

Thank You Letter Guidelines

The Art of Thank You Business Writing For Dummies Im, Format/Doc Process
Essent Choices and Challenges Donor-centered Fundraising Fired-Up
Fundraising Developing Major Gifts It's Your Move : a Personal and Practical Guide to
Career Transition and Job Search for Canadian Managers, Professionals and
Executives McGraw-Hill Language Arts Managing Your Personal Finances Guidelines
for Writing Successful Grant Proposals for Nonprofit Organizations The Development
of Operational Procedures and a Manual for Conducting a Community Resource
Utilization Program Job Hunting in the 21st Century Exploding the Myths, Exploring
the Realities Write First-class Letters Career Planning Mosby's Comprehensive
Review of Radiography - E-Book Business Communications at Work Business
Communication at Work The Life You Can Save Comprehensive Medical Assisting
Exam Review: Preparation for the CMA, RMA and CMAS Exams Wordperfect 6.0/6.1
for Windows Simplified Gratitude Works! Effective Workplace Writing S/NVQ Level 2
Customer Service The Thank-You Project Job Search Get a Job You Love Career
directions Writing for Results Commonsense Copyright Media Career Guide Guidelines
to Starting and Maintaining a Church Dance Ministry Leading and Managing in
Nursing - E-Book Spectrum Handwriting Programme Business Writing at Work Writing
and Research for Graphic Designers Agricultural Communications in Action: A
Hands-On Approach A Manual of Guidelines, Quotations, and Versatile Phrases for
Basic Oral Communication Native People and Explorers of Canada The Complete

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Guide to Writing Successful Fundraising Letters for Your Nonprofit Organization

The Art of Thank You

Business Writing For Dummies

This book has the insightful and cost-effective techniques you can use today that will deliver tremendous returns for years to come.

Im,Format/Doc Process Essent

With over 25 years of experience in career development and human resources, Donna Yena brings a practitioner's perspective to "Career Directions," Her experience as Vice President of Career Development and Alumni Relations at Johnson & Wales University, along with her background as a manager, instructor, and curriculum designer, contribute to the advice and techniques offered in this text. More than just a text on job searches and career planning, Career Directions covers lifetime career management, beginning with self-assessment and career planning, moving on to job search techniques, and finally focusing on career management and life on the job.

Choices and Challenges

Business Writing at Work teaches the basics of business correspondence by having students work for a simulated company. They write the most common types of business correspondence used every day on the job. Because the tasks involve writing for various departments within the simulated company, students also learn how a typical company functions.

Donor-centered Fundraising

Fired-Up Fundraising

Developing Major Gifts

For designers, writing and research skills are more necessary than ever before, from the basic business compositions to critical writing. In this competitive climate, designers are routinely called upon to make words about the images and designs they create for clients. Writing about design is not just "trade" writing, but should be accessible to everyone with an interest in design. This book is a complete,

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introductory guide to various forms of research and writing in design and how they explain visuals and can be visualized. These pages address communication on various levels and to all audiences: - Designers to Designers - Designers to Clients - Designers to the Design-literate - Designers to the Design-agnostic Being able to express the issues and concerns of the design practice demands facts, data, and research. With *Writing and Research for Graphic Designers*, you'll learn how to turn information into a valuable asset – one of the key talents of the design researcher.

It's Your Move : a Personal and Practical Guide to Career Transition and Job Search for Canadian Managers, Professionals and Executives

A purposeful guide for cultivating gratitude as a way of life Recent dramatic advances in our understanding of gratitude have changed the question from "does gratitude work?" to "how do we get more of it?" This book explores evidence-based practices in a compelling and accessible way and provides a step-by-step guide to cultivating gratitude in their lives. *Gratitude Works!* also shows how religious, philosophical, and spiritual traditions validate the greatest insights of science about gratitude. New book from Robert Emmons the bestselling author of *Thanks* Filled with practical tips for fostering gratitude as a way of life Includes scientific

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research as well as religious and philosophical insights to show how gratitude can work in our lives From Robert Emmons, the bestselling author of Thanks, comes a resource for cultivating a life of gratitude practices.

