

## Contents

**Preface** XVII

**Acknowledgments** XXI

<b>1</b>	<b>English Grammar 101</b>	<b>1</b>
1.1	Parts of Speech: Noun, Pronoun, Adjective, Verb, Adverb, and so on	1
1.1.1	Noun = <i>Subject (Person, Place, Thing)</i>	2
1.1.2	Pronoun = <i>Expresses a Distinction of a Person</i>	2
1.1.3	Adjective = <i>Words That Describe or Modify a Noun</i>	2
1.1.4	Verb = <i>Action Word</i>	2
1.1.4.1	The Use of the Two Verbs; Can vs. May	2
1.1.5	Adverb = <i>Words That Modify a Verb</i>	3
1.1.5.1	Good (adj.) vs. Well (adv.)	4
1.1.6	Gerund = <i>Using -ing, an Action Word, a Verb Becomes a Noun</i>	4
1.1.7	Prepositions Indicate a Relation Between Things	5
1.1.7.1	Between (zwischen) vs. Among (unter); two confusing prepositions	5
1.1.8	Conjunctions Connect Two Words, Phrases, or Clauses	5
1.1.9	Interjections: Words of Exclamation, Interjections or Expressions of an Emotion or Sentiment	6
1.2	Practical Usage of Adjectives and Their Comparative and Superlative Forms	6
1.2.1	<i>Citius, Altius, Fortius!</i> (Faster, Higher, Stronger!)	6
1.2.1.1	One-Syllable Adjectives	6
1.2.1.2	Two-Syllable Adjectives	8
1.2.1.3	Adjectives with Three or More Syllables	9
1.2.1.4	Exceptions – Irregular Adjectives	9
1.2.2	QUIZ YOURSELF: Practical Usage of Adjectives and Their Comparative and Superlative Forms	10
1.2.2.1	Part I: Answer the Following Questions in the Space Provided	10
1.2.2.2	Part II: Quiz Based on Text Below – First Read the Paragraph Below and Then Write the Adjective in [Brackets] into its Correct Comparative or Superlative Form in the Spaces Below	11

1.3	Use of Questioning Words for the Inquisitive Lab Worker	11
1.3.1	What are the Questioning Words Used in Speech?	12
1.3.2	Questioning Words; Further Applications in Sentence Form – Practical Use of Questioning Words	13
<b>2</b>	<b>English Grammar 102</b>	<b>15</b>
2.1	Capitalization Rules (Regeln für Groß- und Kleinschreibung)	15
2.1.1	German vs. English Language Capitalization Rules	15
2.1.2	Basic Capitalization Rules with Exemplary Sentences	16
2.1.2.1	Gender Titles (Geschlechtsbezeichnungen)	19
2.1.2.2	Professional Titles (Further Discussed in Section 5.1)	19
2.1.2.3	First Word of the Salutation and Complimentary Closing to a Brief or Letter	19
2.1.2.4	Words Capitalized When They Stand <i>before</i> or <i>after</i> a Name or When Used as <i>Part</i> of a Name	19
2.1.2.5	QUIZ YOURSELF: Capitalization – Correct for Any Capitalization Mistake(s)	20
2.2	Punctuation Marks and Punctuation Rules (Interpunktionszeichen und Interpunktionsregeln)	20
2.2.1	Punctuation Marks	20
2.2.2	Punctuation Marks and Their Usage	21
2.2.3	QUIZ YOURSELF: Punctuation Marks in the Space Provided, Where Necessary, Make Corrections to the Sentence's Punctuation	24
2.3	Spelling Hints, Tips, and a Rule with Exceptions!	24
2.3.1	Two confusing words: Receipt and Recipe	24
2.3.2	German versus English: Words Spelled with “ie” or “ei” and Their Pronunciation	25
2.3.3	The Spelling Rule with Exceptions: Words in English with “ie” vs. “ei”	26
2.3.4	European English	27
<b>3</b>	<b>Technical English Vocabulary</b>	<b>29</b>
3.1	Grammar 101: Homonyms	29
3.1.1	Homonyms That are Spelled the Same, yet Many Times Have a Different Pronunciation, and Different Meanings	30
3.1.2	Homonyms with Similar Pronunciations, <i>But Having a Different Meaning and Spelling</i>	32
3.1.3	QUIZ YOURSELF: Homonyms	38
3.2	Prefixes and Suffixes	39
3.2.1	Useful Hints Toward Deciphering the Technical Word's Definition	39
3.2.1.1	Photosynthesis... <i>A Wonderful Scientific Word to Start with This Topic, Prefixes-/Suffixes!</i>	40
3.2.1.2	Prefixes and Suffixes	41
3.2.1.3	QUIZ YOURSELF	42

