

Chapter 19 Section 4 Guided Reading The Other America

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YouTube Marketing Secrets The Ultimate Guide to Market Your Content on YouTube Plus the Internet Marketing Handbook YouTube Marketing Made Easy This exclusive guide will show you step-by-step, topic by topic, and tool by tool, what you need to know to crush with YouTube marketing. You will learn how to do YouTube marketing in the easiest way possible, using the most effective tools and in the shortest time ever. Table of Contents: Section 1 YouTube Marketing Basics - Chapter 1: What is YouTube all about? - Chapter 2: What can YouTube do for your Business? - Chapter 3: Shocking YouTube Marketing Facts to Consider Section 2 Marketing on YouTube – Step by Step - Chapter 4: Creating a YouTube Account - Chapter 5: YouTube Walk Through - Chapter 6: YouTube Channels - Chapter 7: YouTube Creator Studio Walk Through - Chapter 8: Start advertising on YouTube - Chapter 9: Video Marketing Tips to Consider Section 3 Advanced YouTube Marketing Strategies - Chapter 10: YouTube Partner Program - Chapter 11: Live Streaming with YouTube - Chapter 12: Smart Ways To Get More Subscribers on YouTube - Chapter 13: How to Make Money on YouTube with Affiliate Marketing - Chapter 14: How to Get YouTube Videos Ranked - Chapter 15: Using the YouTube Trending Feed for Market Research - Chapter 16: YouTube for Developers Section 4 Additional Tips to consider - Chapter 17: Do's and Don'ts - Chapter 18: Premium tools and Services to consider - Chapter 19: Shocking Case Studies - Chapter 20: Frequently Asked Questions Essentials of Strength Training and Conditioning Pearson UK

The new edition of Crew Resource Management reflects advancements made in the conceptual foundation as well as the methods and approaches of applying CRM in the aviation industry. Because CRM training has the practical goal of enhancing flight safety through more effective flight crew performance, this new edition adapts itself to fit the users, the task, and operational and regulatory environments--all of which continually evolve.

Each contributor examines techniques and presents cases that best illustrate CRM concepts and training. This book discusses the history and research foundation of CRM and also stresses the importance of making adaptive changes and advancements. New chapters include: CRM and Individual Resilience; Flight and Cabin Crew Teamwork: Improving Safety in Aviation: CRM and Risk Management/Safety Management Systems; and MRM for Technical Operations. This book provides a deep understanding of CRM--what it is, how it works, and how to practically implement an effective program. Addresses the expanded operating environment--pilots, flight attendants, maintenance, etc. Assists developers and practitioners in building effective programs Describes best practices and tools for supporting CRM training in individual organizations Highlights new advances and approaches to CRM Includes five completely new chapters A World War II Story of Survival, Resilience, and Redemption Graphic Arts Books Written by one of the founders of modern political philosophy, Thomas Hobbes, during the English civil war, *Leviathan* is an influential work of nonfiction. Regarded as one of the earliest examples of the social contract theory, *Leviathan* has both historical and philosophical importance. Social contract theory prioritizes the state over the individual, claiming that individuals have consented to the surrender of some of their freedoms by participating in society. These surrendered freedoms help ensure that the government can be run easily. In exchange for their sacrifice, the individual is protected and given a place in a steady social order. Articulating this theory, Hobbes argues for a strong, undivided government ruled by an absolute sovereign. To support his argument, Hobbes includes topics of religion, human nature and taxation. Separated into four sections, Hobbes claims his theory to be the resolution of the civil war that raged on as he wrote, creating chaos and taking causalities. The first section, *Of Man* discusses the role human nature and instinct plays in the formation of government. The second section, *Of Commonwealth* explains the definition, implications, types, and rules of succession in a commonwealth government. *Of a Christian Commonwealth* imagines the religion 's role government and societal moral standards. Finally, Hobbes closes his argument with *Of the Kingdom of Darkness*. Through the use of philosophical theory and historical study, Thomas Hobbes attempts to convince citizens to consider the cost and reward of being governed. Without an understanding of the sociopolitical

theories that keep government bodies in power, subjects can easily become complicit or allow society to slip into anarchy. Created during a brutal civil war, Hobbes hoped to educate and persuade his peers. Though *Leviathan* was a work of controversy in its time, Hobbes ' theories and prose has survived centuries, shaping the ideas of modern philosophy. This edition of *Leviathan* by Thomas Hobbes is now presented with a stunning new cover design and is printed in an easy-to-read font. With these accommodations, *Leviathan* is accessible and applicable to contemporary readers.

