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care and success of hospitals continues to increase. The practice of hospital medicine is both rewarding and challenging: hospitalists need to provide high-quality care using the best available evidence in an efficient, cost-effective manner. In recognition of the need for rapid access to essential information, this text provides a concise yet comprehensive source for busy clinicians. The Handbook of Hospital Medicine provides detailed reviews of all clinical topics in inpatient medicine, including common diagnoses, hospital- acquired conditions, medical consultation, and palliative care, as well as key non-clinical topics, such as guality improvement tools, approach to medical errors, the business of medicine, and teaching tips. It is the single source needed for hospitalists striving to deliver outstanding care and provide value to their patients and hospitals. Now a billion dollar industry, executive coaching is one of the fastest-growing sections of the coaching market and is widely used by senior managers and chief executives in large organisations. In this accessible guide, fully updated for this second edition, Patricia Bossons, Jeremy Kourdi and Denis Sartain offer clear explanations of key coaching theories before putting that theory into context with a comprehensive selection of practical tools and techniques. Benefits and uses of each technique are explained and then followed with advice on how to apply the technique and make it work for you - allowing readers to match situations or issues with specific coaching techniques for optimum results. The comprehensive guide to marketing and business fundamentals. It covers marketing principles, research, strategy, design, plan execution, and more. This textbook is the primary preparatory material for the AMLR-PME certification exam. The book is intended for: Junior and mid-level marketing professionals. Students and recent business school graduates. Non-marketing business professionals who are interested in understanding marketing principles. The book consists of four parts: 1. The foundation for success - details the fundamentals of marketing. 2.

Business planning - discusses strategy, research, analytics, and pricing. 3. Executing the plan - topics include design, promotional activities, metrics, and sales channels. 4. Leading the business learn about financials, P&Ls, and best practices for how to succeed in the workplace. Written for students taking research methods courses, this text provides a thorough overview of sampling principles. The author gives detailed, nontechnical descriptions and guidelines with limited presentation of formulas to help students reach basic research decisions, such as whether to choose a census or a sample, as well as how to select sample size and sample type. Intended for students and researchers in the social and behavioral sciences, public health research, marketing research, and related areas, the text provides nonstatisticians with the concepts and techniques they need to do quality work and make good sampling choices. Media literacy educator Nick Pernisco's new book, Practical Media Literacy: An essential guide to the critical thinking skills for our digital world, is the perfect introduction to media literacy for young adults, teachers, and parents. Pernisco has distilled his years of teaching experience into a practical guide for learning the most crucial skills needed to be a digital citizen in the 21st century. This is a must-read for anyone interested in learning how to interpret the enormous amounts of information we are exposed to everyday, both in traditional media and online. The book includes an introduction to media and media literacy, explaining what media is, how it affects us, and why we should pay close attention to it. The reader is then presented with a framework that can be used to analyze any type of media. Once the basics are thoroughly explained, the bookfocuses on individual types of media and specific methods for analyzing each type. Readers will learn to analyze and think critically about movies, television, music, social media, advertising, news, video games, and more. Each section contains relevant exercises to help readers better understand the impact each type of media has on their lives. These exercises can

be completed alone, or may be used as lesson plans in a classroom setting. This 2nd edition builds on the strengths of the previous version. * A stronger focus on the learner. The book explains media literacy from its most basic elements to some sophisticated topics of interest for all ages. This makes the book a perfect textbook for any K-12 classroom. * Expanded information on more types of media. Movies, TV, advertising, photography, social media, music, news, and video games each get their own chapter, each illustrating details about how to analyze each type of media and numerous activities that may be used as lesson plans. This book is perfect as a textbook for a course on media literacy, an introductory course about media, any class that uses media (tv, movies, music, the web) to convey information, forat home use by parents, and for curious minds trying to better understand their world. A collection of information on aspects of daily life and a variety of popular topics, such as the home, health, animals, nature, sports, and entertainment. There is increasing pressure for all of us to take responsibility for our own financial security and wellbeing, but we often overlook how the benefits that come with a job can help us do that. Essential Personal Finance: A Practical Guide for Employees focuses on these valuable work benefits and shows how you can build on this important foundation to achieve financial security and your life goals. This unique book explores how making effective and practical use of these work benefits (such as pension scheme, life cover, sick pay, cheap loans, savings schemes and even financial coaching), means facing up to the behavioural biases we are all plaqued with. Given that these can get in the way of even the best intentions, Essential Personal Finance tackles these biases headon with practical ideas and tips for overcoming or harnessing them for good, and will help you to develop a positive and fruitful relationship with your money. With financial stress being a major cause of absenteeism and sick leave, low morale and lost productivity, the advice in this book also offers employers

