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Accessible, authoritative, and entertaining in the signature style of the Complete Idiot's Guide® series, *The Complete Idiot's Guide® to U.S. Government and Politics* provides a wonderful foundation of knowledge about the way our country's system of government works. Understanding how our government functions and the political forces that influence it is vital for all Americans. At the high school level, U.S. government, the class formerly called civics, has evolved to become a focus of the Advanced Placement test. In 2007, the AP U.S. government and politics exam was the most widely taken test among high school students on a college track, with over 333,562 students sitting for the 3.5-hour exam. Several strictly test prep books help students prepare for this exam. However, they're limited to the key points covered by the exam and don't afford much information outside the strict curriculum. *The Complete Idiot's Guide® to U.S. Government and Politics* gives the reader much more. As a comprehensive overview and history of the subject, this book is designed to help anyone interested in learning about our government and the origins of its complex inner workings, our political system, and key elements that have affected our growth as a nation—all while serving as the best supplementary reading a student can get to help them prepare for the AP exam.

A Plain-English Guide to Government Writing Whether you're in the public or private sector, good writing skills are critical to your success in the workplace. *Plain Language in Government Writing: A Step-by-Step Guide* shows you how to apply federal plain-language guidelines to every type of writing — from emails, memos, and letters to agency communications, technical procedures, and budget justification statements. Through numerous exercises as well as examples from a variety of federal and state agencies, this practical guide walks you step-by-step through every phase of the writing process, providing tips for improved clarity, conciseness, and completeness. This valuable reference will help you:

- Write for diverse audiences in reader-friendly, plain language
- Overcome writer's block
- Gain confidence in your ability to write — and get results
- Make your writing visually appealing
- Prepare for briefings and presentations
- Recognize successful writing and identify what makes it effective

A Plain-English Guide to Government Writing will enable you to express yourself more clearly and concisely, produce documents more efficiently, and work more effectively with others throughout the writing process. Creating, managing and operating a government contracting firm that holds revenue growth as the most important strategic objective is the focus of this book. It is an example filled roadmap of how to create a shared vision for revenue growth, motivate employees and create a step-by-step decision processes for investing in your company's future. Gary Dunbar explains the nuances of working in a government contract environment, and outlines the

fundamentals of creating and managing a business development process from strategy through prospecting, qualifying leads, positioning, proposing, negotiation and on to the victory party. *Get The Cheese, Avoid The Traps: An Interactive Guide To Government Contracting*. This interactive guide allows you the ability to fully embrace and absorb government contracting. Here you will get an inside-out approach to government contracting through hands-on experience. With the Learning Tool Icons you will get tips, industry trade secrets and simple principles of government contracting. These steps will give you an insight into how to be an effective government supplier and in how the buyer sees you as a supplier. In order to gain the best use out of the guide, it must be used in conjunction with the Learning Tool Icons and online resources that have been provided on the Jabez Enterprise Group (JEGroup) website. Test it for yourself. If you are interested in getting a piece of the \$536 billion government pie, pick up a copy of *Get The Cheese, Avoid the Traps: An Interactive Guide To Government Contracting*. The author of the well-received *A Guide to Federal Contracting*, Dan Lindner demystifies the daily workings of the federal government at the operational level. Stocked with real-life examples and case studies, this book explores myriad social media tools and provides step-by-step guidance on how to implement them based on mission, goals, and strategy. Written in a jargon-free and accessible style, the book is a go-to resource for anyone in government who wants to put the power of social media to work for their organization. Praise for *Social Media in the Public Sector Field Guide "Twitter and Facebook and Blogs, Oh My!* In this bewildering new field of social media, Mergel and Greeves expertly provide practical advice for governments to harness the power of these new online services." Bill Schrier, deputy director, Center for Digital Government, eRepublic.com; former CTO (CIO), City of Seattle "This is simply a must-read book for anyone interested in or involved with social media in the public sector. The authors take a refreshing and original approach supported by excellent examples regarding the evolving role social media is playing and can play in government. I cannot think of two better experienced authors to help guide us through the new realities of social media in government." Dr. Alan R. Shark, executive director, Public Technology Institute; assistant professor, Rutgers University School of Public Affairs and Administration "In the local government sector there seem to be three schools of thought regarding social media: I've got a Facebook page let's jump right in!, Not happening on my watch!, and Who cares? This field guide is perfect for any of the above, as it provides practical applications and rationale for why local government needs to connect with people where they are which is on the Internet. Our association of nearly 500 innovative local governments knows that Mergel

