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This all-in-one guide gives you a quick, accurate review of every topic covered on the CDA® and RDA tests. Also included: a realistic study plan so you can reach your goals without getting overwhelmed, and test-taking tips for a high score.

- **DSST® A History of the Vietnam War Study Guide**

This eBook offers in-depth review lessons for the topics covered on the DSST® A History of the Vietnam War Test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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DSST® Ethics in Technology test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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This eBook offers in-depth review lessons for the topics covered on the DSST® Fundamentals of Counseling Test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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This eBook offers in-depth review lessons for the topics covered on the DSST® Introduction to Business Test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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This eBook offers in-depth review lessons for the topics covered on the DSST® Introduction to Geography Test. It also includes helpful practice questions with detailed answer explanations to review and

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This eBook offers in-depth review lessons for the topics covered on the DSST® Introduction to Law Enforcement Test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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This eBook offers in-depth review lessons for the topics covered on the DSST® Introduction to World Religions Test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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- ***DSST® Money and Banking Study Guide***

This eBook offers in-depth review lessons for the topics covered on the DSST® Money and Banking Test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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This eBook offers in-depth review lessons for the topics covered on the DSST® Principles of Supervision Test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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This eBook offers in-depth review lessons for the topics covered on the DSST® The American Civil War and Reconstruction Test. It also includes helpful practice questions with detailed answer explanations to review and reinforce what you've learned, and suggestions for further reading to help you succeed on the official exam.

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From Pangea to precipitation, hydrology to halite, this eBook provides essential test prep in all the key Earth science topics. Designed both for students new to the Earth sciences and those in need of a refresher, you'll find a series of 20-minute 20-step lessons that are precise, guided, and easy to fit into any schedule. There's also a full glossary, practice tests with answers and explanations, and bonus sections including tips for preparing for standardized tests and guides to further resources.

- ***Electrician's Licensing Exam: Power Practice***

This guide reflects the newly updated NFPA 70 National Electric Codes. Inside you will find information about the certification process, along with 5 full-length practice exams. All questions have detailed answer explanations, making this eBook the most powerful and comprehensive practice available!

- ***EMT Exam: Power Practice***

This guide gets you up to speed on all of the key concepts and skills assessed on the EMT certification test. It includes easy-to-follow lessons, targeted practice questions, and two full-length practice exams with detailed answer explanations.

- ***EMT Flash Review, 2nd Edition***

A must-have guide for EMTs on the job or seeking recertification, this updated edition of EMT Flash Review explains over 600 key terms and is consistent with National Registry standards. Also included: a pronunciation guide for each term, plus a diagram of the axial skeleton.

- ***English to the Max***

This eBook has 1,200 questions in reading, writing, and sentence completion to maximize your English skills. Topics include punctuation, modifiers, subject-verb agreement, tense agreement, pronouns, sentence structure, and essay writing guidelines.

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Algebra can be as easy as 1-2-3 with Express Review Guides: Algebra I. This eBook provides targeted lessons that give you the skills you need to make sense of any early algebra problem. With this guidance, you can bring your algebra skills up to speed.

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Math is a tricky subject that stresses out many students. With Express Review Guides: Basic Math & Pre-Algebra, this doesn't need to be the case. This eBook has lessons and examples with step-by-step answer explanations to improve your math skills.

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- ***Express Review Guides: Vocabulary***

Express Review Guides: Vocabulary will give you the skills you need to expand your vocabulary. This guide lays out the building blocks of meaning for many common words, making it easier to recognize similar words and decipher their meaning.

- ***Express Review Guides: Writing***

Great writing is a valuable skill to harness for class, tests, and homework. This eBook offers numerous tutorials and techniques that will teach you to organize your thoughts, silence the passive voice, and add rhythm to your writing.

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Get ready to learn about brand new job opportunities and find the answers to your questions about working for the federal government!

This guide peels off the layers of confusing red tape that often hold job seekers back from applying to jobs in the civil service and gives you the tools you need to identify and apply to vacant positions that you may want to pursue.

- **Financial Aid Application Checklist**

Use these steps and considerations to apply for financial aid and decide which school's offer of admission to accept.