enormous benefits. By empowering employees through financial education and financial awareness, progressive employers will help them feel more in control of their lives, and experience less stress, resulting in higher morale and productivity. Offering a distinctive approach which combines academic insight with practical financial wisdom and tools, this is a must-have book for all employees. It will help you make the most of everything your job has to offer so you can worry less about money and live life to the full. This compact volume offers an integrated guide to the major grammatical concepts needed for writing and speaking Swedish. Covering both the fundamentals and recent developments in this fast-changing field, Essentials of Nuclear Medicine and Molecular Imaging, 7th Edition, is a must-have resource for radiology residents, nuclear medicine residents and fellows, nuclear medicine specialists, and nuclear medicine technicians. Known for its clear and easily understood writing style, superb illustrations, and self-assessment features, this updated classic is an ideal reference for all diagnostic imaging and therapeutic patient care related to nuclear medicine, as well as an excellent review tool for certification or MOC preparation. Provides comprehensive, clear explanations of everything from principles of human physiology, pathology, physics, radioactivity, radiopharmaceuticals, radiation safety, and legal requirements to hot topics such as new brain and neuroendocrine tumor agents and hybrid imaging, including PET/MR and PET/CT. Covers the imaging of every body system, as well as inflammation, infection and tumor imaging; pearls and pitfalls for every chapter; and pediatric doses and guidelines in compliance with the Image Gently and Image Wisely programs. Features a separate selfassessment section on differential diagnoses, imaging procedures and artifacts, and safety issues with unknown cases, questions, answers, and explanations. Includes new images and illustrations, for a total of 430 high-quality, multi-modality examples throughout the text. Reflects recent advances in the field,

including updated nuclear medicine imaging and therapy quidelines • Updated dosimetry values and effective doses for all radiopharmaceuticals with new values from the 2015 International Commission on Radiological Protection • Updated information regarding advances in brain imaging, including amyloid, dopamine transporter and dementia imaging • Inclusion of Ga-68 DOTA PET/CT for neuroendocrine tumors • Expanded information on correlative and hybrid imaging with SPECT/CT • New myocardial agents • and more. Contains extensive appendices including updated comprehensive imaging protocols for routine and hybrid imaging, pregnancy and breastfeeding guidelines, pediatric dosages, non-radioactive pharmaceuticals used in interventional and cardiac stress imaging, and radioactivity conversion tables. Statistical methods are a key part of of data science, yet very few data scientists have any formal statistics training. Courses and books on basic statistics rarely cover the topic from a data science perspective. This practical guide explains how to apply various statistical methods to data science, tells you how to avoid their misuse, and gives you advice on what's important and what's not. Many data science resources incorporate statistical methods but lack a deeper statistical perspective. If you're familiar with the R programming language, and have some exposure to statistics, this guick reference bridges the gap in an accessible, readable format. With this book, you'll learn: Why exploratory data analysis is a key preliminary step in data science How random sampling can reduce bias and yield a higher quality dataset, even with big data How the principles of experimental design yield definitive answers to guestions How to use regression to estimate outcomes and detect anomalies Key classification techniques for predicting which categories a record belongs to Statistical machine learning methods that "learn" from data Unsupervised learning methods for extracting meaning from unlabeled data Essentials of Thematic Analysis describes the conceptual grounding and processes of thematic analysis - a