McGraw-Hill Language Arts

Misconceptions about the job-hunting process have sabotaged the efforts of countless job seekers -- from recent college graduates to longtime professionals. Job Hunting in the 21st Century pinpoints the most common myths surrounding the process of job changes, helping the reader beat the competition through the author's distinctive techniques.

Managing Your Personal Finances

Guidelines for Writing Successful Grant Proposals for Nonprofit Organizations

Gratitude is good for the soul!-- and The Thank-You Project provides an intriguing way to capture its power. The Thank-You Project chronicles the wonders that happened when Nancy Davis Kho wrote "thank-you for the impact you've had on

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my life" letters to key people in her life, over the course of a year-and provides practical guidance for readers who want to start a letter-writing project of their own. As Nancy Davis Kho sailed toward her 50th birthday in 2016, she came up with a unique way to commemorate it: She embarked on a project to write one thank-you note per week, for 50 weeks. She wanted to acknowledge the many people who had influenced her, helped her, and brought her joy. First she wrote to family, then branched out to friends, old teachers, past loves, etc. She didn't necessarily send all the letters, but with the ones she did, the recipient got a one-page reminder that they were revered and appreciated. Even better, Nancy was creating the best gift she could ever give herself. After she typed that 50th letter, she bound copies of all of them together and put the book on her nightstand. She returns often to that letter collection, flipping at random through the pages for a reminder of her support network -- an immediate therapeutic cure when times get tough. Using her own story as a springboard, Nancy gives real guidance to her readers who want to start their own Thank-You Project. No matter your age or walk of life, active appreciation of the formative people in your life (both past and present) can start the good vibes flowing!

The Development of Operational Procedures and a Manual for Conducting a Community Resource Utilization Program

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With more than 1.4 million nonprofit organizations in operation in the United States and an estimated 100 million fundraising letters mailed out each year, you may find yourself wondering how you can separate yourself from the hordes of nonprofits clamoring for donations. If you employ the techniques provided in *The Complete Guide to Writing Successful Fundraising Letters for Nonprofit Organizations*, you will ensure that your letter stands out and achieves its goal. In this new, exhaustively researched book, you will learn everything you need to know about formatting a letter, using the word you, structuring a letter, emotional triggers, what works, what does not work, asking for year-end contributions, asking for the right amount, and common pitfalls to avoid. You will learn about follow-up letters, thank you letters, front-end premium letters, back-end premium letters, survey letters, special event letters, petition and protest letters, special appeal letters, renewal series letters, major donor letters, sustainer letters, and lapsed donor letters, as well as letters for recruiting new donors. Additionally, you will learn how to generate the best response, how to phrase your appeals, how to address your letter, how to write strong leads, how to open and close your letters, how to structure your letter, how to use compelling stories to your advantage, how to be personal, how to write with a sense of urgency, and hundreds of other writing tips. *The Complete Guide to Writing Successful Fundraising Letters for Nonprofit Organizations* provides you with a wealth of sample letters, examples, writing exercises, and forms all of which are included on the companion CD-ROM as well as detailed advice and instructive case studies. By reading this book, you will come to

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understand your donor and his attitudes. You will ultimately create a successful fundraising campaign and achieve your organization's goals. Whether you are a nonprofit focused on the arts, charities, wildlife protection, religion, health, science, literature, or any other field, you will find valuable information in this book. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

Job Hunting in the 21st Century Exploding the Myths, Exploring the Realities

Write First-class Letters

As dance ministries and liturgical dance groups pop up throughout the world, misunderstandings arise from a lack of biblical knowledge. In *The Guidelines to Starting and Maintaining a Dance Ministry in the Church*, Dr. Denita Hedgeman educates ministries and leaders on the biblical foundations of dance ministry development to enhance worship, and helps established dance ministries find new life and inspiration. Not only addressing the practical application of dance ministries, Dr. Hedgeman gets to the heart of the matter, Is dance ministry fully accepted in the church today? providing readers with a functional, scripturally-based guide to worshipping God through the art of dance.