and Greeves are the perfect authors for this must-have tutorial." Karen Thoreson, president and chief operating officer, Alliance for Innovation "Every day on GovLoop.com, our network of 60,000 government leaders share best practices and ask questions about using social media in government. I've often been asked by members for a good reference to help them get going on their federal, state, or local government social media programs. I never had an answer now I do: This field guide is the go-to resource to ensure your social media programs deliver real mission results. Mergel and Greeves are experts in the field a blend of research and real-world experience to get you to where you need to go." Steve Ressler, founder and president, GovLoop.com Strategic planning deals with long-term goals and objectives. Performance management focusing on the performance of an organization, department, process, or employee--is what makes strategic planning work. Neither can be done without the other, but both must be adapted to the organization. This volume is designed as a reference for those involved in the day to-day challenge of performance management and measurement. Government managers will find ideas and practices that can be applied effectively in the federal environment. 2022 Edition Our CLEP study guides are different! The American Government CLEP study guide TEACHES you what you need to know to pass the CLEP test. This study guide is more than just pages of sample test questions. Our easy to understand study guide will TEACH you the information. We've condensed what you need to know into a manageable book - one that will leave you completely prepared to tackle the test. This study guide includes sample test questions that will test your knowledge AND teach you new material. Your American Government CLEP study guide also includes flashcards that are bound into the back of the book. Use these to memorize key concepts and terms. Anyone can take and pass a CLEP test. What are you waiting for? ****Testimonial****I just wanted to say thanks for producing a terrific product. I have been out of school for 15 years now and used your study guide to prepare for the American Government CLEP exam. I passed easily with a score of 63 after 3 weeks of review. I'm now preparing for United States History I and II. Thanks again, Chad G.****2nd purchase, passed my CLEP with the 1st try. -Paul L.****Thanks to your guide, I have passed the American Government with a 57! I will be ordering more CLEP study guides from Pass your Class. -David S.**** "A one-stop, comprehensive guide that will assist students, educators, and anyone curious about the inner workings of government, The Oxford Guide to the United States Government will be a valued addition to any home library."--Résumé de l'éditeur. How to Land a Top-Paying Federal Job is the ultimate guide to securing a government job, internship, or fellowship. Written by a successful career coach who has climbed the federal career

ladder herself and served as a hiring manager, the book steers applicants through every stage of their job searches—from finding unadvertised openings and getting interviews to sealing enviable deals and even getting promoted. Drawing on interviews with more than 100 federal hiring managers, the book reveals the secrets to impressing these gatekeepers online, on paper, and in person—information that is available nowhere else. The updated second edition includes more get-ahead tips; new templates for writing winning applications; expanded directories for internships, fast-track management training programs and fellowships; and the latest helpful websites. Complete with a companion CD filled with sample resumes, checklists, and templates, this indispensable book gives readers the inside scoop on landing some of the nation's most secure, well-paying, and rewarding jobs—in all 50 states and abroad! Provides information on the role of government spending in the economy, different forms of taxation, government budgets, the national debt, tax reform, and related topics.

