

## **Email A Write It Well Guide**

Reports, Proposals, and ProceduresWe'll Mail Ourselves to YouE-mailWriting Performance ReviewsWrite it RightWhat's Your Green Goldfish?Means to an endDon't Reply AllHow to Write - Right!E-mailRansom by MailThe Well-Being GuideThe Long SleepFuckeryWrite & Say The Right WordThe Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to SuccessMemoirs of a Muppets WriterTo Carry the HornBusiness Writing For DummiesOvercoming MeLearn Good Business Writing and Communication (Collection)HBR Guide to Better Business Writing (HBR Guide Series)The Little Book of Poetry That Is Good for Your HeartWhere's Stephanie?How to Write a SentenceCareersAlphabet to EmailInterpreting the General LettersEffective EmailThe Guide to Strategic NetworkingMeasure What MattersWait, How Do I Write This Email?When God Unfolds the RoseSend (Revised Edition)Letter Tracing Book for PreschoolersHow to Write WellDon't Ever Punch a Rockstar52 MondaysEmail EssentialsMLA Handbook for Writers of Research Papers

## **Reports, Proposals, and Procedures**

Are you frustrated with the amount of time you spend managing your emails every day? Don't Reply All will show you how to use email more efficiently. Most

employees spend over 11 hours a week reading and replying to emails. In this book, you'll learn how to spend less time and make your messages more effective. You'll get research-based guidelines for improving the way you communicate with your team members. Here is a partial list of what's covered: How to use the "3Ws" to clearly assign tasks in emails and get things done. Four recommendations to help you create powerful subject lines to ensure that your emails are read. How to use "Ifthen" statements in your messages to improve clarity, increase accountability, and reduce the amount of follow-ups. Tips to show you how to format your email so readers will easily be able to see the most important parts of your message. How to list questions and present options instead of asking open-ended queries to reduce back & forth emails. How to improve your email open-rate by using the "Delay Delivery" feature to schedule your emails in advance. Here's what's included in the book: Tactic #1: Assign Tasks in an Email Using the "3Ws" Tactic #2: Write the Perfect Subject Line Tactic #3: TL;DR - Write Emails That are Five Sentences or Less Tactic #4: Break Long Emails into Two Parts Tactic #5: Make Your Emails Scannable Tactic #6: Show Instead of Tell by Attaching Screenshots Tactic #7: Spell Out Time Zones, Dates, and Acronyms Tactic #8: Use "Ifthen" Statements Tactic #9: Present Options Instead of Asking Open-Ended Questions Tactic #10: Re-Read Your Email Once for a Content Check Tactic #11: Save Drafts of Repetitive Emails Tactic #12: Write It Now, Send It Later Using Delay Delivery Tactic #13: Don't Reply All (Unless You Absolutely Have To) Tactic #14: Reply to Questions Inline Tactic #15: Reply Immediately to Time-Sensitive

Emails Tactic #16: Read the Latest Email on a Thread Before Responding Tactic #17: Write the Perfect Out-of-Office (OOO) Auto Reply Tactic #18: Share the Rules of Email Ahead of Time Free Bonus As a free bonus for purchasing this book, you'll get a downloadable cheat sheet (a PDF file) that summarizes the content on one single page. You'll also get a PowerPoint presentation (a PPT file) that also summarizes the tactics in the book, but in more detail so you can share the deck with your team. Would you like to learn more? Download Don't Reply All now to get started right away. Scroll to the top of this page and click on the "buy button.

### **We'll Mail Ourselves to You**

Shows students how to make their writing effective and grammatically correct. Organised into mini units and easy to read, it deals with everyday tasks and problems. This second edition adds further guidance on common questions raised by students, for example 'When does one use italics and/or underlining?'

### **E-mail**

Poetry that is suitable and meaningful, for everyone!