Career Planning

Mosby's Comprehensive Review of Radiography - E-Book

Praise for *Fired-Up Fundraising: Turn Board Passion into Action* "Fired-Up Fundraising is honest, realistic, practical, and inspiring. It transforms the whole concept of fundraising from obligation and drudgery into passion and fun. Every CEO, development director, development consultant, and board chair needs to

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have and use this book." —Charles F. (Chic) Dambach President and CEO, Alliance for Peacebuilding Former Senior Consultant, BoardSource "A breakthrough! Fired-Up Fundraising takes the mystery out of engaging your board in the ongoing work of fundraising. In this well-organized little book, Gail Perry lays out a commonsense, four-step process that will fire up your board and help you meet your fundraising goals, year after year." —Mal Warwick author of How to Write Successful Fundraising Letters "Fired-Up Fundraising: Turn Board Passion into Action is by far the best book I have ever read on how to involve board members in the entire process of fundraising, from identifying prospects, cultivating them, and finally making 'the ask.' Just as important, it is an invaluable guide on how to select, enlist, train and especially inspire board members so they take ownership of their institutions. Every nonprofit CEO and development officer should read this book." —Robert L. Gale President Emeritus, Association of Governing Boards of Universities and Colleges and founder of BoardSource (formerly known as the National Center for Nonprofit Boards) "This is the book for which EVERY nonprofit chief executive has been yearning since time immemorial. Every nonprofit needs money to survive and thrive, and every nonprofit has a board of trustees to help raise it, but few nonprofits come anywhere near using their boards to maximum benefit. Fired-Up Fundraising, a reader-friendly, realistic, and practical playbook written by a richly experienced, highly literate fundraiser turned consultant, takes readers by the hand and leads them step-by-step through eminently doable ways of inspiring the greatest possible engagement of-and return from-their trustees. It

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will instantly become the gold-standard guide for building successful boards."

—Joel Fleishman Professor of Law and Public Policy and Director, The Foundation Research Program, Duke University

Business Communications at Work

This hands-on text provides abundant exercises that cover practical writing skills such as researching, organizing, and writing documents. It also teaches students how to evaluate and respond to written material and how to use writing skills to advance a career.

Business Communication at Work

Teacher's guide. Supplements: Conner, Daniel C.G. and Doreen Bethune-Johnson. Native people and explorers of Canada. (Shelved at 39:(*41) CON). A Copper Inuit and a coastal Indian describe the lives of their people today and how it was before the explorers came. Also includes information on what three explorers, Cook, Kelsey and Cartier, wrote on their discoveries in Canada.

The Life You Can Save

Comprehensive Medical Assisting Exam Review: Preparation for the CMA, RMA and CMAS Exams

Tells how to identify one's ideal job, plan a career path, understand the hiring process, create an effective resume, locate job opportunities, prepare for interviews, and handle the emotional aspects of job loss

Wordperfect 6.0/6.1 for Windows Simplified

Gratitude Works!

Leading and Managing in Nursing, 6th Edition offers an innovative approach to leading and managing by merging theory, research, and practical application to better prepare you for the NCLEX® exam and the transition to the practice environment. This cutting-edge text is organized around the issues that are central to the success of professional nurses in today's constantly changing healthcare environment, including consumer relationships, cultural diversity, resource management, delegation, and communication. UNIQUE! Each chapter opens with The Challenge, where practicing nurse leaders/managers offer their real-world views of a concern related in the chapter, encouraging you to think about how you