highly flexible method that produces meaning-based patterns (themes) from gualitative datasets. In the fast-changing world of digital photography, no other publisher/author partnership has been as successful at keeping up with current trends and developments as DK and Tom Ang. DK's richly illustrative design and Tom's clear writing and direction blend together to produce a strong combination of practical instruction with visual inspiration. Digital Photography Essentials provides just that combination for those wishing to develop and consolidate their skills-both technical and creative-whatever their level of expertise. It covers the basics of photography, different ways to approach a subject, how to develop projects, and image manipulation. In addition, Tom advises on printing techniques and shows you ways in which you can share your pictures with a wider audience via the internet. Throughout the book there are troubleshooting tips, image comparisons and analyzes to help you understand what makes a picture work, and inspiring assignments to follow. There is also a useful buyer's guide to cameras, lenses, and accessories. With its fresh, contemporary design, beautiful images, and jargon-free vet highly practical text, the book is a totally new, upto-the-minute guide to digital photography. The syllabus for intensive care medicine is constantly evolving and thus can not to be defined easily. An intensivist needs to learn many complex therapies and investigative modalities which are originally a part of other specialties. This poses a challenge for students who are preparing various examination like EDIC, DNB, DM, IFCCM, IDCCM, CTCM, CICM etc. This book compiles 112 carefully selected objective structural clinical examination (OSCE) related to data interpretation, trouble shooting and diagnosis using various investigative modalities. Answers to the OSCE are explained in a lucid way. It aims to assist students appearing in various critical examinations in a smart and time conserving manner. Since knowledge of research methodology has become an integral part of critical care examination, a whole chapter has

been dedicated to the critical appraisal of a published trial. There is a strong focus on providing updated evidences. The book is reviewed and updated every time a new credible evidence emerges. This comprehensive, concise and readable book is indeed a useful companion to anyone who works in intensive care unit. This book provides an overview of the techniques central to lattice quantum chromodynamics, including modern developments. The book has four chapters. The first chapter explains the formulation of guarks and gluons on a Euclidean lattice. The second chapter introduces Monte Carlo methods and details the numerical algorithms to simulate lattice gauge fields. Chapter three explains the mathematical and numerical techniques needed to study guark fields and the computation of quark propagators. The fourth chapter is devoted to the physical observables constructed from lattice fields and explains how to measure them in simulations. The book is aimed at enabling graduate students who are new to the field to carry out explicitly the first steps and prepare them for research in lattice QCD. In this book, Charles Merzbacher offers a concise, definitive guide to the essential skills, techniques and logistics of producing short films, focusing on the practical knowledge needed for line producing and overseeing smaller-scale productions. Drawing on insights from real-life production scenarios, veteran filmmaker and instructor Charles Merzbacher takes producers through every stage of the production process, from fundraising, preproduction and planning to the producer's role in postproduction and distribution. Key topics include: Finding a worthy project; Schedules and budgets; Managing the casting process; Recruiting and managing crew; Location scouting; Legal and safety issues; Running a production; Negotiating music rights; And much more! An accompanying website-available at theshortseries.com-offers document templates for contracts, call sheets, budgets and other production forms, as well as sample production documents and short video guides featuring top

industry professionals. This is a comprehensive guide to Scrum for all (team members, managers, and executives). If you want to use Scrum to develop innovative products and services that delight your customers, this is the complete, single-source reference you've been searching for. This book provides a common understanding of Scrum, a shared vocabulary that can be used in applying it, and practical knowledge for deriving maximum value from it. This undergraduate textbook examines how formal and informal tests are created, scored, and interpreted by mental health professionals when evaluating clients, and surveys the various techniques commonly used for assessing educational ability, intelligence, career and occupational aptitude, and clinical issues. A friendly and accessible introduction to the most useful algorithms Computer algorithms are the basic recipes for programming. Professional programmers need to know how to use algorithms to solve difficult programming problems. Written in simple, intuitive English, this book describes how and when to use the most practical classic algorithms, and even how to create new algorithms to meet future needs. The book also includes a collection of questions that can help readers prepare for a programming job interview. Reveals methods for manipulating common data structures such as arrays, linked lists, trees, and networks Addresses advanced data structures such as heaps, 2-3 trees, B-trees Addresses general problem-solving techniques such as branch and bound, divide and conquer, recursion, backtracking, heuristics, and more Reviews sorting and searching, network algorithms, and numerical algorithms Includes general problem-solving techniques such as brute force and exhaustive search, divide and conquer, backtracking, recursion, branch and bound, and more In addition, Essential Algorithms features a companion website that includes full instructor materials to support training or higher ed adoptions. This book describes the use of NMR spectroscopy for dealing with problems of small organic molecule structural elucidation. It features a significant amount of vital chemical shift and coupling information but more importantly, it presents sound principles for the selection of the techniques relevant to the solving of particular types of problem, whilst stressing the importance of extracting the maximum available information from the simple 1-D proton experiment and of using this to plan subsequent experiments. Proton NMR is covered in detail, with a description of the fundamentals of the technique, the instrumentation and the data that it provides before going on to discuss optimal solvent selection and sample preparation. This is followed by a detailed study of each of the important classes of protons, breaking the spectrum up into regions (exchangeables, aromatics, heterocyclics, alkenes etc.). This is followed by consideration of the phenomena that we know can leave chemists struggling; chiral centres, restricted rotation, anisotropy, accidental equivalence, non-first-order spectra etc. Having explained the potential pitfalls that await the unwary, the book then goes on to devote chapters to the chemical techniques and the most useful instrumental ones that can be employed to combat them. A discussion is then presented on carbon-13 NMR, detailing its pros and cons and showing how it can be used in conjunction with proton NMR via the pivotal 2-D techniques (HSQC and HMBC) to vield vital structural information. Some of the more specialist techniques available are then discussed, i.e. flow NMR, solvent suppression, Magic Angle Spinning, etc. Other important nuclei are then discussed and useful data supplied. This is followed by a discussion of the neglected use of NMR as a tool for quantification and new techniques for this explained. The book then considers the safety aspects of NMR spectroscopy, reviewing NMR software for spectral prediction and data handling and concludes with a set of worked Q&As. An authoritative and inspirational winetasting course, from one of the world's leading wine educators. 'Explains the mechanics of taste and tasting