### **Writing Performance Reviews**

#1 New York Times Bestseller Legendary venture capitalist John Doerr reveals how the goal-setting system of Objectives and Key Results (OKRs) has helped tech giants from Intel to Google achieve explosive growth—and how it can help any organization thrive. In the fall of 1999, John Doerr met with the founders of a start-up whom he'd just given \$12.5 million, the biggest investment of his career. Larry Page and Sergey Brin had amazing technology, entrepreneurial energy, and sky-high ambitions, but no real business plan. For Google to change the world (or even to survive), Page and Brin had to learn how to make tough choices on priorities while keeping their team on track. They'd have to know when to pull the plug on losing propositions, to fail fast. And they needed timely, relevant data to track their progress—to measure what mattered. Doerr taught them about a proven approach to operating excellence: Objectives and Key Results. He had first discovered OKRs in the 1970s as an engineer at Intel, where the legendary Andy Grove ("the greatest manager of his or any era") drove the best-run company Doerr had ever seen. Later, as a venture capitalist, Doerr shared Grove's brainchild with more than fifty companies. Wherever the process was faithfully practiced, it worked. In this goal-setting system, objectives define what we seek to achieve; key results are how those top-priority goals will be attained with specific, measurable actions within a set time frame. Everyone's goals, from entry level to CEO, are transparent to the entire organization. The benefits are profound. OKRs surface an organization's most important work. They focus effort and foster coordination. They keep employees on track. They link objectives across silos to unify and

strengthen the entire company. Along the way, OKRs enhance workplace satisfaction and boost retention. In *Measure What Matters*, Doerr shares a broad range of first-person, behind-the-scenes case studies, with narrators including Bono and Bill Gates, to demonstrate the focus, agility, and explosive growth that OKRs have spurred at so many great organizations. This book will help a new generation of leaders capture the same magic.

### **Write it Right**

This English book will take you by hand to write and say the right word; it will prove to be your source and guide book if you are not a native speaker of English.

### **What's Your Green Goldfish?**

Annie has many unanswered questions! Will she find her one and true love or will she be destined to stay single all her life and do a work for God?

### **Means to an end**

The *Truth About the New Rules of Business Writing* shows you how to master the art of effective business communication replacing the old standards of jargon,

pospositivity, and grammar drills with a simple, quick, and conversational writing style. Authors Natalie Canavor and Claire Meirowitz demonstrate how to plan and organize your content, make your point faster, tell your readers what's in it for them, construct winning documents of every kind--print, electronic, and even blog entries and text messages! The Truth about the New Rules of Business Writing brings together the field's best knowledge and shows exactly how to put it to work. With an "aha" on every page, it presents information in a clear, accessible style that's easy to understand and use. Written in short chapters, it covers the entire field, cuts to the heart of every topic, pulls back the curtain on expert secrets, and pops the bubble of commonly-held assumptions. Simply put, this book delivers easy, painless writing techniques that work. *FranklinCovey Style Guide: For Business and Technical Communication* can help any writer produce documents that achieve outstanding results. Created by FranklinCovey, the world-renowned leader in helping organizations enhance individual effectiveness, this edition fully reflects today's online media and global business challenges. The only style guide used in FranklinCovey's own renowned Writing Advantage™ programs, it covers everything from document design and graphics to sentence style and word choice. This edition includes extensive new coverage of graphics, writing for online media, and international business English.

### **Don't Reply All**

AN ENTIRE KINGDOM BUILT AROUND A SUPERNATURAL NEED FOR JUSTICE, ENFORCED BY THE WILD HUNT AND THE HOUNDS OF HELL. What would you do if you blundered into a strange world, where all around you was the familiar landscape of the Blue Ridge Mountains of Virginia, but the inhabitants were the long-lived fae, and you the only human? George Talbot Traherne stumbles across the murdered huntsman of the Wild Hunt, and is drafted into finding out who did it. Oh, and assigned the task of taking the huntsman's place with the Hounds of Hell, whether he wants the job or not. The antlered god Cernunnos is the sponsor of this kingdom, and he requires its king to conduct the annual hunt for justice in pursuit of an evil criminal, or else lose his right to the kingship, and possibly end up hunted himself. Success is far from guaranteed, and no human has held the post. George discovers his own blood links to the fae king, and he's determined to try. But Cernunnos himself has a personal role to play, and George will have to sort out just why he's the one who's been chosen for the task. And whether he has any chance of surviving the job. Find out what it's like to live in a world where you can help the Right to prevail, even if it might cost you everything. *To Carry the Horn* is the first book of *The Hounds of Annwn*.