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would handle the situation. **UNIQUE!** The Solution closes each chapter with an effective method to handle the real-life situation presented in The Challenge, and demonstrates the ins and outs of problem solving in practice. The Evidence boxes in each chapter summarize relevant concepts and research from nursing/business/medicine literature. Theory boxes highlight and summarize pertinent theoretical concepts related to chapter content. Research and Literature Perspective boxes summarize timely articles of interest and point out their relevance and applicability to practice. Separate chapters on key topic areas such as cultural diversity, consumer relationships, delegation, managing information and technology, legal and ethical issues, and many more. End-of-chapter Tips offer guidelines for applying information presented in the chapter. Numbered exercises challenge you to think critically about concepts in the text and apply them to real-life situations. Eye-catching full-color design helps engage and guide you through each chapter. Glossary alphabetically lists and defines all the boldfaced key terms from the chapters. Chapter Checklists provide a quick summary of key points and serve as a handy study tool. **NEW!** QSEN competencies incorporated throughout the text emphasize the importance of providing safe, high-quality nursing care. **NEW!** What New Graduates Say section at the end of each chapter provides you with a real-world perspective on the transition to clinical practice. **NEW!** Expanded content on legal and ethical issues, care delivery strategies, staffing, quality, and consumer relationships. **NEW!** Updated photos throughout the book maintain a contemporary and visually appealing look and feel.

Effective Workplace Writing

This book's aim is to help readers understand how to choose, plan, and prepare for a career and how to find and land a job in that career. The book guides readers through (1) self-assessment and career choice, (2) development of employability and job readiness, and (3) the job search (e.g., resume writing, interviewing, etc.). Rather than merely reading about career planning, readers actively undergo an individualized career guidance program as they work through the book. Appropriate for anyone interested in career counseling, job search, and career development.

S/NVQ Level 2 Customer Service

Packed with real-life illustrations and practical applications, AGRICULTURAL COMMUNICATIONS IN ACTION: A HANDS-ON APPROACH helps students become better equipped as effective communicators. With a high degree of correlation to the AFNR Standards, this exciting First Edition is focused specifically on skills-building and communication concepts. It helps students understand the broad methods utilized in communication--whether it be in journalism, through social media, or in other outlets. With the text's breadth and depth of coverage, students can master communications development concepts quickly and then immediately

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put them into action. Current communication trends are integrated throughout this practical, how-to text. It also includes insight from real professionals in various agriculture-related industries, illustrating how they tackle communication issues and problems. Communications skills are critical to student success in high school, college, and their careers. By learning and applying the contents of this book, students will be better able to communicate the importance of agriculture to the world around them. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Thank-You Project

For the first time in history, eradicating world poverty is within our reach. Yet around the world, a billion people struggle to live each day on less than many of us pay for bottled water. In *The Life You Can Save*, Peter Singer uses ethical arguments, illuminating examples, and case studies of charitable giving to show that our current response to world poverty is not only insufficient but morally indefensible. *The Life You Can Save* teaches us to be a part of the solution, helping others as we help ourselves.

Job Search

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How many pieces of paper land on your desk each day, or emails in your inbox? Your readers – the people you communicate with at work – are no different. So how can you make your communication stand out from the pile and get the job done? Whether you're crafting a short and sweet email or bidding for a crucial project, *Business Writing For Dummies* is the only guide you need. Inside you'll find: The basic principles of how to write well How to avoid the common pitfalls that immediately turn a reader off Crucial tips for self-editing and revision techniques to heighten your impact Lots of practical advice and examples covering a range of different types of communication, including emails, letters, major business documents such as reports and proposals, promotional materials, web copy and blogs - even tweets The global touch - understand the key differences in written communication around the world, and how to tailor your writing for international audiences

Get a Job You Love

Jumpstart Your Vision! See the Vision! Believe the vision! Write the Vision! Do the Vision! "Guidelines for Writing Successful Grant Proposals for Nonprofit Organizations" A grant proposal is a written document that discusses a proposed plan of projects or programs that are presented to prospective funders. The book explains how to define the purpose, goals, objectives, vision, and mission statements of the organization. The book also explains how to write a compelling

