

Tips to Lead a Happy Life

- 1. Be committed.** No matter what goals you have set for..... **(you)** in life, you have to be committed. It's through..... **(commit)** that you'll continue to make the improvements needed to better yourself. Whether it's taking a chance on launching a startup, getting a gym.....**(member)** to improve your physical well being, or taking a cooking class because you want to become a chef, dedication is what drives us all to become more successful.
- 2. People care about you, not your success.** Let's be honest. People don't care about the expensive clothes you wear, how big is the house you own or the car you drive. That's not to say that they don't respect your achievements or**(possess)**. Instead, they care you as an individual and they'll support you no matter what --
- 3. Be grateful every day .** According to**(research)**, being grateful can result in feeling better about your life, more.....**(enthusiasm)** and more**(willing)** to help others. Being grateful may even reduce coronary artery disease. Take the time to write down what you're grateful each and every day.
- 4. Take action :** , authors Katty Kay and Claire Shipman share studies on the confidence gap between men and women. The researchers discovered that confidence is just as important as competence. It conclude in the article that Taking action boosts one's..... **(believe)** in one's ability to succeed."
- 5. Money can't buy happiness.** As The Beatles famously proclaimed, (money), "can't buy me love." You know what else money can't buy? Happiness. Just because you're earning six figures doesn't mean that you're necessarily content. Sure, money is obviously needed. But, you should be focusing on your passion and not how much your paycheck is.
- 6. Don't take rejection personally.** At some point we all face rejection. Instead of taking it personally, use it as a learning experience.. Accepting and learning from rejection is one way to guide you to success.
- 7. Have a backup plan.** You never know when the..... **(not / expect)** is going to happen, but when it does happen, you're surrounded by chaos. Being prepared for the**(bad)** case scenario can at least make things a whole lot less chaotic.
When my last business crashed, had I not had some cash set aside, we**(be)** in financial ruin. Having a three-to-six month nest egg will make the difference. I've found that having 12-24 months of cash to pay all bills just sitting there has significantly helped my marriage be more positive as well!
- 8. Improve your social skill.** After analyzing data from between 1972 and 1992, University of California, Santa Barbara, economist Catherine Weinberger found that "The people who are both smart and socially earn more in today's workforce than similarly endowed workers in 1980."
- 9. Travel.** traveling is a great way to "develop a person's character" and become more open-minded. Additionally, traveling is a great way to get away from the daily grind, it also helps you appreciate what you have back at home.
- 10. Don't multitask.**If you're feeling constantly burnt out it's probably because you're doing too much at one time. Research has found that "when you switch from a primary task to do something else, you're increasing the time it takes to finish that task by an average of 25 %." You're also burning your reservoir energy. Both of these issues decrease your and prevent you from accomplishing tasks and goal.
- 11. Embrace a growth mindset.** Stanford psychologist Carol Dweck argues that we have two-mindsets; "fixed" and "growth." A fixed mindset "assumes that our character, intelligence, and creative ability are static." A "growth mindset," however, "thrives on challenge and sees failure not as evidence of unintelligence but as a heartening springboard for growth and for stretching our existing abilities."
- 12. Balance work and life.** When work interferes with life, it can result in employees getting burned out and decreases base morale in the office. While this may not be an option for, it proves that everyone needs time away from the office. If you're able to spend less time in the office by working remotely or having hours, you should be able to be productive in both your personal and professional life.
- 13. Don't hold grudges..** It can mentally wear you out and makes you miserable. And, doesn't life seem to go a whole lot smoother when you're not angry?
- 14. Live in the moment:** You can't change the past and you have no control of the future. enjoy what's in front of you right here, right now. When you're busy making too many plans, you're causing stress that prevents you from enjoying the present.
- 15. Take care of yourself, then help others:** According to Mark Snyder, a psychologist , "People who volunteer tend to have higher self-esteem, psychological well-being, and happiness."Additionally, helping others is beneficial for our health. But, how can you help others if you haven't taken care of yourself first? Take care of your needs first and then begin to help others.

while of flexible employees away productivity adept

Benefits of Quitting Smoking

The health benefits of quitting smoking can help most of the major parts of your body: from your brain to your DNA.

Broken Addiction Cycle : Quitting smoking can re-wire your brain and help break the cycle of addiction. The large number of nicotine receptors in your brain will return to normal levels after about a month of being quit.