## **How to Write - Right!**

Writing matters. We all do it, and we all admire it when it's done well. It doesn't just express us; it represents us. We write to connect with other people - to make

them laugh, or cry, or think. We also write to work out what we think ourselves: there's nothing like it for concentrating the mind. So what's the secret of a stylish essay, or story, or email? How do you make your sentences sparkle? Dorothy Parker had a point when she said that writing "is the art of applying the ass to the seat", but in this slim volume, a leading editor who is also a pop critic and sportswriter shows you much fun you can have while sharpening your pen. Tim de Lisle's book is packed with good, simple advice: be clear, be concise, be vivid, be organised. In a few breezy chapters, he explains the secrets of good writing, and along the way he quotes dozens of great lines, from the plays of Shakespeare to the journalism of Caitlin Moran. "Writing," he says, "is like dancing, in that you can tell instantly if someone is good at it. But it's also like driving in that it can be learnt." Spend a couple of hours with this book and you'll learn things that will help you in years to come.

### **E-mail**

Locksmiths fix broken locks, make keys, and install security systems like alarms. \* Though targeted at the young people of Saint Lucia this book presents career guidance information that may be used by anyone - the young and the old (in search of that second career) as well as anyone living outside of the Caribbean Island. \* Too many people do not know what career path to follow; or having decided on a career are not sure on how to achieve the goal. These books target

all young people: those at Secondary (high) Schools as well as those in prison, at remedial school, or drop outs. A mistake in one's youth should not be a deterrent to anyone achieving their career goals. \* The intention, as with all these books is to provide information in an easy to absorb manner. \* The series speaks to the reality of funding, encourages entrepreneurship and speaks frankly to the job opportunities that exist for the chosen career. \* This is an excellent resource for the youth that is worth sharing! - World Bank

### **Ransom by Mail**

The Definitive Guide to Professional Behavior Whether you're eating lunch with a client, Skyping with your boss, or meeting a business partner for the first time--it's all about how you present yourself. The Essentials of Business Etiquette gives you 101 critical tips for improving behavior in any business situation--all delivered in a quick, no-nonsense format. "If you are looking for practical guidelines on how to conduct yourself in a business situation, what behaviors you need to use to get ahead, and how to be sure that you do not offend others, read this book!" -- MADELINE BELL, President and COO, The Children's Hospital of Philadelphia "Pachter has once again done an excellent job at highlighting some key tools to succeed in leadership and how to conduct yourself in the workplace." -- JOSEPH A. BARONE, PharmD, FCCP, Acting Dean and Professor II, Rutgers University, Ernest Mario School of Pharmacy "The pragmatic advice Barbara offers is sure to

meaningfully help people be more confident and effective in multiple business situations." -- ELIZABETH WALKER, Vice President, Global Talent Management, Campbell Soup Company "Readable, well-organized . . . presents practical, sound advice on the most common situations involving business etiquette: communication, body language, dress, dining, telephone, and cell phone use, making presentations, job interviewing, and many other essentials. Recommended. All business collections and readership levels." -- CHOICE

### **The Well-Being Guide**

### **The Long Sleep**

God loves us and has a plan for us. Every human being is a part in that plan. There is opposition in all things, and overcoming trials is one of the most important lessons we can learn. It took me a long time to figure this out and I am grateful for what I have learned. But those lessons did not come without a price. In this little book, I will humbly share some of what I have learned.

### **Fuckery**

Become the writer you have always wanted to be! Pat is a writer, a writing coach and a publisher. As you read 'How to Write - Right!' you will see that is also a teacher - and so, your book and writing skill are waiting for you at the end of the book.

### **Write & Say The Right Word**

Trisha, a mid-level manager, dreams of grandeur: a sprawling professional network, a close-knit family, corporate success and domestic bliss. Dev, next-in-line to CEO, hopes for total detachment from work and devises a cunning delegation system run by email-forwards. Their circumstances are challenged when a looming organizational restructure forces them to re-evaluate their personal goals and their on-again-off-again relationship. Set in an India stuck between tradition and modernity, Means to an End, follows Trisha and Dev, as they struggle to fulfill the expectations of their company, their family and the society.

