." In addition, the exercises at the end of the chapters are different (a welcome change for long-time teachers who are tired of the old ones). Finally, the teacher's manual includes additional exercises that teachers can give to students who want or need extra practice. Reconnect with your favorite characters from *Rachel Spangler's* best-selling romances, *Full English* and *Modern English*. When *Claire Bailey* left London to open her own art gallery in the tiny village of *Amberwick*, she'd hoped the slower pace and lower cost of living might allow her to focus on her own painting, away from all the drama and distractions that had plagued her in the city. She fully intended to make an honest go at simple living right up until the moment a shockingly attractive aristocrat rocketed off the road and knocked her world off its axis. *Pip* has learned to play the part of a ne'er-do-well upper elite: charismatic, enigmatic, and a little bit erratic. Luckily, women tend to like those

characteristics. After leading such a charmed existence, where even motorcycles wrecks come with the added bonus of meeting beautiful women, Pip finds that Claire's complete lack of interest in money or status sparks both curiosity and attraction. Surrendering to both boredom and sheer chemistry, the two agree to an unconventional, no-strings, romantic adventure designed to provide them both a bit of freedom and entertainment. However, once released from the pressure to project perfect images of themselves, the walls they depended on for protection begin to crumble. Worlds blend and identities blur as their whirlwind romance quickly becomes more than they bargained for. Will their almost elemental attraction be enough to overcome the complexities rushing in from all sides? Or will the pressures they've both sought to escape force them to forge a new path neither of them had dared to dream of? An alphabetical listing of over 1,200 terms and phrases, organized for speakers of English and featuring information on the pronunciation and common usage of each term. This comprehensive introduction to Thorstein Veblen's economics is intended for the student and the non-specialist. A complete interpretation of Veblen's work is presented. This book shows you how to write for customers and clients in language that's easy to understand. It is a thorough companion to the writing process, with comprehensive guidance and advice on understanding your readers, planning and creating your text, and presenting your words in a good design. The contributor list reads like a who's who of plain language experts. Plain Language in Plain English is a valuable resource for governments, businesses, service providers, and professionals in any field to improve their communication. From organizational guidelines, literacy awareness, and reader expectations, to effective speaking strategies for presentations, Plain Language in Plain English, is a comprehensive tool to have in your communication toolbox. More than 1,200 high-frequency words have been romanized in plain English illustrated in a wealth of sample sentences. Includes a grammar section and many insights into Korean culture. This book presents statistical concepts and techniques in simple, everyday language to help readers gain a better understanding of how they work and how to interpret them correctly. Each self-contained chapter features a description of the statistic including how it is used and the information it provides, how to calculate the formula, the strengths and weaknesses of each technique, the conditions needed for its use, and an example that uses and interprets the statistic. A glossary of terms and symbols is also included along with an Interactive CD with PowerPoint presentations and problems and solutions for each chapter. This brief paperback is an ideal supplement for statistics, research methods, or any course that uses statistics, or as a handy reference tool to refresh one's memory about key concepts. The actual research examples are from a variety of fields, including psychology and education. With notes that expound on ideas or share insights, and key concepts before each chapter, this book is a useful tool for students of all ages. Quickly and easily gain a better grasp on the stories, timelines, and relationships within "the keystone of our religion" with this book that's perfect for the whole family. The ideas and emotions that make the book of Psalms such a powerful text for Judaism and Christianity alike are brilliantly captured in this deft translation by a scholar of Judaism. Aaron Lichtenstein offers the English translation in verse, just as the original Hebrew text is in poetry, in the various poetic modes required by the myriad moods and messages. Readers will be moved by the inspiring words of the Psalms in this essential resource. In this volume, the author draws from more than a decade of editing experience to explain how to craft clear, understandable, and highly readable planning documents. The author suggests ways to overcome planners' most common writing foibles: acronyms, jargon, and overuse of the passive voice. And the author provides handy lists to transform mushy nouns into powerful verbs, pare down bloated sentences, and translate "bureaucratese" into everyday language. The author even includes practice exercises designed to help you recognize and overcome bad writing habits. But even the best writing skills won't help if your document is organized poorly and aimed at the wrong audience. The author also explains why it's essential to know who your readers are before you start writing and how to organize your work so that it will be easy to understand and use. For all divers, beginner through instructor, search and rescue teams, training departments, health care providers, and family. Complex topics translated into understanding. Clear enough for all divers, substance for the advanced. Admirably clear, concise, down-to-earth, and powerful-unfortunately, these adjectives rarely describe legal writing, whether in the form of briefs, opinions, contracts, or statutes. In Legal Writing in Plain English, Bryan A. Garner provides lawyers, judges, paralegals, law