Sharp Hearing : Quitting smoking will keep your hearing sharp. Remember, even mild hearing loss can cause problems

Better Vision Clean Mouth Clear Skin : Stopping smoking will improve your night vision and help preserve your overall vision by stopping the damage that smoking does to your eyes.

Nobody likes a dirty mouth. After a few days, your smile will be brighter. Not smoking now will keep your mouth healthy for years to come.

Quitting smoking is better than **(that goes against age)** lotion. Quitting can help clear up blemishes and protect your skin from premature aging and wrinkling.

Heart : Smoking is the leading cause of heart attacks and heart disease. But many of these heart risks can be reversed simply by quitting smoking. Quitting can lower your blood pressure and heart rate almost immediately. Your risk of a heart attack **(decline)** within 24 hours.

Another effect of quitting smoking is that your blood will become thinner and less likely to form dangerous blood clots. Your heart will also have less work to do, because it will be able to move the blood around your body more easily.

Lower Cholesterol : Quitting smoking will not get rid of the **(fat)** deposits that are already there. But it will lower the levels of cholesterol and fats circulating in your blood, which will help to slow the buildup of new fatty deposits in your arteries

Lungs : Scarring of the lungs is not reversible. That is why it is important to quit smoking before you do permanent damage to your lungs. Within two weeks of quitting, you might notice it's **(easy)** to walk up the stairs because you may be less short of breath. Don't wait until later; quit today!

DNA : Quitting smoking will prevent new DNA damage from happening and can even help **repair** the damage that has already been done. Quitting smoking immediately is the best way to lower your risk of getting cancer.

Smaller Belly : Quitting smoking will reduce your belly fat and **(low)** your risk of diabetes. If you already have diabetes, quitting can help you keep your blood sugar levels in check.

Normal Estrogen Levels : If you're a woman, your estrogen levels will gradually return to normal after you quit smoking. And if you hope to have children someday, quitting smoking right now will increase your chances of a **(health)** pregnancy in the future.

Normal White Blood Cell Count : When you quit smoking, your body will begin to heal from the injuries that smoking caused. Eventually, your white blood cell counts will return to normal and will no longer be on the **(defend)**

Proper Healing: Quitting smoking will improve blood **(flow)** to wounds, **(allow)**..... important nutrients, minerals, and oxygen to reach the wound and help it heal properly.

Stronger Immune System : When you quit smoking, your immune system is no longer exposed to tar and nicotine. It will become stronger,

Muscles and Bones: Quitting smoking will help increase the **(available)** of oxygen in your blood, and your muscles will become stronger and healthier.

Quitting smoking can reduce your risk of fractures, both now and later in life. Keep your bones strong and healthy by quitting now.

Getting Your Five a Day

impact per from nutritional with lack those related servings sufficient engaged

Eating five servings of fruits and vegetables can go a long way to protecting against heart disease and cancer. We've been told the importance of eating fruits and vegetables ever since childhood, and yet we still tend to ignore this advice. In fact, a CDC survey found that only 18% of adults eat the recommended five daily of fruits and vegetables. "The main reason older men have trouble reaching this amount is of awareness," says Vasanti Malik, a research scientist in the Department of Nutrition of Harvard's T.H. Chan School of Public Health. "They are not always in their nutrition or aware of the fruits and vegetables can have on their health."

What the evidence shows : A diet that includes amounts of fruits and vegetables is associated with preventing many age- diseases, such as heart disease, stroke, and cancer, according to the World Health Organization. Fruits and vegetables contain high amounts of antioxidants and polyphenols, such as vitamin C, carotenoids, and flavonoids, as well as high levels of fiber, all of which have been shown to help lowering cholesterol, reducing blood pressure, and managing weight. Their antioxidants may also help with cancer prevention by stopping free radicals damaging the body's genetic material, according to research from the National Cancer Institute. There always has been some debate over how many fruits and vegetables day is enough. Many studies have suggested anywhere from five to 10 servings a day. "Most of the accepted science supports five servings a day as the minimum amount that offers the greatest benefit," says Malik. An often-cited 2014 meta-analysis in *The BMJ*, which reviewed 16 studies involving more than 833,000 people, found that those who consumed five servings of fruits and vegetables a day lowered their risk of dying from heart disease by 20% compared with who consumed fewer servings. The researchers also discovered that eating more than five servings a day did not appear to offer additional benefits. "After that amount, the health benefits tend to level off," says Malik. "This doesn't mean that you shouldn't eat as much fruits and vegetables as possible, but rather to make sure you aim for at least five servings a day for optimal health."