Crew Resource Management Springer Science & Business Media

For the beginner to the highly advanced player of Irish flute, tin whistle, or Boehm-system flute.

Features a simple and penetrating new approach to understanding and notating ornamentation that goes beyond any previous method, exploring ornamentation techniques never described in print before. Also includes adaptations for Boehm-system flute players, guidance on breathing and phrasing, 49 ornamentation exercises, history and theory of traditional Irish flute and whistle music, and 27 meticulous transcriptions of recordings by these important Irish flute and tin whistle players: John McKenna, Tom Morrison, William Cummins, Séamus Ennis, Willie Clancy, Paddy Taylor, Paddy Carty, Grey Larsen, Josie McDermott, Matt Molloy, Cathal McConnell, Mary Bergin, Donncha Ó Briain (Denis O'Brien), Desi Wilkinson, Breda Smyth, Seán Ryan, Conal Ó Gráda, Micho Russel, Joanie Madden, Kevin Crawford, Catherine McEvoy, and Seamus Egan. for those who don't read music, almost all the exercises, examples and tunes appear on the two companion CDs. Grey has, through his research, patience, and diligence, completed a work on Irish flute and tin whistle that I feel is essential reading for anybody interested in getting it right. - Matt Molloy, Irish Flute player with the Chieftains.

PCWEEK Guide to Lotus Notes Release 4 Zola Books

This is Volume 1 of the fully revised second edition. Organized to provide the technical professional with ready access to practical solutions, this revised, three-volume, 2,100-page second edition brings to life essential ASME Codes with authoritative commentary, examples, explanatory text, tables, graphics, references, and annotated bibliographic notes. This new edition has been fully updated to the current 2004 Code, except where specifically noted in the text. Gaining

insights from the 78 contributors with professional expertise in the full range of pressure vessel and piping technologies, you find answers to your questions concerning the twelve sections of the ASME Boiler and Pressure Vessel Code, as well as the B31.1 and B31.3 Piping Codes. In addition, you find useful examinations of special topics including rules for accreditation and certification; perspective on cyclic, impact, and dynamic loads; functionality and operability criteria; fluids; pipe vibration; stress intensification factors, stress indices, and flexibility factors; code design and evaluation for cyclic loading; and bolted-flange joints and connections.

The Ultimate Guide to Market Your Content on YouTube John Wiley & Sons

Fallen Angels by Walter Dean Myers is a young adult novel about seventeen-year-old Richie Perry, a Harlem teenager who volunteers for the Army when unable to afford college and is sent to fight in the Vietnam War. Perry and his platoon—Peewee, Lobel, Johnson, and Brunner—come face-to-face with the Vietcong, the harsh realities of war, and some dark truths about themselves. A thoughtful young man with a gift for writing and love of basketball, Perry learns to navigate among fellow soldiers under tremendous stress and struggles with his own fear as he sees things he 'll never forget: the filling of body bags, the deaths of civilians and soldier friends, the effects of claymore mines, the fires of Napalm, and jungle diseases like Nam Rot. Available as an e-book for the first time on the 25th anniversary of its publication, Fallen Angels has been called one of the best Vietnam War books ever and one of the great coming-of-age Vietnam War stories. Filled with unforgettable characters, not least Peewee Gates of Chicago who copes with war by relying on wisecracks and dark humor, Fallen Angels “ reaches deep into the minds of soldiers ” and makes “ readers feel they are there, deep in the heart of war. ” Fallen Angels has won numerous awards and honors, including the Coretta Scott King Award, an ALA Best Book for Young Adults, a Booklist