### **The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success**

This user-friendly book is filled with guidelines to help you write performance objectives, reviews, appraisals, and other performance documentation. The book's

tips and tools help you find language that's clear, descriptive, objective, and acceptable in today's workplace. Examples, questions, and activities will help you learn on your own, with your team, or with others in your organization.

### **Memoirs of a Muppets Writer**

Ever struggle with an email to network or find a job? Help has arrived. In his new book, *Wait, How Do I Write This Email?*, communications expert Danny Rubin provides 100+ "game-changing" templates for networking, the job search and LinkedIn. As well, the book teaches people how to harness the power of storytelling and build relationships that last

### **To Carry the Horn**

This handbook is designed as a step-by-step approach for analyzing and communicating eight letters of the New Testament: Hebrews, James, the Petrine Letters, the Johannine Letters, and Jude. Interpreting the General Letters provides important background material for the interpretation of these books by exploring the types and component parts of letter writing, the importance of an amanuensis; the historical background of the Greco-Roman world, and implications of each of these factors for interpreting the general letters. This foundation is followed by a

discussion of the theology of the general letters. Specific consideration is given to the era of promise in Hebrew Scriptures, the era of fulfillment as underscored in the general letters, and how the theology of each letter contributes to the overall canon of Scripture. Finally, Bateman provides nine steps that move from interpretation to communication: three steps for preparing to interpret the letters, three for interpreting, and finally three for communicating the letters. All explanations include examples in order to develop a student's or pastor's skills for accurate interpretation and convicting communication of God's Word See page 21 for full series details.

## **Business Writing For Dummies**

How many pieces of paper land on your desk each day, or emails in your inbox? Your readers – the people you communicate with at work – are no different. So how can you make your communication stand out from the pile and get the job done? Whether you're crafting a short and sweet email or bidding for a crucial project, *Business Writing For Dummies* is the only guide you need. Inside you'll find: The basic principles of how to write well How to avoid the common pitfalls that immediately turn a reader off Crucial tips for self-editing and revision techniques to heighten your impact Lots of practical advice and examples covering a range of different types of communication, including emails, letters, major business documents such as reports and proposals, promotional materials, web copy and

blogs - even tweets The global touch - understand the key differences in written communication around the world, and how to tailor your writing for international audiences

### **Overcoming Me**

Building up your strategic network is a key component of getting ahead in business. It's not enough to have the skills. You must network with others who can help you get ahead. Juliette C. Mayers, president and CEO of Inspiration Zone LLC, gives you practical advice on how to build your personal brand and strategic networking plan in her new book *The Guide to Strategic Networking: Dream. Plan. Create. Achieve.* Mayers expands upon the principles shared in her first book to include help on how to develop an action plan. Here, she offers a mix of advice and encouragement in order to inspire you to make your dreams come true. Mayers uses examples of her own career, including how she became president of a firm specializing in multicultural consulting, brand management, and thought leadership. She also draws from her leadership experience at GE Capital, Bank of Boston, The Ad Club Foundation, and Blue Cross Blue Shield of MA. Also included are action-oriented "Making It Real" exercises to help you develop your own written strategic networking plan. Get in touch with those who can help you succeed at business and in your career-from using social media effectively to understanding the importance of attending networking events, Mayers lays out an

easy roadmap for you to follow.

## **Learn Good Business Writing and Communication (Collection)**

### **HBR Guide to Better Business Writing (HBR Guide Series)**

DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you:

- Push past writer's block
- Grab—and keep—readers' attention
- Earn credibility with tough audiences
- Trim the fat from your writing
- Strike the right tone
- Brush up on grammar, punctuation, and usage

### **The Little Book of Poetry That Is Good for Your Heart**

A tool to help gain momentum and clarity in the sometimes-confusing maze called life and work. The book covers subjects as diverse as parenting, finances, relationships, career, and more.