About the Book There is a tremendous discontent with government in all corners of the world. Most dismiss their concerns under the belief that there is nothing better than democracy and that such is life. This could not be further from the truth. In this guide you will find an alternative to our current democratic system. There are ways for people to have the ultimate say on how their lives are run; a way to have the final word on what decisions government makes. Not only that, in this guide you will find instructions on how to establish this new government right in your community. Embrace yourself; you are in for the ride of your life. This is the first book to fully adapt the principles of agility for government leaders who want to make their organizations more effective and nimble while better serving their public mission. This practical resource will equip government leaders at all levels with evidence-based, hands-on guidance for transforming their organizations, enabling them to better serve the public and their customers. While many books focus on organizational agility for leaders of for-profit companies, this is the first one tailored to the unique requirements government leaders face. They must find a way to accomplish their mission while navigating constant change. Government leaders at all levels must maneuver their organizations through new, often complex challenges, ranging from new laws that impact their agencies, new technologies, changes in leadership, and unexpected events. By explaining how to manage and organize work differently, this guide will help leaders weather the storm of that constant change so they can help their agencies realize their missions and serve the public interest. Explains how the principles of project management can be applied to government projects, discussing how to manage project scope, timelines, communications, quality, and human resources, while controlling costs and minimizing risks.

Covers citation forms for federal and state documents as well as those of some international bodies, such as the United Nations (UN), League of Nations, Organization of American States (OAS), and the European Communities. Compiled by scholars at the court of Liu An, king of Huainan, in the second century B.C.E, *The Huainanzi* is a tightly organized, sophisticated articulation of Western Han philosophy and statecraft. Outlining "all that a modern monarch needs to know," the text emphasizes rigorous self-cultivation and mental discipline, brilliantly synthesizing for readers past and present the full spectrum of early Chinese thought. *The Huainanzi* locates the key to successful rule in a balance of broad knowledge, diligent application, and the penetrating wisdom of a sage. It is a unique and creative synthesis of Daoist classics, such as the *Laozi* and the *Zhuangzi*; works associated with the Confucian tradition, such as the *Changes*, the *Odes*, and the *Documents*; and a wide range of other foundational philosophical and literary texts from the *Mozi* to the *Hanfeizi*. The product of twelve years of scholarship, this remarkable translation preserves *The Huainanzi's* special rhetorical features, such as parallel prose and verse, and showcases a compositional technique that conveys the work's powerful philosophical appeal. This path-breaking volume will have a transformative impact on the field of early Chinese intellectual history and will be of great interest to scholars and students alike.

Federal Construction Law for Construction Professionals Any firm intent on benefitting from the boom in federal government construction contracts must navigate an increasingly complicated and demanding set of laws, regulations, and practices that govern these projects and the contractors performing them. To help guide you through this maze, here is the updated edition of the easy-to-understand guide to the practical reality of these special requirements, and how managers and owners of construction industry firms can use them to effectively avoid pitfalls on current projects and compete successfully for new projects. *Smith, Currie & Hancock's Federal Government Construction Contracts, Second Edition* walks the reader through actual federal contracts, highlights critical clauses, and simplifies governmental and legal jargon to provide ease of use by the nonlawyer. Updates to this Second Edition include: Coverage of the newly enacted American Recovery and Reinvestment Act of 2009 Specifics of federal government grants to state and local public construction contracts New insights on Design-Build, Early Contractor Involvement (ECI), BIM, Green Construction, and Web-based project management techniques used by the federal government A revised look at the increasingly detailed business ethics and compliance program requirements for contractors and subcontractors as mandated by the federal government for its contractors A unique Web site at www.wiley.com/go/federalconstructionlaw provides the

user with a Table of Acronyms and Terms commonly found in federal government contracts, an extensive list of Web sites of interest to federal government construction contractors, checklists, sample forms, as well as specifications related to innovations in project delivery. By making transparent the many rights, risks, and legal responsibilities involved in a federal government construction project, Smith, Currie & Hancock's *Federal Government Construction Contracts, Second Edition* provides construction industry professionals—from general contractors, subcontractors, and designers to surety bond agents—with the insight and understanding they need to avoid problems and run a successful project from start to finish. "The guide is designed to direct the reader to the vast and diverse scientific and technical information available from the United States government." Discusses and references fellowships and other awards; research in progress; technical reports; periodicals; patents; translations; standards; audiovisual sources; indexes and abstracts; data bases; information analysis centers; and reference sources. Entries give descriptive information. Index.