better than any book I've seen.' - Richard Ehrlich, Independent on Sunday Learn how to taste wine, with one of the world's leading wine educators. This book offers a particularly clear and precise means of teaching yourself how to taste and how to get more out of your wine, whatever your level. All the major grape varieties are explored, and their key characteristics in different regions. Ten practical tastings then cover core tasting techniques. Do you want to explore Dry Whites, for example, looking at 'Old World' versus 'New World' Sauvignon Blancs? Or investigate 'terroir' in a range of Bordeaux wines? Additional information on subjects such as Wines and Age and the impact of climate change complete the picture, making this book a powerful tool for understanding and appreciating wine at all levels. Updated and expanded, this book fills a double purpose as both a useful classroom text and a practical style manual for writers. It reviews English grammar, sentence structure, punctuation, and correct word usage, and advises on adapting writing style to different formats, including both classroom assignments, business documents, and electronic communication. Readers will also find detailed instruction on essay writing, starting with outlining a subject, and going on to writing a draft and then editing and polishing it into a finished composition. New in this edition is a sample research paper that uses online sources and follows the widely popular MLA style for footnotes. Critical thinking is essentially a method of thinking that encourages individuals to think for themselves in the pursuit of the reasoned and logical truth about any subject. Elements of critical thinking guide the reasoning process. They include the purpose of your thinking, the information gathered, any predispositions you might have, relevant framing concepts, and the inferences and implications of what's learned. Learning to think critically at work will help you be a better problem solver and judge of information, and a more dynamic contributor and effective communicator. The elements of critical thinking guide your reasoning through the problems or issues you face at

work. The elements are identifying your purpose, defining the question you need to answer, challenging your predispositions, applying framing concepts, checking inferences, and considering implications. Applying four strategies can help you continuously improve the quality of your thinking.Be alert to vague thinking by clarifying the meaning of both your own thinking and the thinking of others. Make sure your thinking is focused on what's relevant the question you're trying to answer. Formulate effective questions by making sure all your questions are designed to improve your understanding of the main question or issue. Be willing to explore alternative views, and be open to the possibility that you may learn something worth changing your mind for, because it improves your thinking. Focuses on the essential information needed by pathologists in order to be able to interpret breast lesions (tumors) appropriately. This book talks about the diagnostic criteria with systematic analysis of differential diagnoses. It also demonstrates value and limitations of immunohistochemistry as a diagnostic adjunct. Prose Award Finalist for Nursing and Allied Health Services Category! Awarded First Place in the AJN 2022 Book of the Year Awards in the Community/Public Health Category! "Practical Implementation Science: Moving Evidence Into Action provides the ideal text for a master's-level implementation science course. It fills an important gap by focusing on building skills among trainees whose careers will focus more on implementation practice than research, and prepares them to partner with scientists to enhance effective implementation in public health and health systems. Most importantly, my students feel that the book is helping make a topic that can be experienced as complex, very accessible." Donna Shelley, MD, MPH Professor Dept. Public Health Policy and Management Director, Global Center for Implementation Science NYU School of Global Public Health Practical Implementation Science is designed for graduate health professional and advanced undergraduate students who want to