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grant proposal that states the real problem with clarity and also how to write a convincing needs statement to persuade funders to invest in your organization. This book is a user-friendly basic grant writing guide. It eliminates intimidation and fears. Practice workbook exercises will help build your confidence. Relax and enjoy the journey. Get motivated and excited! Look forward to writing a successful winning grant proposal. This book is a basic guide for beginner grant proposal writers for non-profit organizations. It includes eighteen chapters that discuss and explains the following topics: . Introduction to writing grant proposals for non-profit organizations . The grant writing preparation process. What you will need . Applying for 501(c)(3) tax-exempt status for nonprofit organizations . State goals and objectives for your project or program . Define your vision, purpose, and mission . How to write a letter of intent to funders . How to write your compelling statement of need . How to establish a relationship with funders . Method component . Evaluation component. Understanding the evaluation criteria for funding . Program development . Capability Statement . Budget component- Sample of cost effective budget . How to develop a grant writing team . Sustainability component. How to maintain funding . Executive summary. Discuss the real problem for funding . How to submit your grant proposal to funders . The funder's decision, How to turn your "No into Yes" . Funding resources. Where to seek funding . Legal documents needed to be considered a nonprofit organization. . This book includes a glossary of terms used by grant writers in the field. . Packaging and delivery of proposal. Timing counts- A checklist is provided

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Workbook exercises are included in some of the chapters to assist the grant writer with some hands on experience. Some of the major components of a successful grant proposal are to write a grant that has clear goals and objectives as well as a well developed planned program or project that the funder can clearly understand. The funder and the grant seeker interests should match. This guidebook will give the grant writer suggestions, recommendations, and ideas for writing a compelling winning grant proposal to increase chances of getting funding. Get started! Dreams do come true! You can be a winner!! Stay the course! Good luck!!"

Career directions

Overview: Targeted to today's media-savvy students, the Media Career Guide includes the latest information on using social media during a job search, as well as tips for navigating a rapidly changing digital media landscape. This essential manual includes an overview of today's employment opportunities and provides a comprehensive directory of media jobs. In addition, helpful guidelines walk readers through the entire job-search process, from researching a company to applying for jobs to displaying appropriate behavior in the workplace.

Writing for Results

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Learn the secrets of the “whys,” “whens,” and “how-tos” of thank-you note writing. *The Art of Thank You* will motivate you—or perhaps someone you know who could use a little encouragement—to pick up a pen and take the time to express gratitude. Interspersing straightforward guidelines with funny, inspiring anecdotes and examples by such luminaries as Abraham Lincoln and Ernest Hemingway, the author’s practical tips for newlyweds, business people, and children make this handy little book an indispensable resource.

Commonsense Copyright

Prepare your students for the CMA, RMA, or CMAS certification examinations with *COMPREHENSIVE MEDICAL ASSISTING EXAM REVIEW*, Third Edition. The book includes test information and preparation sections, review content on general, administrative, and clinical topics, and pre- and post-test exams for each test type. The new edition conforms to the latest content outlines from the AAMA and AMT. The accompanying CD-ROM includes over 1,600 questions and is fully customizable for individual study needs. Delmar is a part of Cengage Learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Media Career Guide

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Business Communication at Work 2e by Satterwhite is a newly revised 18-chapter, four-color text that provides more writing activities, more examples, more technology, and more instructor support than any other text of its kind. Students learn to develop effective sentences and paragraphs to compose letters, memos, news releases, and reports.

Guidelines to Starting and Maintaining a Church Dance Ministry

"Working from research conducted over six years with hundreds of charities and donors, 'Donor-Centered Fundraising' paints a candid picture of why donors stop giving to charities they once supported, and what it will take to preserve their loyalty in the future. In clear language and backed by statistical evidence, Penelope Burk explores the pitfalls of our traditional approaches to donor communication and recognition and articulates what donors want but seldom get from the charities they support. The book features straightforward and accessible calculations that show how much money charities are failing to raise, and offers a step-by-step procedure for testing a donor-centered alternative and gaining its acceptance in any organization."--From publisher description.