- **Financial Impact of Marriage Checklist**

Use this handy checklist and decision tree to get familiar with the impact getting married may have on your finances.

- **Firefighter Exam, 6th Edition**

This updated, comprehensive guide is for new career firefighters as well as current volunteers turning firefighting into a full-time profession. You'll find critical information on the firefighter career path, including important homeland security measures and concerns. In addition, this guide offers a detailed, realistic study plan for the firefighter exam, insider advice on the physical fitness test and oral interview, and full-length practice exams.

- **GED® Test Flash Review: Math**

This eBook features essential terms and concepts you need to prepare for the GED® Mathematical Reasoning test. You'll find 600+ flashcards that include the most-tested concepts on the exam.

- **GED® Test Flash Review: RLA**

This eBook features essential terms and concepts you need to prepare for the GED® RLA Test. Inside, you will find 600+ flashcards that include the most-tested content on the exam, including the words and themes that come up year after year.

- **GED® Test Flash Review: Science**

This eBook features essential terms and concepts you need to know to

prepare for the GED® Science test. Inside, you will find 600+ flashcards that include the most-tested content, including the words and concepts that come up year after year.

- **GED® Test Flash Review: Social Studies**

This eBook features essential terms and concepts you need to know to prepare for the GED® Social Studies test. Inside, you will find 600+ flashcards that include the most-tested content, including the words and concepts that come up year after year.

- **GED® Test Power Practice**

GED® Test Power Practice includes two full-length practice tests with detailed answer explanations, and a helpful introduction to the new GED® test format, so you know exactly what to expect on test day.

- **GED® Test Preparation**

This all-in-one guide includes the proven nine-step LearningExpress Test Preparation System, hundreds of practice questions with detailed answer explanations, and thorough review of every test section so you know exactly what to expect on test day.

- **GED® Test Science Review**

This comprehensive guide offers complete preparation to pass the GED® Science Test. Inside is an in-depth review of every science concept tested on the exam, along with test-like practice questions and complete answer explanations. Inside, test-takers will find a diagnostic science test to assess their skill levels and a full-length science practice exam.

- **GED® Test Skill Builder: Mathematics, 2nd Edition**

This eBook was designed for adult learners whose skills aren't strong enough to start practicing for the GED® Math test. Filled with lessons and practice, this is a complete guide to boost your skills to get ready to prepare.

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GED® test takers can use this eBook's innovative three-part "Refresh, Assess, Strengthen" learning method to build the reading, writing, and language mechanics skills they need to prepare for the official test.

- **GED® Test Social Studies Review**

This comprehensive guide offers complete preparation to pass the GED® Social Studies Test. Inside is an in-depth review of every concept tested on the exam, along with test-like practice questions and complete answer explanations. Inside, test-takers will find a diagnostic social studies test to assess their skill levels and a full-length social studies practice exam.

- **GED® Test: Flash Review**

This handy eBook is the ideal on-the-go study system for the GED® test. The perfect companion to any GED® test study plan, it includes thorough yet easy-to-understand explanations for 600 of the most commonly covered terms on the exam.

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This comprehensive guide offers complete preparation to pass the GED® Mathematical Reasoning Test. Inside is an in-depth review of every math concept tested on the exam, along with test-like practice questions and complete answer explanations.

- **GED® Test: Reasoning through Language Arts Review**

This comprehensive guide offers complete preparation to pass the GED® RLA Test. Inside is an in-depth review of all reading comprehension, English, and writing concepts tested on the exam, along with test-like practice questions, writing prompts and complete answer explanations and sample essays

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Geography class isn't just about memorizing the names of lakes and mountains—it also offers a window into the politics and culture of a

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What do you need to apply for a mortgage? Use this checklist to organize your documents.

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- ***Goof-Proof Spelling***

Most spelling mistakes are common, and can be fixed quickly by learning the 25 Goof-Proof Rules. These 25 simple solutions, in conjunction with the pertinent word basics lessons found in this eBook, will have you spelling better in no time!

- ***Grammar Essentials, 3rd Edition***

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- **Grammar in 15 Minutes a Day**

Middle school students can use the lessons in this eBook to help improve grammar skills for class, homework, and important tests—in just 15 minutes a day!