A Practical Guide to Government Management provides a comprehensive yet one-volume work on high-level government management and can be described as a management book, reference book, and textbook all in one. It is geared towards any upper level government manager, public administration student, or anyone interested in public sector management. From the patient and careful study of an issue, to the assembly of a trusted advisory team and the development and execution of a focused vision and agenda, leaders of all kinds will find some part of this book to incorporate into their own leadership strategies, for which this book's expert and pragmatic insights prove a refreshing boon. *Understanding US/UK government and politics* is a further volume in the *Understanding Politics* series. It is written specifically for A2 students and covers the comparative dimension of advanced level study. It closely follows the syllabuses of the main examination boards, being especially helpful for those requiring a direct comparison between the two political systems. Clear and accessible in style, it offers invaluable insights into the similarities and differences between British and American politics. These are summarised in useful boxes at the end of each chapter, where there are also det.

Welcome to the *Green Book* a comprehensive guide for financial institutions that receive ACH payments from the Federal government. Today, the vast majority of Federal payments are made via the ACH. With very few exceptions, Federal government ACH transactions continue to be subject to the same rules as private industry ACH payments. As a result, the *Green Book* continues to get smaller in size and is designed to deal primarily with exceptions or issues unique to Federal government operations. Budgets in the United States follow rules of presentation and

use terms that make sense to few outside the world of government finance. Moreover, practices vary widely among the thousands of governments in the country, between federal, state, and local levels. *Understanding Government Budgets* offers detailed explanations of each of the different types of information found in budgets, featuring annotated examples from both state and local budgets, as well as the budget of the federal government. It stresses that the choices made about format and organization influence the story a budget tells about government. The goal of the book is to make the format of budgets and the information they contain accessible and understandable, helping users make better sense of government and its performance. Perfect for undergraduate or graduate level courses in budgeting and public administration, *Understanding Government Budgets* also makes a useful guide to budgets for the average citizen with an interest in how government operates or journalists writing about it. *Smarter Government Workbook: A 14-Week Implementation Guide to Governing for Results* distills the lessons from *Smarter Government* into a 14-week plan to achieve strategic performance management. *The Pocket Small Business Owner's Guide to Working with the Government* is a thorough mentor that explains how to find, secure, and succeed with government contracts. Designed for any business eager to expand into the governmental arena, it also covers special small business opportunities for companies in areas with chronically high unemployment and for companies run by minorities, women, veterans, and disabled veterans. Cutting through the red tape, this careful guide also informs the reader as to the legal and financial pitfalls that must be avoided when doing business with the government. Coverage includes: Where do you find government procurement needs? How do you register to qualify for special opportunities given to companies owned by women, minorities, veterans, and other special groups? How do you prepare bids, offers, or proposals? What are the various types of government contracts? When can you negotiate with the government, and what's the best way to do it? What types of free government grants and loans are available? What regulations govern your hiring regulations, payrolls, contracts, and other dealings with employees? What is the best way to settle disputes? This book covers all of the most up-to-date regulations that affect business owners and entrepreneurs today, and helps them to navigate such issues as foreign trade agreements and the timely submission of bids. It also discusses how owners can team together, proper and improper business practices, and how to handle controversies over who gets a contract and disputes about contracts that have already been awarded. All in all, this is a unique and definitive source for anyone seeking to sell to the government. Allworth Press, an imprint of Skyhorse Publishing, publishes a broad range of books

on the visual and performing arts, with emphasis on the business of art. Our titles cover subjects such as graphic design, theater, branding, fine art, photography, interior design, writing, acting, film, how to start careers, business and legal forms, business practices, and more. While we don't aspire to publish a New York Times bestseller or a national bestseller, we are deeply committed to quality books that help creative professionals succeed and thrive. We often publish in areas overlooked by other publishers and welcome the author whose expertise can help our audience of readers.