### **Where's Stephanie?**

### **How to Write a Sentence**

In his 20 year affiliation with Jim Henson's Muppets Joseph A. Bailey was a staff writer on both Sesame Street and The Muppet Show. He also co-wrote the television specials Big Bird in China, Christmas Eve on Sesame Street and Rocky Mountain Holiday, starring John Denver and the Muppets on location in Aspen, Colorado. Additionally, Mr. Bailey wrote Sesame Street song lyrics, albums, five 90-minute Sesame Street Live! musicals, Muppet Business Meeting Films and special material for Big Bird's appearances in the White House and Carnegie Hall. The Muppet Show guest stars he wrote for include George Burns, Bob Hope, Steve Martin, Rudolf Nureyev, John Cleese, Milton Berle and Peter Sellers. For his writing, Mr. Bailey has garnered 5 Emmys, 3 Emmy nominations, a Writers Guild of America Award and a George Foster Peabody Award. Mr. Bailey lives in Manhattan with his wife, Gail. He indulges in occasional long-distance motorcycle trips and claims to

speak French and play piano to the equal amusement of others.

### **Careers**

It was meant to be a great day. Several centuries into the future, the world has finally come together under a single government, the Executive Committee. They provide for the rest of humanity, most of whom live in huge arcologies - enormous tower block cities. The New Argo, has been sent to colonise a distant planet - code-named Gamma Six. The day it got there should have been a great one for humanity. Instead, upon reaching the planet, the New Argo blows up. But why don't the members of the Executive Committee want to investigate? And what really happened to the New Argo? These are the questions that Lize Carr, youngest member of the Committee, wants answered. When she employs private detective Kem Logan to investigate she unwittingly starts a chain of events that will mean danger for a great many people, including Kem and herself.

### **Alphabet to Email**

The book is the updated version of E-Mail: A Write It Well Guide. In today's fast-paced, competitive business environment, everyone needs to communicate clearly and use time productively. E-Mail: A Write It Well Guide is a user-friendly book that

is filled with guidelines, tips, and tools. Discover how to write professional e-mail that gets results, makes better use of e-mail time, and avoids problems that can be costly. The book includes questions and exercises. The updated version includes a section on using instant messaging and handheld devices. Used by individuals, corporations, and trainers, this is a must-have for anyone who writes e-mail at work.

### **Interpreting the General Letters**

Great letter tracing practice for kids! This fun book is a great way for children ages 3 and up to learn the letters of the alphabet and practice fine motor skills.  
DETAILS: 78 Writing Pages, Dimensions: 8" x 10"

### **Effective Email**

Sean Murphy, a responsible, doting husband, father, and provider, executes his impulsive plan to kidnap a wealthy infant heir. His wife Kathryn and their two toddler daughters, Nichole and Lauren, are unknowing participants in this perfect crime. Sean rents a cozy, secluded cottage to provide a relaxing summer for his family, and they welcome the unexpected, beautiful baby boy that Sean brings home to join their lazy days by the lake. Sean's arrangements are unfolding as the

perfect crime, or are they? Are his plans as seamless and foolproof as he believes? He takes every precaution, or does he? Will the Winslows ever hold their baby again? Will Kathryn discover her husband's covert activities? Deemed a “riveting crime story that had my full attention” by retired New York Police Department Chief Michael Scagnelli, “Ransom By Mail” is a suspenseful fiction that will keep you engaged until the final page. Paul R. Payton's first novel will captivate human nature and the conflict of resentment, revenge, and wealth resurfacing and influencing reasoning, life choices, and life's finale in a thriller with twists and turns that no one expects.

### **The Guide to Strategic Networking**

If You Knew What Can Happen In The Next 52 Mondays It Would Take Your Breath Away" Stop and think about it. If you had started something new and worked on it every week since one year ago, what might you have been able to accomplish? Twelve months, after all, is plenty of time to start accruing success.

### **Measure What Matters**

Where's Stephanie? is about a grandmother's hope to be reunited with her granddaughter, who was given up for adoption. When her granddaughter

Stephanie was born, Anna Weber got to hold her before saying goodbye. Longing to see her granddaughter again, she placed clues in unlikely places, including a letter in Stephanie's Social Services file, hoping that one day, by some miracle, Stephanie would follow the clues and find her. Based on actual events, this inspirational novel follows Anna on a long journey about loss, separation, and the power of redemption. Realizing others are facing similar situations, Livingston provides readers with a list of adoption groups that can help in search for surrendered family members.