- **Grammar Success in 20 Minutes a Day, 4th Edition**

This eBook helps you fine-tune your knowledge of grammar essentials with quick but thorough lessons that take only 20 minutes a day! Use the tests and lessons within to sharpen your grammar skills and quickly improve your writing skills.

- **GRE® General Test Prep**

This book offers you an overview of what you will find on the GRE General Test. You'll find details about each test section, with descriptions of all question types and sample questions. You'll also find two full-length GRE General Tests for you to use for practice.

- **GRE® Vocabulary Flash Review**

The perfect companion to any GRE® study plan, this eBook includes sample sentences, synonyms, and a pronunciation key for 600 of the most commonly tested vocabulary words on the GRE®. Careful preparation is the key to success!

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A career in allied health is an excellent field to enter. But first, candidates must excel on the Health Occupations Aptitude Exam (HOAE), the Health Occupations Basic Entrance Test (HOBET), or another allied health program entrance exam if they want to get into their dream school. This eBook provides candidates with a study program proven to get results. A wide range of allied health program candidates—including dental hygienists, medical assistants, radiographers, and more—will benefit from this guide.

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Consider the criteria below to determine your priorities for renting a home and to calculate how much income you would need to keep up with monthly rent payments. Jot down your notes to help you better plan ahead.

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You have the experience for the job, but do you have the interviewing experience? This eBook explains all the essentials: the 10 success factors that employers look for, how to turn around difficult interviews, how to set up meetings, and much more.

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If you don't have time to read a math textbook, you'll have time for the quick lessons in this eBook. In ten chapters, you will learn the basics of geometry that you need to know, time-saving study skills, and essential test-taking strategies.

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Keep this checklist handy so that you can tick all the boxes when you leave your job.

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Use this planner to determine the types of bank accounts you need to meet your financial goals.

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Learn the skills you need to express yourself professionally and succeed in the workplace! This eBook is packed with hundreds of practice exercises to help improve your word usage in cover letters, emails, presentations, and much more.

- ***Mastering Workplace Skills: Math Fundamentals***

Learn the math you need to solve everyday problems and be confident on the job! This eBook is packed with hundreds of practice exercises to help sharpen your real-world math skills by seeing algebra, geometry, and more in practical situations.

- ***Mastering Workplace Skills: Writing Fundamentals***

Improve your writing and express yourself professionally on the job hunt and in the workplace! This eBook is packed with hundreds of practice exercises to help you learn the skills you need to write top-notch cover letters, emails, memos, and more.

- ***Math and Vocabulary for Civil Service Exams***

Increase your career options instantly by getting a higher score on your civil-service exam. This test-prep guide cuts straight to the chase, with a review of the most commonly tested math and vocab skills,

score-raising tips, practice tests, and more.

- **Math Builder**

This eBook is perfect for anyone seeking to quickly and easily gain better math skills. Math Builder contains over 500 problems and answer explanations to help you practice the concepts and skills you need to get ahead.

- **Math for Civil Service Tests**

Give yourself a professional advantage by getting a great score on your civil service exam. This eBook offers a step-by-step review of math skills you may have forgotten (or never learned), score-boosting tips, practice sets, and more.

- **Math for the Trades**

Make sure your math skills aren't keeping you—or your income—down. The user-friendly guide Math for the Trades breaks down everything you need to know, from basic arithmetic and measurements to real-life geometry and on-the-job examples.

- **Math Skills for Law Enforcement Exams**

Keep your math skills sharp so you don't make mistakes on the force—or, if you're just starting out, so you can join the force. This eBook gets you up to speed on the key math topics found on exams for police, homeland security, and more.

- **Math to the Max**

This eBook has 1,200 questions to help you improve your math skills. Problems and explanations help you take command of arithmetic, algebra, and geometry. Each topic covered includes an overview of key terms and formulas.

- **Math Word Problems in 15 Minutes a Day**

In just one month, middle school students can gain expertise in solving word problems. How? Each lesson investigates and clarifies one small

part of the bigger problem, so every day, students can build upon what was learned the day before.