The numbers game : What does five servings of fruits and vegetables look like? In general, a serving of whole fruit (**equal**) the entire fruit, while a serving of cut-up fruit is one cup, or about the size of a small fist. A serving of vegetables (fresh, frozen, or canned) is a cup, and a serving of raw green leafy vegetables is two cups. However, don't stress about (**keep**) track of numbers, says Malik. Instead, simply focus on adding more fruits or vegetables into every meal and snack. As a visual guide, follow the advice on the Healthy Eating Plate from Harvard Medical School and the Harvard T.H. Chan School of Public Health: devote half of your plate to fruits and vegetables. "You can (**easy**) have one or two servings with every meal with this approach," says Malik. "This way you make fruits and vegetables part of your regular eating and can hit five daily servings without the extra work." Which fruits and vegetables are best? Stick with your favorites, as you are more likely to eat them on a regular basis. If you want to keep it simple, Malik suggests focusing on the "big three": leafy green vegetables, citrus fruits, and berries. "These groups have shown to have (**great**) benefit for cardiovascular disease prevention and can (**incorporate**) into almost every meal," she says. "Their different colors also signify different nutrient profiles, so, (**consume**) them ensures you get the (**vary**) nutrients you need." Finally, always focus on food quality. This means eating fresh or frozen fruits and vegetables, or low-sodium canned vegetables and fruit canned in its own juice.

John Donaldson
8 Sue Circle
Smithtown, CA 08067
909-555-5555
john.donaldson@emailexample.com

September 1, 2018

George Gilhooley
Times Union
87 Delaware Road
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position in the Times Union. As requested, I a completed job application, my certification, my resume and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly candidate for this position. My key that would support my success in this position include:

- I have successfully designed, developed and supported live-use applications.
- I continually for excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this..... opportunity.

Sincerely,

Signature (hard copy letter)

John Donaldson

competitive enclose strive advertised assets employment resume

Save Our Mother Earth

maintain worsened habitat rising species pesticides chain remote totally

Our Earth is the most beautiful planet in our solar system. As far as we know, Earth is the only planet that has life. Before 500 A.D., man had a good relationship with Mother Earth. But since humans developed cities and industries, the modern lifestyle has changed. Man has been using and misusing natural resources up to the limit. Now we are tearing up..... corners of the planet looking for crude oil and coal, and our forests and wild animals are disappearing. Our environment is..... polluted: we drink polluted water,inhale air full of dust, and eat food with traces of..... and other toxic chemicals. Hence we are suffering from diseases. As a result of human activities, the ozone layer has a hole, the sea is....., and the ice caps of Antarctica and Greenland are melting. Now global warming is warning us that climate change is not a hoax and it is coming. Mother Earth is in danger; life on Earth is in danger. Let us come together to save our life-giving and life-saving Mother Earth.

Save the Forest The evolution of people and animals was only possible because of plants. Plants are the base of the food and the source of energy for almost all life on Earth. Forests are ancient, mature communities of plants and animals, with homes and places for thousands of Forests give us oxygen, food, shelter, medicines, fuel, and furniture. Forests protect us from the heat of the sun, and from wind, cold, and rain. Forests the balance of nature, the environment, the climate, the weather, and the composition of the atmosphere. As a matter of fact, forests are our life. But what are we doing? We are destroying the forests, meaning we are destroying our life and our future. All the problems we face today are by deforestation. If we are thinking beings, we must save plants and forests, because they save us.

Save the Wildlife We can't say the Earth belongs to humans; living creatures were using it for billions of years, before our own species showed up just some five million years ago. Our Earth belongs to all living things, if it belongs to any of them. But we overpowered many species and killed them for our use. Now thousands of species are extinct because their..... is gone. As a matter of fact, these animals, birds, and insects have actually built a better environment for us, provided us with so many things: they are not just creatures, but the real creators of nature. We are here on Earth because they are here on Earth. If they are gone, we will also be gone. So the only wise thing to do is to save wildlife and its habitat.