### **Wait, How Do I Write This Email?**

“Like a long periodic sentence, this book rumbles along, gathers steam, shifts gears, and packs a wallop.” —Roy Blount Jr. “Language lovers will flock to this homage to great writing.” —Booklist Outspoken New York Times columnist Stanley Fish offers an entertaining, erudite analysis of language and rhetoric in this delightful celebration of the written word. Drawing on a wide range of great writers, from Philip Roth to Antonin Scalia to Jane Austen and beyond, Fish’s *How to Write a Sentence* is much more than a writing manual—it is a penetrating exploration into the art and craft of sentences.

### **When God Unfolds the Rose**

More than 30 million Americans quit their jobs in 2015. Many of them left because their jobs had become too toxic to tolerate. How does this happen? How can it be stopped? FUCKERY teaches career-driven employees how to break the bad habits that destroy people and undermine performance. By mapping negative habits, you'll reclaim lost productivity, repair disabled communication, and root out what threatens success. Transform "I can't wait to leave" into "I'm excited to be a part of this team."

### **Send (Revised Edition)**

This book helps you plan and write reports, proposals, procedures and other professional documents. You'll review a range of techniques to communicate complex information clearly. You'll also review ways to use your writing to extend your analytical, problem-solving, teamwork, and leadership skills.

### **Letter Tracing Book for Preschoolers**

"We'll Mail Ourselves to You," is about children who love to visit their cousin. Since their parents can't travel at this time, they put their heads together and plan a very unusual mode of travel. Will their plan work?

## How to Write Well

What's Your Green Goldfish is based on the simple premise that employees are the key drivers of customer experience and that "Happy Employees Create Happy Customers." The book focuses on 15 different ways to drive employee engagement and reinforce a strong corporate culture. It's the second book in the goldfish trilogy. The first book was an Amazon Best Seller entitled, What's Your Purple Goldfish. Purple focused on customers, whereby Green focuses on employees. Both books are based on a revolutionary new approach called marketing g.l.u.e. (marketing by giving little unexpected extras). The book is based on the findings of the Green Goldfish Project, an effort which crowd sourced 1,001 examples of signature added value for employees. Key themes emerged from the Project. The book is filled with over 200 examples. PRAISE FOR WHAT'S YOUR GREEN GOLDFISH "Stan is the sherpa that guides executives along the journey between the heart and mind of business stakeholders. Stakeholders aren't always customers though. At a time when company vision and culture matters more than ever, it takes inspired and engaged employees to bring them to life." - Brian Solis, author of What's the Future of Business #WTF, The End of Business as Usual and Engage "So often overlooked, and so very vital to building company value empowering employees to support each other and the brand. Stan Phelps 'gets' it and Green Goldfish will walk you step-by-step though achieving this critical goal." - Ted Rubin, author of Return on Relationship "Great customer centric organizations only exist

because of engaged and empowered employees. The Green Goldfish is packed with awesome examples of what world class companies are doing today to inspire and reward their employees. If you see value in truly building an "A Team," Green Goldfish will be, without question, your single best reference." - Chris Zane, Founder and President of Zane's Cycles, author of Reinventing the Wheel, the Science of Creating Lifetime Customers "Stan Phelps takes customer service to a whole new level by focusing on EMPLOYEE service, and how to do well by your employees - so they take care of your customers. Packed with stories, insights and R.U.L.E.S. any company can follow, this book is a must-read for managers of companies of all shapes and sizes who know that employees don't leave jobs - they leave managers, especially when they don't feel your love and appreciation. Pick this up, and start engaging your team and making more GREEN - Phil Gerbyshak, author of The Naked Truth of Social Media "Our large-scale research shows unequivocally that engaged employees are more likely to work longer, try harder, make more suggestions for improvement, recruit others to join their company, and go out of their way to help customers. They even take less sick time. Companies can tap into the enormous value of engaged employees by following the 15 ideas that Stan lays out in this book." - Bruce Temkin, author of The Six Laws of Customer Experience "Too often, the actual employment experience delivered on the job does not measure up to the version sold to job candidates during the interview process. In What's Your Green Goldfish, Stan Phelps offers 15 ways to close the gap." - Steve Curtin, author of Delight Your Customers: 7 Simple Ways to

Raise Your Customer Service from Ordinary to Extraordinary (AMACOM, June 2013)  
"In What's Your Green Goldfish, Stan Phelps brilliantly applies the idea of 'doing a little something extra' for employees. You know, those people that actually get the work done and keep customers happy. Read it, put some of the ideas to work, and soon you'll be reaping more 'green' from your customers." - Bob Thompson, Founder and CEO, CustomerThink Corp.