- **MCAT®: Power Practice**

Your first step toward getting into medical school is a high score on the MCAT®. This eBook gives you what you need to prepare for your high-stakes test—powerful practice. With two full-length exams that mirror the official test, you'll know exactly what to expect on test day.

- **Medical Assistant Flash Review**

This handy guide features definitions for more than 600 concepts you are sure to find on your Certified Medical Assistant (AAMA) exam or any other Registered Medical Assistant test. It covers key topic areas, including core medical assisting knowledge, anatomy and physiology, clinical and administrative procedures, and more.

- **Medical Assistant: Preparation for the RMA and CMA Exams, 3rd Edition**

Get the job you want by scoring well on the Certified Medical Assistant or the Registered Medical Assistant exam. This up-to-date guide reviews every area tested by the official exams. It also includes tips for higher scores, overcoming anxiety, and more.

- **Middle School Algebra for the Common Core**

Learn the ins and outs of the CCSS in algebra, written in a way you can understand. Inside, you will find each standard clearly explained, along with instructions on how to tackle problems and hundreds of examples of how the math will look on tests.

- **Middle School Geometry for the Common Core**

Learn the ins and outs of the CCSS in geometry, written in a way you can understand. Inside, you will find each standard clearly explained, along with instructions on how to tackle problems and hundreds of examples of how the math will look on tests.

- **Middle School Math for Parents**

The eBook will help parents understand the new CCSS methods of teaching mathematics while reviewing middle school and high school math concepts in a clear and mathphobe-friendly way.

- **Middle School Math Review**

This eBook is filled with lessons and questions to help 8th graders build the important math skills needed to prepare for and succeed on important exams.

- **Middle School Reading for the Common Core**

This eBook is the perfect companion to any student's classroom instruction, and helps students at all learning levels build their reading skills, track their progress, and master Common Core State Standards in no time.

- **Middle School Writing for the Common Core**

This eBook is the perfect companion to any student's classroom instruction, and helps students at all learning levels build their writing skills, track their progress, and master Common Core State Standards in no time.

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Serious about a career as a pilot, navigator, or flight officer in the armed forces? This eBook offers expert advice and review lessons in all test areas, plus complete practice exams for the AFOQT (Air Force), SIFT (Army), and ASTB (Navy, Marine Corps, and Coast Guard) practice exams with detailed answer explanations.

- **Monthly Budget Planner**

The ultimate tool to put your monthly budget in place.

- **MTEL: Communication and Literacy Skills**

This invaluable resource offers three MTEL Communication and Literacy Skills (01) practice tests with complete answer explanations,

review of all tested reading and writing subject areas, plus helpful information on the MA teacher certification process.

- **NCLEX-RN® Flash Review**

NCLEX-RN® Flash Review features more than 600 terms and concepts that are commonly tested on the NCLEX-RN® exam. This portable study guide goes beyond just facts and definitions and delves into actual nursing processes.

- **Networking and Informational Sample Letters**

View five sample networking and informational letters that you can use to help spread the word that you're in the market for new employment opportunities.

- **Nursing Assistant/Nurse Aide Exam, 6th Edition**

Don't get derailed from your goal of becoming a nursing assistant by getting a low score on the exam. This guide covers all you need to know, from state requirements to the skills you need to master, along with thorough practice and review.

- **Nursing Assistant/Nurse Aide Flash Review**

Features more than 600 terms and concepts that are commonly tested on nursing assistant/nurse aide certification exams. It's the perfect companion to any study plan, and an ideal guide for self-study and review.

- **Nursing School Entrance Exams, 4th Edition**

A career in nursing can be very rewarding, offering a variety of specializations and work environment options. This eBook will help you do well on your entrance exam and get accepted into the nursing program of your choice.

- **Officer Candidate Tests, 2nd Edition**

This eBook discusses the many opportunities available to military officers, and features complete practice and overviews of the three

qualifying tests (the AFOQT, ASVAB, and ASTB), and additional practice sets for every skill tested.

- **One Nation, One People: The USCIS 2025 Civics Test Study Guide**

This **official study guide** created by the U.S. Citizenship and Immigration Services (USCIS) will help you prepare for the 2025 U.S. naturalization civics test. *One Nation, One People* covers essential topics in U.S. history, government, geography, symbols, and holidays—all aligned with the updated 2025 test content. It also includes study tips and sample questions to help you build the knowledge and confidence you need to succeed on the civics portion of the naturalization test.