Save the Environment Through deforestation, urbanization, industrialization, and pollution, our environment(**destroy**). Flows of energy, nutrients, and other elements are disrupted. Global warming and climate change are the major.....(**threat**) to Earth and all human beings. Due to carbon dioxide and other greenhouse gases (**emission**) by civilization, heat is building up in the atmosphere at a rate not.....(see)for tens of millions of years. The cities are becoming "heat islands." Pollution is becoming a great killer. Levels of air pollution, water pollution, noise pollution, and food(**contaminate**) are high. Human(**interfere**) has brought nature close to destruction. Now we all must come together to prevent pollution and save the environment and humankind.

All these environmental changes are(**warn**) of global destruction. Now we all must become aware of these consequences. The evidence is disturbing: we are destroying our Earth and environment. Let's try our best to stop all this. Change your(**not natural**) lifestyle to the extent you can. Use a bicycle as much as possible. Don't misuse precious water and electricity. Don't use plastics when you can avoid it. Plant more trees. Don't allow anyone to cut trees. Save wild animals. Speak out and write against polluting industries. Ask the government to use non-conventional energy resources (wind, water, sunlight, and biomass) Make students and citizens aware of the importance of saving the environment, and the many things that we can do to protect the environment, forests and wildlife.

Urban Life Advantages And Disadvantages

1. There are good roads and well-built houses in urban areas.

2. Transport facilities of modern towns and cities are highly developed. We have trams, buses, motorcars for quick and comfortable transport.
3. In large towns, there are good chances of getting suitable and pleasant occupations.
4. All kinds of physical comforts are within our easy reach
5. There are good school and colleges for education.
6. There are hospitals and clinics for proper medical treatment of sick people.
7. There are clubs, libraries, cinema houses, and theatres for our entertainment and recreation .
8. We encounter people of different states and with foreigners. We develop a love for humanity.
9. People get the opportunity to make friends with tastes similar to one's own.
10. All prejudices and superstitions soon wear off.

Disadvantages:

1. The towns are overcrowded.
2. Many of the streets are dirty and unpleasant due to noise, smoke and dust.
3. The density of population is quite high in urban areas. Too many people live and we do not feel easy.
4. The rattling sound of buses, motor cars and other vehicles always disturb us.
5. There are dangers to health in crowded cities. Smoke and dust fill the air. Hence, urban life is unhealthy for want of fresh food and fresh air.
6. In the bigness of the city we lose the common human touch.

Advantages and Disadvantages of Rural Living

Disadvantages

- If you have children that are of school-age, they might be faced with a longer journey to school – whether they walk, take the bus or get a lift in!
- Shopping can become an inconvenience. This may not seem all that important, but staples that are purchased a couple times a week, such as milk and bread, may be further than just a 2 minute trip down the road.
- Job opportunities might be limited; this is unless you already have a job nearby or if you commute into a town or city.
- Television and Internet connectivity could be weaker.
- During the winter months, the roads might not be in the best shape and may not be as well maintained as urban roads.
- Trade services, such as a mechanic, are harder to find. In urban areas, if you have car trouble you can make do with a local taxi or bus until it's fixed. Services like these are scarcer in the countryside, leaving you limited on options.
- Entertainment and eateries may be further away, which involves more time, a higher expense and extra planning.

Advantages

- More privacy – in the countryside there's a good chance your nearest neighbour won't be directly next door. You may not even be able to spot their home at all!
- You can have a bigger garden. If you've always wanted to grow your own food or have more space for the children, this is a huge benefit.
- You'll be able to own pets you may have always wanted, but couldn't have owned in a city or town. Cows, llamas and horses are all examples of these. You could even store hens so you can have your own free-range eggs.
- You'll be more exposed to the various wildlife of the area, if that's your thing.
- Decreased stress levels. City-dwellers usually suffer higher levels of stress than those who aren't; they become cold and competitive, always in a rush trying to beat the rat race. By decreasing the number of people surrounding you, you'll be more relaxed.
- You'll have cleaner air in the country; an instant health benefit!
- You can be fully, or semi self-sufficient. With the larger garden and chickens mentioned previously, you can begin creating your own food. You can also sell any extra eggs to create a small income.