master the steps of using implementation science to improve public health. Engaging and accessible, this textbook demonstrates how to implement evidence-based practices effectively through use of relevant theories, frameworks, models, tools, and research findings. Additional real-world case studies across public health, global health, and health policy provide essential context to the major issues facing implementation domestically and globally with consideration of communities in low-to-middle-income countries (LMIC). The textbook is organized around the steps involved in planning, executing, and evaluating implementation efforts to improve health outcomes in communities. Coverage spans assessing the knowledge-practice gap; selecting an evidence-based practice (EBP) to reduce the gap; assessing EBP fit and adapting the EBP; assessing barriers and facilitators of implementation; engaging stakeholders; creating an implementation structure; implementing the EBP; and evaluating the EBP effort. Each chapter includes a "how to" approach to conducting the task at hand. The text also addresses the practical importance of implementation science through disseminating EBPs; scaling up EBPs; sustaining EBPs; and deimplementing practices that are no longer effective. All chapters include learning objectives and summaries with emphasized Key Points for Practice, Common Pitfalls in Practice, and discussion questions to direct learning and classroom discussion. Fit for students of public health, health policy, nursing, medicine, mental health, behavioral health, allied health, and social work, Practical Implementation Science seeks to bridge the gap from scientific evidence to effective practice. Key Features: Soup to Nuts Approach - Distills the steps to selecting, adapting, implementing, evaluating, scaling up, and sustaining evidence-based practices Expert Insight - Editors and chapter authors bring years of experience from leading implementation programs and interventions Multidisciplinary Focus - Utilizes cases and research findings relevant to students of public health, medicine,

nursing, mental health, behavioral health, and social work Case Studies and Real-World Examples - Blends frameworks, models, and tools with real-world examples for students interested in both domestic and global health eBook Access - Included with print purchase for use on most mobile devices or computers Instructor's Packet - Complete with an Instructor's Manual, PowerPoint slides, and a Sample Syllabus Discovering knowledge from big multivariate data, recorded every days, requires specialized machine learning techniques. This book presents an easy to use practical guide in R to compute the most popular machine learning methods for exploring real word data sets, as well as, for building predictive models. The main parts of the book include: A) Unsupervised learning methods, to explore and discover knowledge from a large multivariate data set using clustering and principal component methods. You will learn hierarchical clustering, k-means, principal component analysis and correspondence analysis methods. B) Regression analysis, to predict a quantitative outcome value using linear regression and non-linear regression strategies. C) Classification techniques, to predict a gualitative outcome value using logistic regression, discriminant analysis, naive bayes classifier and support vector machines. D) Advanced machine learning methods, to build robust regression and classification models using k-nearest neighbors methods, decision tree models, ensemble methods (bagging, random forest and boosting). E) Model selection methods, to select automatically the best combination of predictor variables for building an optimal predictive model. These include, best subsets selection methods, stepwise regression and penalized regression (ridge, lasso and elastic net regression models). We also present principal component-based regression methods, which are useful when the data contain multiple correlated predictor variables. F) Model validation and evaluation techniques for measuring the performance of a predictive model. G) Model diagnostics for detecting and fixing a potential

problems in a predictive model. The book presents the basic principles of these tasks and provide many examples in R. This book offers solid guidance in data mining for students and researchers. Key features: - Covers machine learning algorithm and implementation - Key mathematical concepts are presented -Short, self-contained chapters with practical examples. The third edition of Intensity Modulated Radiation Therapy was written to enhance the reader's understanding of the cutting-edge technology of Intensity Modulated Radiation Therapy. It is designed to both update old readers and inform new readers about the complexities and details of clinical management. This completely updated edition provides a step-by-step, practical approach to the use of IMRT in the evaluation and treatment of cancer patients. Because of IMRT's ability to employ individually controlled beamlets, it is an extremely promising technique, especially when paired with CT, PET, and/or MRI. With these improved procedures, doctors and clinicians will be able to take high resolution images of tumors while minimizing dosages to surrounding tissue. In order to focus on the most up to date IMRT techniques, the introductory chapters have been condensed to provide a brief overview of IMRT physics, mechanics and quality assurance, and also CT and MR imaging. To help assist in clinical decision-making it provides the reader with more than 700 fullcolor illustrations, IMRT tables and clear, straightforward descriptions that address a range of tumor types and sites including head and neck, urinary, and gynecologic cancers. Practical approaches to ensure that analytical methods and instruments meet GMP standards and requirements Complementing the authors' first book, Analytical Method Validation and Instrument Performance Verification, this new volume provides coverage of more advanced topics, focusing on additional and supplemental methods, instruments, and electronic systems that are used in pharmaceutical, biopharmaceutical, and clinical testing. Readers will gain new and valuable insights that