Explains how the government works and the functions of its many parts, covering such topics as the system of checks and balances, the Constitution, and the division of state and federal powers. This vibrant, illustrated guide to the ins and outs of United States politics provides a clearer understanding of the current events and regular processes that shape this nation and the world. Decipher the American political system with this clear, easy-to-understand guide to the basics of the United States political system, from the founding of the thirteen colonies, to the foundations of the constitution, to how elections work. You'll also find information about the history and context of current issues, like how Supreme Court justices are appointed; the electoral college and the popular vote; and how to get involved in the political process. Perfect for anyone looking for information on basic political processes, *The Infographic Guide to American Government* includes graphics that help simplify a range of topics from the Revolutionary War to all about a free press. This annual edition provides accountants and other financial professionals with assistance in understanding and applying the special considerations required in a single audit. It is an indispensable resource for auditors performing Yellow Book audits. This new edition provides up-to-date information and expert guidance on single audits and Uniform Guidance compliance audit requirements, including example auditor reports for both the reporting required under Government Auditing Standards and the Uniform Guidance compliance audit. How can government leaders build, sustain, and leverage the cross-organizational collaborative networks needed to tackle the complex interagency and intergovernmental challenges they increasingly face? *Tackling Wicked Government Problems: A Practical Guide for Developing Enterprise Leaders* draws on the experiences of high-level government leaders to describe and comprehensively articulate the complicated, ill-structured difficulties they face—often referred to as "wicked problems"—in leading across organizational boundaries and offers the best strategies for addressing them. *Tackling Wicked Government Problems* explores how enterprise leaders use networks of trusted, collaborative relationships to respond and lead solutions to problems that span agencies. It also offers several

approaches for translating social network theory into practical approaches for these leaders to build and leverage boundary-spanning collaborative networks and achieve real mission results. Finally, past and present government executives offer strategies for systematically developing enterprise leaders. Taken together, these essays provide a way forward for a new cadre of officials better equipped to tackle government's twenty-first-century wicked challenges. The Tools of Government is the first professional guide to the principles and practices of public administration in an age when governments no longer provide many services--but arrange for others to do so. Characterized by extensive collaboration among levels of government and between government and the private sector, this new approach to solving public problems presents many new important issues. Comprehensive in scope, this new book offers a first hand look at the challenges faced by contracting out to nonprofit and profit sectors for grants, insurance, regulation, vouchers, cooperative arrangements, tax data, grants-in-aid, and others. The chapters examine over 20 different tools in use today and summarizes their basic features, patterns of usage, key tasks, political and substantive rationale, and the major management challenges that each one poses. International in coverage and application, this book is ideal for students, teachers, and scholars in public administration, management, public policy, economics, political science, and nonprofit management; managers and heads of state, local, and federal agencies; executives in foundations and other nonprofit organizations; and academic, government, and research libraries. Navigating Contract Terms and Conditions Just Got Easier! Organizations are at risk when contract terms and conditions are not fully understood. The Government Subcontractor's Guide to Terms and Conditions quickly guides you through the process of reviewing and negotiating contracts, identifying terms and conditions of concern, and mitigating potential risks. Author Kenneth Segel has tapped over 20 years of contract experience to write a handbook that walks even the most junior contracts administrator through the daunting task of reviewing and negotiating a government contractor's terms and conditions. This critical resource will help you

- Determine what specific terms and conditions to address
- Distinguish between a favorable and an unfavorable provision
- Address potentially damaging provisions
- Understand the potential economic impact of indemnification provisions
- Apply risk management to address indemnification provisions

The Government Subcontractor's Guide to Terms and Conditions will guide you through the inevitable challenges of the negotiation process. Put this updated resource to work in your organization today! In the latest installment of the Field Guide series, Fred Bayles takes you step-by-step through the process of identifying and covering the events and issues that

matter most to your community. For the five local beats—cops, courts, emergencies, schools, and government—you'll learn where to go for information and how to organize and present the stories your neighbors want and need. An overview of tools and techniques include tips on how to find sources, conduct interviews, work with editors, tap the power of the crowd and think multimedia. Then, for each beat, you'll get specifics on: People: The best official and unofficial sources of info, and what to ask them. Places: Where to go on the beat, and what to look for while you're there. Documents: Where to find records in offices and online, how to decipher and use them. Stories: Overview of common story types and how to go beyond them. Resources: Glossary of key terms, checklists, helpful web links.

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