- **Paramedic Certification Exam, 6th Edition**

This updated sixth edition includes five practice cognitive exams with complete answer explanations, information about the DOT/NHTSA NSC, a detailed review lesson for the EMT-Paramedic practical exam, and more.

- **Pasa el Examen de Ciudadanía Americana, 3ra Edición**

Elaborar y aprobar el examen de naturalización de USCIS con el asesoramiento de expertos, preparación de la prueba, y más.

- **Pass the U.S. Citizenship Exam, 5th Edition**

How do you know when you are ready to become a citizen, or how to apply for citizenship and pass the interview? This eBook can help you prepare for and pass the Naturalization Test with expert advice, test-preparation, and more.

- **Paying For Higher Education Checklist**

Use this checklist to keep track of the tasks you need to do to pay for your higher education.

- **Paying off Student Debt**

Paying off student debt can feel overwhelming, and repayment options

can seem complex. This action plan offers support to deconstruct the details and take action towards being student debt-free.

- ***Paying Quarterly Estimates Planner***

Use this handy planner to figure out how and when to pay estimated quarterly tax payments as a freelance or contract worker.

- ***Pharmacy Technician Exam, 3rd Edition***

This all-in-one guide tells you everything you need to know to pass your Pharmacy Technician Certification Exam and ramp up your career. It includes two practice tests, comprehensive study guides, a glossary of key terms, and other essential information.

- ***Pharmacy Technician Flash Review***

Features more than 600 terms and concepts that are commonly tested on the ExCPT® and PTCE exams. It's the perfect companion to any study plan, and an ideal guide for self-study and review.

- ***Plumber's Licensing Exam, 2nd Edition***

Give yourself a pro edge and greater earning power by getting licensed as a plumber. This updated second edition reviews the technical expertise you'll need, with test questions at both the journeyman and master levels, three practice exams, and more.

- ***Police Officer Exam, 5th Edition***

Working as a police officer can be exciting, rewarding, and financially beneficial—but first you need to pass the test. Start with this all-in-one guide to the exam. It includes material reviews, practice tests, tips for high scores, and much more.

- ***Police Officer Exam: Power Practice***

The best police officers are prepared for any challenge, and the first challenge to master is the police officer exam. Packed with six full-length practice tests, Power Practice includes more than 500 questions, with a detailed explanation for each.

- ***Police Sergeant Exam, 3rd Edition***

If you're prepping for the police sergeant exam, this eBook offers the insider tips and focused practice you need. It includes two practice tests based on official exams, a minicourse with over 300 questions, application information, and more.

- ***Practical Math Success in 20 Minutes a Day, 5th Edition***

Not everyone is good at math, but math literacy is essential for getting ahead in our high-tech world, especially in college and on the job. A refresher on pre-algebra, algebra, and geometry, this eBook covers all the basics.

- ***Practical Spelling, 2nd Edition***

Do you often find yourself making spelling mistakes and want to get better? This eBook provides practical spelling exercises so you can learn by doing.

- ***Practical Vocabulary, 2nd Edition***

Practical Vocabulary will help you improve your vocabulary by arming you with words that are often used, but less often understood. It also shows you the secrets of breaking down new words to figure out what they mean without a dictionary.

- ***Praxis Core®: Power Practice***

This comprehensive eBook includes five full-length practice exams for each subtest of the Praxis Core® Academic Skills for Educators assessments, which are taken by individuals pursuing certification as entry-level teachers in AK, AL, AR, DC, DE, HI, KY, LA, MD, ME, MN, MS, NC, ND, NE, NH, NJ, NV, OR, PA, SC, TN, VA, VT, WA, WI, WV, and the US Virgin Islands.

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This comprehensive prep guide is designed for candidates studying for the Praxis® Mathematics: Content Knowledge (5161) exam. Includes essential review and two practice exams.

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Este libro electrónico ofrece una revisión en profundidad de todos los conceptos evaluados en la versión en español del examen GED® RLA.