enable them to avoid common pitfalls in order to seamlessly conduct analytical method validation as well as instrument operation qualification and performance verification. Part 1, Method Validation, begins with an overview of the book's riskbased approach to phase appropriate validation and instrument qualification; it then focuses on the strategies and requirements for early phase drug development, including validation of specific techniques and functions such as process analytical technology, cleaning validation, and validation of laboratory information management systems Part 2, Instrument Performance Verification, explores the underlying principles and techniques for verifying instrument performance-coverage includes analytical instruments that are increasingly important to the pharmaceutical industry, such as NIR spectrometers and particle size analyzers-and offers readers a variety of alternative approaches for the successful verification of instrument performance based on the needs of their labs At the end of each chapter, the authors examine important practical problems and share their solutions. All the methods covered in this book follow Good Analytical Practices (GAP) to ensure that reliable data are generated in compliance with current Good Manufacturing Practices (cGMP). Analysts, scientists, engineers, technologists, and technical managers should turn to this book to ensure that analytical methods and instruments are accurate and meet GMP standards and requirements. The Essential College Professor is about the "how" and "why" of being a faculty member today. Based on the author's series of highly successful faculty development workshops, each chapter deals concisely with the most important information college professors need at their fingertips when confronted by a particular challenge or faced with an exciting opportunity. Written both as a comprehensive quide to an academic career and as a ready reference to be consulted whenever needed, The Essential College Professor emphasizes proven solutions over untested theories and stresses

what faculty members have to know now in order to be successful in their careers. Each chapter is concluded by a short exercise that faculty members can perform to help them, for instance, completely revise a course by restructuring the syllabus and course materials, bring new life to a research project by reframing it as a book proposal or grant application, and so on. ESSENTIAL PRACTICAL PRESCRIBING The Essentials are an international, best-selling series of textbooks, all of which are designed to support lecture series or themes on core topics within the health sciences. See www.wileyessential.com for further details. Essential Practical Prescribing is an important new textbook with a clinical, ward-based focus. It is specifically designed to help new foundation doctors working on the hospital wards and in the community, as well as medical students preparing for the Prescribing Safety Assessment. Using an accessible format, Essential Practical Prescribing demonstrates how to manage common medical conditions, and explains the logic behind each decision. It also emphasises common pitfalls leading to drug errors, and highlights drugs that could cause harm in certain situations. Organised by hospital department, it outlines the correct management of conditions, as well as highlighting the typical trials of a junior doctor. Essential Practical Prescribing: Contains a range of learning methods within each chapter including: key topics, learning objectives, case studies, DRUGS checklists, 'Top-Tips', advice on guidelines and evidence, and key learning points Uses patient histories to set the scene and enhance the clinical emphasis Offers examples of correctly completed drug charts throughout Is an ideal companion for Prescribing Safety Assessment (PSA) preparation For more information on the complete range of Wiley medical student and junior doctor publishing, please visit: www.wileymedicaleducation.com All content reviewed by students for students Wiley Medical Education books are designed exactly for their intended audience. All of our books are

developed in collaboration with students. This means that our books are always published with you, the student, in mind. If you would like to be one of our student reviewers, go to www.reviewmedicalbooks.com to find out more. When you learn how to skipper a yacht the practical courses cover a whole range of activities, from passage planning to pilotage and berthing. The way you learn about these elements on a course is usually like this: - the briefing, where the instructor prepares you for the exercise. He should explain what we're trying to achieve, how it's going to work, and what the skipper and crew need to do - the practical activity - you all have a go - the debriefing afterwards, where you discuss what happened and how it went, and take notes of what to remember. At the end of the course, you will have had a go at all the important stuff you have to do in the course of sailing the yacht, but you'll probably struggle to remember all the essential bits: the all-important briefing, and the sequence of things you have to remember. This book is the answer. Containing all the author's own briefing notes and concise explanations, it covers every activity a skipper will need to carry out. Using bullet points, handy checklists and simple diagrams, this book is a unique resource for all skippers reassurance for new skippers that they haven't forgotten something vital, and a reminder for the more experienced. These are the notes you wish you'd written when you attended your sailing course, and had to hand when revising for your exam or refreshing your knowledge later.

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