students, and legal scholars sound advice and practical tools for improving their written work. The book encourages legal writers to challenge conventions and offers valuable insights into the writing process: how to organize ideas, create and refine prose, and improve editing skills. In essence, it teaches straight thinking—a skill inseparable from good writing. Replete with common sense and wit, the book draws on real-life writing samples that Garner has gathered through more than a decade of teaching in the field. Trenchant advice covers all types of legal materials, from analytical and persuasive writing to legal drafting. Meanwhile, Garner explores important aspects of document design. Basic, intermediate, and advanced exercises in each section reinforce the book's principles. (An answer key to basic exercises is included in the book; answers to intermediate and advanced exercises are provided in a separate Instructor's Manual, free of charge to instructors.) Appendixes include a comprehensive punctuation guide with advice and examples, and four model documents. Today more than ever before, legal professionals cannot afford to ignore the trend toward clear language shorn of jargon. Clients demand it, and courts reward it. Despite the age-old tradition of poor writing in law, Legal Writing in Plain English shows how legal writers can unshackle themselves. Legal Writing in Plain English includes: *Tips on generating thoughts, organizing them, and creating outlines. *Sound advice on expressing your ideas clearly and powerfully. *Dozens of real-life writing examples to illustrate writing problems and solutions. *Exercises to reinforce principles of good writing (also available on the Internet). *Helpful guidance on page layout. *A punctuation guide that shows the correct uses of every punctuation mark. *Model legal documents that demonstrate the power of plain English. Consists primarily of two glossaries: one of approximately 11,000 "plain English" words not borrowed from other languages, and one of approximately 3,600 words of "Anglo-Latin" or other origin, providing alternative words or phrases of purer English origin. In simple and straightforward language, Bhante Gunaratana shares the Buddha's teachings on mindfulness and how we can use these principles to improve our daily lives, deepen our mindfulness, and move closer to our spiritual goals. Based on the classic Satipatthana Sutta, one of the most succinct yet rich explanations of meditation, Bhante's presentation is nonetheless thoroughly modern. The Satipatthana Sutta has become the basis of all mindfulness meditation, and Bhante unveils it to the reader in his trademark "plain English" style. Contemplating the Four Foundations of Mindfulness—mindfulness of the body, of feelings, of the mind, and of phenomena themselves—is recommended for all practitioners. Newcomers will find The Four Foundations of Mindfulness in Plain English lays a strong groundwork for mindfulness practice and gives them all they need to get started right away, and old hands will find rich subtleties and insights to help consolidate and clarify what they may have begun to see for themselves. People at every state of the spiritual path will benefit from reading this book. Russian in Plain English enables complete beginners to acquire the skill of reading words written in Cyrillic independently, with no English transcription or imitated pronunciation, within a short period of time. This book introduces the Cyrillic alphabet gradually, feeding in the letters and their various pronunciation aspects one by one over its ten units, thus building a complete picture of the Russian sound and writing systems. It also highlights the interrelationship of the two systems and helps learners to see the logic behind the use of the Cyrillic alphabet. In addition, the book teaches learners to produce Russian word stress on a marked syllable, contributing to stress acquisition. Furthermore, the book explains the basic grammatical features of Russian words and the rules of how to put them into sentences, enabling learners to start saying things in Russian from Unit 1. It employs some findings of research in language processing, helping learners to start building their speaking and reading skills. This book is an essential guide for all beginners, including students and independent learners. Gunaratana offers basic instruction on the meaning of insight meditation through concepts that can be applied to any tradition. His focus here is on the Jhanas, those meditative states of profound stillness in which the mind becomes fully immersed in the chosen object of attention. Do word problems and math vocabulary confuse students in your mathematics classes? Do simple keywords like "value" and "portion" seem to mislead them? Many words that students already know can have a different meaning in mathematics. To grasp that difference, students need to connect English literacy skills to math. Successful students speak, read, write, and listen to each other so they can understand, retain, and apply mathematics concepts. This book explains how to use 10 classroom-ready literacy strategies in concert with your mathematics instruction. You'll learn how to develop students who are able to explain to themselves - and communicate to others - what problems mean and how to attack them. Embedding these strategies in your instruction will help your students gain the literacy skills required to achieve the eight Common Core State Standards for Mathematics. You'll discover the best answer to their question, "When am I ever going to use this?" The 10 Strategies: 1. Teaching mathematical words explicitly 2. Teaching academic words implicitly 3. Reinforcing reading comprehension skills that apply to mathematics 4. Teaching mathematics with metaphor and gesture 5. Unlocking the meaning of word problems 6. Teaching note-taking skills for mathematics 7. Using language-based formative assessment in mathematics 8. Connecting memorization to meaning in mathematics 9. Incorporating writing-to-learn activities in mathematics 10. Preparing students for algebraic thinking

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