Editors Choice, and a School Library Journal Best Book. Fallen Angels was #16 on the American Library Association 's list of the most frequently challenged books of 1990 – 2000 for its realistic depiction of war and those who fight in wars. SCS National Engineering Handbook, Section 4: Hydrology Penguin UK The book delves into ‘ nonprofit marketing that is poised to have a much greater impact on the field of nonprofit management and the growing intersection between that sector and the business world ’ . This edition further reflects the fact that this impact is now a reality, with a special focus on the nonprofit management and marketing strategies in India and South Asia. Features: • Increasing pressure on government agencies and nonprofit organizations to adopt business models and frameworks to guide their operations • The prominence of the concept of ‘ social enterprise ’ as a way of thinking about the ventures that both social and commercial entities are undertaking • Witnessing of major developments pertaining to corporate social responsibility leading to a substantial increase in the number of not-for-profit organizations in several South-Asian countries • Significant increase in dialogue between not for profit organizations, corporate world, government, and regulators Table of Contents: SECTION I: DEVELOPING A TARGET AUDIENCE ORIENTATION 1 Chapter 1: The Growth and Development of Nonprofit Marketing Chapter 2: Developing a Target Audience-Centered Mindset SECTION II: STRATEGIC PLANNING AND ORGANIZATION Chapter 3: Strategic Marketing Planning Chapter 4: Understanding Target Audience Behavior Chapter 5: Acquiring and Using Marketing Information Chapter 6: Segmentation, Targeting, and Positioning Chapter 7: Branding SECTION III: DESIGNING THE MARKETING MIX Chapter 8: Value Propositions: Managing the Organization 's Offerings Chapter 9: Developing and Launching New Offerings Chapter 10: Managing Perceived Costs Chapter 11: Facilitating Marketing Behaviors Chapter 12: Formulating Communication Strategies Chapter 13: Managing Communications: Advertising and Personal Persuasion Chapter 14: Managing Public Media and Public Advocacy SECTION IV: DEVELOPING RESOURCES Chapter 15: Generating Funds Chapter 16: Attracting Human Resources: Staff, Volunteers, and Board Members Chapter 17: Working with the Private Sector SECTION V: ORGANIZING AND CONTROLLING MARKETING STRATEGIES Chapter 18: Organizing for Implementation Chapter 19: Marketing Evaluation, Monitoring, and control

Theory, Practice and Reflection Royal Society of Chemistry If you are confronting a life-threatening condition and facing challenges to your finances, work, and future, you no longer need to struggle alone. In Be Prepared, attorney David Landay, a leading authority with more than thirty years' experience in this field, assembles and explains the most up-to-date financial, legal, and practical information. He will help you focus on the questions to ask, how to find the information you need, and where to locate the resources to assist you. Topics covered include: - How to obtain access to the best medical care - Surprising ways to pay bills with existing assets - Work issues, disability, and going back to work - Legal issues such as estate planning and the Americans with Disabilities Act - Social Security, Medicare, and Medicaid - New Investment strategies - How to maximize your income and manage your expenses and debts By showing you, in simple steps, how to understand, organize, and manage your affairs, Landay provides you with the practical know-how and emotional confidence to face the future without fear. Be Prepared is the ideal book to help you make the best of some of life's most difficult situations.

hydrology SAGE Implement standards-based grading practices that help students succeed! Classroom assessment methods should help students develop to their full potential, but meshing traditional grading practices with students ' achievement on standards has been difficult. Making lasting changes to grading practices requires both knowledge and willpower. Discover eight guidelines for good grading, recommendations for practical applications, and suggestions for implementing new grading practices as well as: ? The why 's and the how-to 's of implementing standards-based grading practices ? Tips from 48 nationally and internationally known authors and consultants ? Additional information on utilizing level scores rather than percentages ? Reflective exercises

? Techniques for managing grading more efficiently

The Medicinal Chemist's Guide to Solving ADMET Challenges American Bar Association

This ABA bestseller provides detailed guidance for compliance with the Lobbying Disclosure Act. It gives practical examples of how to be compliant, and covers all of the major federal statutes and regulations that govern the practice of federal lobbying. The book offers invaluable descriptions of the legislative and executive branch decision-making processes that lobbyists seek to influence, the constraints that apply to lobbyist participation in political campaigns, grassroots lobbying, ethics issues, and more.