### **Don't Ever Punch a Rockstar**

Provides guidelines and examples for handling research, outlining, spelling, punctuation, formatting, and documentation.

### **52 Mondays**

Documenting Danny Marianino's days as a metalhead from childhood into adulthood, Don't Ever Punch a Rockstar somehow rationalizes playing in a few hardcore/punk bands, touring, fighting, drinking, internet bullying, celebrity encounters, satanic curses, house fires, harassment and collecting an immeasurable amount of hate mail from some of the most illiterate human beings the world has to offer. Though Oprah will never add this into her book club, it's still a good lesson in accepting the negative with a laugh and gaining a new sense of

temperance and humility. At the very least I will entertain you with a campy memoir and a detailed eye-opening account of the chaos that followed the infamous event that VH1 called one of the Most Shocking Moments in Rock and Roll. This is by no means the same old autobiography that you have read before. Don't Ever Punch a Rockstar combine elements of Get in The Van, Emails from and Asshole and Shit My Dad Says all in one hot mess of a story. Praise for the book - "Danny Marianino's Never Punch A Rockstar is a sock in the jaw to punk/metal scene conformity, and it hurts so good! Final score: North Side Kings 2, Danzig, 0." - STEVEN BLUSH, author/filmmaker, American Hardcore "As trenchant, sometimes funny, insightful and shocking as a punch in the face. WHICH is incidentally what started this whole ball rolling. A pretty potent look into the power of image and the punching of the face of arguably a legend of, well, face punching, Glenn Danzig, and the ensuing firestorm that followed. I'd give it 5 black eyes." -- EUGENE S. ROBINSON, singer for Oxbow & author of FIGHT: Everything You Ever Wanted to Know About Ass Kicking But Were Afraid You'd Get Your Ass Kicked For Asking "With Don't Ever Punch a Rock Star author Danny Marianino has written an entertaining, humorous and humble autobiography. The often times laugh-out-loud recollections of Danny's life up to and following the infamous run-in with the drama-queen of dark metal is more than engaging and, with the inclusion of hate mail, zany rumors, message board threats and internet tough guys, you're sure to get a good giggle while learning what truly transpired that fateful night in Tuba City." - DUSTIN LAVALLEY, author of Spinner "As we have always said on the streets of NY -

don't start none -there wont be none - and if you do, at least keep your hands up and guard your grill. Way to K.O. rock star attitudes Danny Boy!" - John Joseph author of The Evolution of a Cro-Magnon and Meat is For Pussies

### **Email Essentials**

In *Alphabet to Email* Naomi Baron takes us on a fascinating and often entertaining journey through the history of the English language, showing how technology - especially email - is gradually stripping language of its formality. Drawing together strands of thinking about writing, speech, pedagogy, technology, and globalization, Naomi Baron explores the ever-changing relationship between speech and writing and considers the implications of current language trends on the future of written English. *Alphabet to Email* will appeal to anyone who is curious about how the English language has changed over the centuries and where it might be going.

### **MLA Handbook for Writers of Research Papers**

*Send*—the classic guide to email for office and home—has become indispensable for readers navigating the impersonal, and at times overwhelming, world of electronic communication. Filled with real-life email success (and horror) stories and a wealth of useful and entertaining examples, *Send* dissects all the major

minefields and pitfalls of email. It provides clear rules for constructing effective emails, for handheld etiquette, for handling the “emotional email,” and for navigating all of today’s hot-button issues. It offers essential strategies to help you both better manage the ever-increasing number of emails you receive and improve the ones you send. Send is now more than ever the essential book about email for businesspeople and professionals everywhere. From the Trade Paperback edition.

[ROMANCE](#) [ACTION & ADVENTURE](#) [MYSTERY & THRILLER](#) [BIOGRAPHIES & HISTORY](#) [CHILDREN'S](#) [YOUNG ADULT](#) [FANTASY](#) [HISTORICAL FICTION](#) [HORROR](#) [LITERARY FICTION](#) [NON-FICTION](#) [SCIENCE FICTION](#)