Leading and Managing in Nursing - E-Book

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Business Communication at Work 2e by Satterwhite is a newly revised 18-chapter, four-color text that provides more writing activities, more examples, more technology, and more instructor support than any other text of its kind. Students learn to develop effective sentences and paragraphs to compose letters, memos, news releases, and reports.

Spectrum Handwriting Programme

Providing the knowledge needed to complete the qualification, this textbook takes candidates through the five mandatory and three optional units of this award.

Business Writing at Work

A complete review for the Registry exam, Mosby's Comprehensive Review of Radiography: The Complete Study Guide and Career Planner, 6th Edition covers the five major subject areas of the ARRT exam in radiography. It is also an effective study guide for many radiography courses! Written in outline format, each review of a subject is followed by questions related specifically to that area. Two mock ARRT exams are included in the book, and online exams include a pool of over 1,400 review questions that may be randomly combined to generate a virtually limitless number of mock ARRT exams. From noted radiography educator William J.

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Callaway, this edition also provides advice on writing resumes and cover letters, interviewing, employer expectations, and continuing education requirements to help you make the transition to a successful career. Review of the five major subject areas covered on the ARRT exam, in an outline format, helps you concentrate on the most important information. Over 2,400 review questions in the book and online offer practice with a multiple-choice format similar to the ARRT exam. Thorough coverage of digital and computed radiography reflects the increased emphasis of these topics on the Registry exam. Online mock exams let you practice in tutorial mode -- with immediate feedback after each question -- or in exam mode, with feedback only after you complete the entire test. Online study tools include study tips for difficult questions and electronic flashcards with formulas, key terms, and important topics. Rationales for correct and incorrect answers are included in the appendix. Career preparation advice includes writing resumes and cover letters, tips for interviewing, a look at what employers expect, career advancement, basic financial planning, and continuing education requirements. Updates reflect the latest ARRT exam changes with expanded coverage of computed and direct radiography, a review of computed tomography along with questions, and an additional 200-question exam in the Review Activities and Challenge Tests chapter. Online access to mock exams. Job search preparation includes tips on how to submit online applications and resumes.

Writing and Research for Graphic Designers

Even with today's high tech communications options, there are some situations in which only a well crafted letter will do. This book explains how to write effective and appropriate letters for all occasions.'

Agricultural Communications in Action: A Hands-On Approach

Rather like the nerves in human body, communication forms the sinew and tendon of any social body. The quality of everyday life is not only affected by the way we design our work and institutions, but also (perhaps more importantly) by the way we interact and communicate with each other. This booklet attempts to help its readers to become more effective oral communicators in various scenarios. Every chapter in this booklet is largely divided into three parts: (1) reflective and motivational quotations, (2) guidelines for communication in a certain context, and (3) versatile phrases for that context. The quotations are intended to emotionally and philosophically motivate the readers to strive for better communication. The guidelines are intended to cognitively guide the readers in their communication practices. And the versatile phrases are intended to logistically supply for the readers' communication practices.

A Manual of Guidelines, Quotations, and Versatile Phrases for Basic Oral Communication

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This second edition presents information updated as of the end of 1998 regarding the Copyright Act as currently amended. Applicable to both general and specialized audiences, the book covers copyright as it applies to a variety of settings, with numerous usage examples and guideline charts, all presented in an easy-to-read format with the “legalese” reserved for the footnotes. Featured are sections on the use of copyrighted materials, libraries and copyrighted materials, permissions policies, and new technology issues such as computer software, electronic publishing, the Internet, multimedia and distance learning. Resource guides—to services such as the Library of Congress Copyright Office information hotline, circulars, and mailings, as well as the Television Licensing Center, and the Copyright Clearance Center—and to Internet resources, print bibliographies, and other applicable documents and laws, are provided.

Native People and Explorers of Canada

The Complete Guide to Writing Successful Fundraising Letters for Your Nonprofit Organization

Current and fresh, yet firmly rooted in proven personal financial management techniques, this text features a conversational writing style that is highly readable

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and understandable. Covers the individual's roles and financial responsibility as a student, citizen, family member, consumer, and employee.

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