National Engineering Handbook AA Global Sourcing Ltd

From the Publisher: Now in its third edition, *Essentials of Strength Training and Conditioning* is the most comprehensive reference available for strength and conditioning professionals. In this text, 30 expert contributors explore the scientific principles, concepts, and theories of strength training and conditioning as well as their applications to athletic performance. *Essentials of Strength Training and Conditioning* is the most-preferred preparation text for the Certified Strength and Conditioning Specialist (CSCS) exam. The research-based approach, extensive exercise technique section, and unbeatable accuracy of *Essentials of Strength Training and Conditioning* make it the text readers have come to rely on for CSCS exam preparation. The third edition presents the most current strength training and conditioning research and applications in a logical format designed for increased retention of key concepts. The text is organized into five sections. The first three sections provide a theoretical framework for application in section 4, the program design portion of the book. The final section offers practical strategies for administration and management of strength and conditioning facilities. Section 1 (chapters 1 through 10) presents key topics and current research in exercise physiology, biochemistry, anatomy, biomechanics, endocrinology, sport nutrition, and sport psychology and discusses applications for the design of safe and effective strength and conditioning programs. Section 2 (chapters 11 and 12) discusses testing and evaluation, including the principles of test

selection and administration as well as the scoring and interpretation of results. Section 3 (chapters 13 and 14) provides techniques for warm-up, stretching, and resistance training exercises. For each exercise, accompanying photos and instructions guide readers in the correct execution and teaching of stretching and resistance training exercises. This section also includes a set of eight new dynamic stretching exercises. Section 4 examines the design of strength training and conditioning programs. The information is divided into three parts: anaerobic exercise prescription (chapters 15 through 17), aerobic endurance exercise prescription (chapter 18), and periodization and rehabilitation (chapters 19 and 20). Step-by-step guidelines for designing resistance, plyometric, speed, agility, and aerobic endurance training programs are shared. Section 4 also includes detailed descriptions of how principles of program design and periodization can be applied to athletes of various sports and experience levels. Within the text, special sidebars illustrate how program design variables can be applied to help athletes attain specific training goals. Section 5 (chapters 21 and 22) addresses organization and administration concerns of the strength training and conditioning facility manager, including facility design, scheduling, policies and procedures, maintenance, and risk management. Chapter objectives, key points, key terms, and self-study questions provide a structure to help readers organize and conceptualize the information. Unique application sidebars demonstrate how scientific facts can be translated into principles that assist athletes in their strength training and conditioning goals. *Essentials of Strength Training and Conditioning* also offers new lecture preparation materials. A product specific Web site includes new student lab activities that instructors can assign to students. Students can visit this Web site to print the forms and charts for completing lab activities, or they can complete the activities electronically and email their results to the instructor. The instructor guide provides a course description and schedule, chapter objectives and outlines, chapter-specific Web sites and additional resources, definitions of primary key terms, application questions with recommended answers, and links to the lab activities. *Training and Conditioning, Third Edition,*

provides the latest and most comprehensive information on the structure and function of body systems, training adaptations, testing and evaluation, exercise techniques, program design, and organization and administration of facilities. Its accuracy and reliability make it not only the leading preparation resource for the CSCS exam but also the definitive reference that strength and conditioning professionals and sports medicine specialists depend on to fine-tune their practice.

Pearson Guide To Objective Physics For IIT-Jee Lulu.com

Model Rules of Professional Conduct American Bar Association
[An Introductory Guide to EC Competition Law and Practice](#) Prabhat Prakashan

Now in its third edition, *Essentials of Strength Training and Conditioning* is the most comprehensive reference available for strength and conditioning professionals. In this text, 30 expert contributors explore the scientific principles, concepts, and theories of strength training and conditioning as well as their applications to athletic performance. *Essentials of Strength Training and Conditioning* is the most-preferred preparation text for the Certified Strength and Conditioning Specialist (CSCS) exam. The research-based approach, extensive exercise technique section, and unbeatable accuracy of *Essentials of Strength Training and Conditioning* make it the text readers have come to rely on for CSCS exam preparation. The third edition presents the most current strength training and conditioning research and applications in a logical format designed for increased retention of key concepts. The text is organized into five sections. The first three sections provide a theoretical framework for application in section 4, the program design portion of the book. The final section offers practical strategies for administration and management of strength and conditioning facilities. -Section 1 (chapters 1 through 10) presents key topics and current research in exercise physiology, biochemistry, anatomy, biomechanics, endocrinology, sport nutrition, and sport psychology and discusses applications for the design of safe and effective strength and conditioning programs. -Section 2 (chapters 11 and 12) discusses testing and evaluation, including the principles of test selection and administration as well as the scoring and interpretation of