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This eBook is filled with information, advice, and practice that will help you understand the hiring process and how you can best meet the probation or parole officer requirements. Prepare for the written exam with seven full-length practice tests.

- **Proofreading, Revising, & Editing Skills Success in 20 Minutes a Day**

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Understand and remember more of what you read with 20 easy-to-follow lessons to build confidence and skills. This eBook provides tips for note taking and other vital memory aids, along with a pre-test and an appendix of word roots, prefixes, and suffixes.

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Document-based questions on important tests could contain a contract, a table or graph, a newspaper article, or even a political cartoon. Use the six-step method of writing in this workbook to write great DBQ-based social studies or English essays.

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Being a good reader isn't just about knowing the words—you have to understand what you read and put it to use. Critical reading is an essential skill at work and in school. This eBook provides a complete reading tutorial in an easy 20-step program.

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- ***Reading in 15 Minutes a Day***

In just 15 minutes a day, middle school students can excel at understanding and remembering what they read. How? Each lesson in this eBook breaks the reading process down into smaller parts, so each day, students build upon the previous day's knowledge.

- ***Reasoning Skills for Law Enforcement Exams***

Regardless of the law enforcement area you choose, you'll have to make tough, educated decisions on a regular basis. Use this all-in-one exam guide to improve your reasoning skills. Also included: two full-length practice tests with detailed explanations.

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Calculate how much you need to save to meet your down payments and make a plan on how to achieve this.

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Learn or review essential statistics concepts, sharpen your test-taking skills, and maximize your time and effort using 20 simple steps.

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- ***The Ultimate Guide to Getting Your Green Card***

The pages of this comprehensive eBook contain all the information, answers, and advice needed to get your green card and become a permanent U.S. resident.

- **THEA®: Texas Higher Education Assessment**

This eBook will help you become familiar with the format and content of the THEA® test. You'll get targeted lessons in the areas of reading, writing and math, 3 full-length practice tests, and more to make sure you are prepared to succeed.

- **Think You Know Your Vocabulary?**

Boosting your word power will improve your overall speaking, listening, reading, and writing skills. That's why you need Think You Know Your Vocabulary?—the ultimate guide to building and using the right words effectively.

- **TOEFL iBT® Vocabulary Flash Review**

This helpful eBook contains 600 of the most commonly tested terms that appear on the TOEFL iBT®. It's an effective tool to prepare for a great score on this important exam.

- **TOEIC® Test Prep**

This comprehensive eBook includes a complete overview of the TOEIC® exam, targeted lessons covering listening, reading, writing, and speaking skills, four full-length practice exams with answer explanations, vocabulary word lists, review, and more.

- **Treasury Enforcement Agent Exam, 3rd Edition**

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This eBook will help students learn the history concepts related to the U.S. Constitution. Each lesson covers a key historical time period and includes interesting facts and quotes, as well as practice questions to help students track their progress.

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Many circumstances can spark the need and desire to save some extra cash. Use this planner to help you get the most out of updating your budget.

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Utility budget billing is a solid option if you don't want surprises when you open your bills—but is it the best option for you?

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If you love animals and love the idea of joining a growing field, becoming a veterinary technician could be for you. Start with this guide to the Veterinary Technician National Exam, which includes practice tests, a glossary of key terms, and more.

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Visual writing can teach you how to organize your thoughts for effective writing and communication with word webs, maps, flow charts, Venn diagrams, sequential charts, plot diagrams, sample topics, model essays, and more!

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Learn how to improve your ability to make a strong first impression, and how to extend and enhance that impression so your colleagues and supervisors will listen carefully when you speak and appreciate what you write.

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This eBook provides instructions for writing clear and compelling essays. It covers the essentials, including identifying audience and purpose, brainstorming, choosing a thesis, drafting, and proofing/editing.

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Write Your Way into College: College Admissions Essay will guide you through the toughest part of the college application process—the personal essay. This eBook provides all the practice, review, and strategies you need to write a great application.

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Excellent writing skills are essential for getting high marks in school and succeeding in a wide range of jobs. This eBook helps you achieve mastery with a 20-step guide to improving writing skills that anyone

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