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## HOW TO COMMUNICATE

The Manning, Selvage & Lee Guide to Clear Writing and Speech

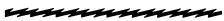
**Charles Einstein** 

Covers such things as when to say "that" or "who" instead of "which" or "whom," and when to use "compare to" rather than "compare with." Discusses dangling participles, split infinitives and mixed metaphors. Treats the nuances of meaning between "precipitate" and "precipitate" and "precipitous," "continual" and "continuous," "masterly" and "masterful."

Tucker's Law (a sampling)

- 1. Don't use no double negatives.
- 6. Verbs has got to agree with their antecedents.
- 8. Don't use commas, that aren't necessary.
- 11. Proofread your writing to see if you any words out.
- 12. Correct speling is essential.

McGraw-Hill, 1985, 116 pages, 8" x 51/4", paperback, \$6.95

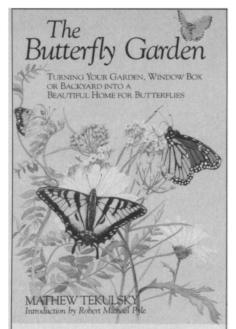


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The Butterfly Garden is a complete, step-by-step guide to gardening for butterflies. You'll learn about:

- The butterfly life cycle, habitats and behavior
- Choosing and obtaining food and nectar sources
- Designing your garden
- Options for country, suburban and city gardens
- 50 common garden butterflies and the plants they like
- Butterfly observation and conservation

Harvard Common Press, 1985, 144 pages, 9" × 6", paperback, \$8.95

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The Body — Anthony Smith. Originally published in 1968, this examination of the body, from skeleton to skin, has been revised and updated. The book is organized around human reproduction and development, discussing pregnancy, child-birth, heredity and the body's growth through puberty, to maturity, to old age and death. Organs and bodily systems are covered in this readable book on physiology and anatomy for the general reader. Viking Pr, 1986, rev. ed., 548 p., \$25.

The Complete Book of Medical Tests — Mark A. Moskowitz and Michael E. Osband. An internist and a pediatrician describe here the medical tests they use frequently, discussing the proper use of medical tests for healthy people of all ages as well as the use of tests for common symptoms and diseases. Originally published in hardback by Norton in 1984. Ballantine, 1986, 386 p., illus., paper, \$9.95.

Fossils — Richard Moody. Provides step-by-step instructions for collecting and identifying more than 300 genera of fossils. Each entry is illustrated in color and is keyed to a quick-identification table. The illustrated fossil is accompanied by a complete description, its geological time period and where it has been found. Includes an introduction to the science of paleontology together with tips on choosing and surveying a fossil site, reading geological maps and purchasing equipment. Macmillan, Field Guides series, 1986, 192 p., color/b&w illus., paper, \$8.95.

The Names of Plants – D. Gledhill. An account of how the naming of plants has changed over time and why the changes were necessary, together with a glossary to translate the descriptive names of plants worldwide. Cambridge U Pr, 1985, 159 p., \$34.50, paper, \$9.95.

On Becoming a Biologist — John Janovy Jr. A very readable book about the biological profession. Discusses its relationship to nature, the actual practice and tools of biology and the education the author feels is necessary to be a biologist. Har-Row, 1985, 160 p., \$15.95.

The Second Law — P.W. Atkins. C.P. Snow once said that not knowing the Second Law of Thermodynamics is equivalent to not having read any Shakespeare. The term thermodynamics, originally denoting the study of heat, has now been extended to include the study of the transformations of energy in all its forms. Using very little mathematics, the author of this well-illustrated book explains the workings of the Second Law and shows its span of applications, starting with the steam engine and ending with a consideration of the processes of life. Sci Am Bks (WH Freeman), 1986, 230 p., color/b&w illus., \$29.95.

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