results. -Section 3 (chapters 13 and 14) provides techniques for warm-up, stretching, and resistance training exercises. For each exercise, accompanying photos and instructions guide readers in the correct execution and teaching of stretching and resistance training exercises. This section also includes a set of eight new dynamic stretching exercises. -Section 4 examines the design of strength training and conditioning programs. The information is divided into three parts: anaerobic exercise prescription (chapters 15 through 17), aerobic endurance exercise prescription (chapter 18), and periodization and rehabilitation (chapters 19 and 20). Step-by-step guidelines for designing resistance, plyometric, speed, agility, and aerobic endurance training programs are shared. Section 4 also includes detailed descriptions of how principles of program design and periodization can be applied to athletes of various sports and experience levels. Within the text, special sidebars illustrate how program design variables can be applied to help athletes attain specific training goals. -Section 5 (chapters 21 and 22) addresses organization and administration concerns of the strength training and conditioning facility manager, including facility design, scheduling, policies and procedures, maintenance, and risk management. Chapter objectives, key points, key terms, and self-study questions provide a structure to help readers organize and conceptualize the information. Unique application sidebars demonstrate how scientific facts can be translated into principles that assist athletes in their strength training and conditioning goals. Essentials of Strength Training and Conditioning also offers new lecture preparation materials. A product specific Web site includes new student lab activities that instructors can assign to students. Students can visit this Web site to print the forms and charts for completing lab activities, or they can complete the activities electronically and email their results to the instructor. The instructor guide provides a course description and schedule, chapter objectives and outlines, chapter-specific Web sites and additional resources, definitions of primary key terms, application questions with recommended answers, and links to the lab activities. The presentation package and image bank, delivered in Microsoft PowerPoint, offers instructors a presentation

package containing over 1,000 slides to help augment lectures and class discussions. In addition to outlines and key points, the resource also contains over 450 figures, tables, and photos from the textbook, which can be used as an image bank by instructors who need to customize their own presentations. Easy-to-follow instructions help guide instructors on how to reuse the images within their own PowerPoint templates. These tools can be downloaded online and are free to instructors who adopt the text for use in their courses. Essentials of Strength Training and Conditioning, Third Edition, provides the latest and most comprehensive information on the structure and function of body systems, training adaptations, testing and evaluation, exercise techniques, program design, and organization and administration of facilities. Its accuracy and reliability make it not only the leading preparation resource for the CSCS exam but also the definitive reference that strength and conditioning professionals and sports medicine specialists depend on to fine-tune their practice. SAT For Dummies, with Online Practice Mel Bay Publications Chapter 1: Introduction Chapter 2: 26 Super foods For Healthy And Natural Conception Chapter 3: Gaining Weight Too Fast During Pregnancy Chapter 4: Causes Of Low Back Pain Chapter 5: Pregnancy: Are You Ready To Have A Baby? Chapter 6: First Aid Training For Childbirth Chapter 7: Changing Roles Chapter 8: Stages of Labour Chapter 9: Once At the Hospital Chapter 10: Your Role in the Delivery Room Chapter 11: Comfort Measures for Her Chapter 12: Labour Tool Kit Chapter 13: Pain Medications Chapter 14: Delivering the Baby Chapter 15: Episiotomies Chapter 16: The Baby Arrives Chapter 17: Procedures for the Baby Chapter 18: Reasons for a Cesarean Section Chapter 19: Dad's Guide to a Cesarean Section Chapter 20: Deciding to Be There or Not Chapter 21: Eating Well Even After Your Pregnancy Chapter 22: Hair Loss After Pregnancy Chapter 23: Loose Skin Chapter 24: The Truth About Postpartum Depression Chapter 25: Conclusion [a tumblr book](#) Pearson Education India These vocabulary activities for Tuck

Everlasting incorporate key skills from the Common Core. The activities integrate vocabulary with a study of the text. Includes text-dependent questions, definitions, and text-based sentences. How to Grade for Learning Simon and Schuster Doctors thrust into residency usually must repay hundreds of thousands of dollars in student loans, but most do not have the financial or business education to help them on their journey. In The Young Physician's Guide to Money and Life, the authors share proven systems and strategies to help aspiring, new, and practicing physicians plot a path to financial freedom. Learn how to: - keep more of your hard-earned money while paying off school loans faster; - employ strategies that could save you tens of thousands of dollars; - avoid getting stuck in investment traps that cost you money; and - earn a higher income by following the ten commandments of contract negotiation. You'll also read two case studies that show how two different physicians paid off their student loans before turning thirty-five so they could retire when they were young and healthy. A Sketch of the United States Government's Dealings with Some of the Indian Tribes Teacher Created Materials Are you looking for a complete training manual, to get you through your assignments, help you on your teaching practice and support you in your first teaching job? For trainee teachers studying to teach the 14 to 19 age group in secondary schools and colleges, this book is a practical guide covering the essential skills that must be acquired in order to successfully complete your course. Five sections cover education policy, professional skills, theory, practice and reflection. The authors provide teaching ideas that work, and that will help trainee teachers to improve their grades and lesson observation profiles. There is a clear explanation of the theoretical underpinning that must be grasped in order to pass written assignments, and Masters level debates are addressed throughout the book, with a dedicated chapter exploring academic themes and issues. The book is packed with ideas for classroom activities, and popular topics covered include: - essential educational theory - behaviour and classroom management - how to start off

lessons - ideas for group work - setting homework - evaluating your own practice, and understanding how you can improve - revising for exams - working as part of a team - using technology All the chapters contain learning objectives, discussion points, examples from practice, Masters level extensions (for those studying at that level) and suggestions for further reading. Suitable for all those studying to teach the 14 to 19 age range, this book is ideal for those on Secondary PGCE, PGDE and GTP courses leading to QTS, those studying for the post-compulsory sector PTLLS, DTLLS and CTLLS qualifications and those doing Overseas Teacher Training and Teach First courses. Warren Kidd and Gerry Czerniawski are former teachers with experience of working in diverse settings; they are both Senior Lecturers in the Cass School of Education, University of East London. Read Warren Kidd's blog: [here](#)

Be Prepared Pearson Education India

The easy way to prepare for the SAT The College Board has announced a redesign to the SAT in the spring of 2016. There's no doubt that students, parents, and educators are clamoring for a revised and authoritative resource on the latest iteration of this important standardized test. Packed with loads of concept review and practice questions that cover everything you can expect to encounter on the math, reading, and writing sections—and complemented with one-year access to additional SAT practice online—this 2016/2017 edition of SAT For Dummies covers everything you need to increase your chances of scoring higher and getting into the college of your dreams. The SAT is administered annually to more than 2 million students at approximately 6,000 test centers located in more than 170 countries. Nearly every college in America accepts the SAT or SAT Subject Test as part of its admission process. Written by veteran For Dummies author and test preparation guru Geraldine Woods, 2016/2017 SAT For Dummies breaks down the topics

covered on the redesigned SAT into your clients, colleagues and the courts.

easily digestible parts and gives you ample practice opportunities to pinpoint where you need more help and go on to master every subject. Offers strategies to stay focused on SAT test day Helps you gauge how you measure up as you prepare for the SAT Includes tips on how to manage your time wisely Provides practice problems and exercises in print and digital formats to take your skills to the next level If the thought of preparing for the SAT makes you sweat, fear not! 2016/2017 SAT For Dummies takes the intimidation out of the exam and arms you with the confidence and know-how you need to make it your minion.

Patient Flow University of Michigan Press

Written by a working journalist with over 20 years' experience, Law for Journalists is designed to equip you with a solid understanding of the day-to-day legal principles and practices you will need throughout your career. Suitable for use on courses accredited by the NCTJ and BCTJ, this book is packed full of practical tips and suggestions, making it a must-have guide to media law for journalism students, trainees and working journalists alike. New to this edition: Discussion of the first cases brought since the Defamation Act 2013 came into force, highlighting how the new provisions are being interpreted by the courts. Increased coverage of broadcast and online journalism, and social media. More detailed focus on the ethical codes of practice used by Ofcom and IPSO.

Hatchet Academic Press

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and