3.2.1.4	Scientific-/Technical Vocabulary List with Prefixes and Suffixes	43
3.2.1.5	QUIZ YOURSELF on Prefixes/Suffixes	47
3.3	Synonyms vs. Antonyms	47
3.3.1	Three Examples of Synonyms with Specific Prefixes and their Antonyms	48
3.3.2	QUIZ YOURSELF: Synonyms vs. Antonyms	49
<b>4</b>	<b>Specialized Usages of English Language</b>	<b>51</b>
4.1	Gender Wars: Masculine vs. Feminine Words	51
4.1.1	English Words of Gender – A Basic List	51
4.2	Comparisons of British (Oxford) English <sup>BrE</sup> vs. American English <sup>AmE</sup> : The Spelling and Expression Wars!	52
4.2.1	Spelling Differences Between British and American-English	55
4.2.2	Other Spelling Differences Between BrE and AmE	57
4.2.3	Irregular Spelling (Follows No Definite Rule)	57
4.2.4	British Words or Expressions, Which are Rarely Used by Americans	58
4.2.5	BrE vs. AmE – Other Expressions and their meanings with Translations	59
4.2.6	BrE Versus AmE; Other Differences	60
<b>5</b>	<b>MBA 101 – Business Communication Skills</b>	<b>61</b>
5.1	Abbreviations for Everyday Needs in the Laboratory	61
5.1.1	Common German Language Abbreviations with Translations in English	61
5.1.2	Abbreviation Lists	62
5.1.2.1	Common Abbreviations, Some Which Will Further Appear in Other Chapters of This Book	62
5.1.2.2	Abbreviations for Scientific Equipment	64
5.1.2.3	Abbreviations for Regulatory Affairs and Industry	64
5.1.3	Abbreviations for Certain Measurements	65
5.1.4	World Time Zone Abbreviations (Useful for Global Business Purposes)	66
5.1.5	International Currency Symbols	67
5.1.6	European Company Entities	67
5.1.7	What do These Business Titles or Abbreviations Mean (Discussed Further in Section 6.1)?	68
5.1.8	Abbreviations for Months of the Year/Days of the Week	68
5.1.9	Time of Day Abbreviations	69
5.1.10	Gender (Geschlecht) Title Abbreviations	70
5.1.11	Professional Title Abbreviations	70
5.1.12	Abbreviations of Nations, Political Units or Governmental-/Military Organizations	71
5.1.13	Company Legal Entities Abbreviations	71
5.1.14	NGOs – Non-Governmental Organizations	73

5.2	Oral Communication Skills	75
5.2.1	English Language & Usage	75
5.2.1.1	<i>Schadenfreude</i> , A Good Example of a German Loan Word	75
5.2.1.2	Expressions, Idioms & Proverbs	76
5.2.1.3	Expressions, Idioms, and Proverbs	76
5.2.1.4	Special Quotes or Proverbs from Well-Known People	82
5.2.1.5	QUIZ YOURSELF: Business Expressions, Idioms, and Proverbs	83
5.3	Writing Communication Skills	84
5.3.1	Improving Your Automatic E-mail Response (When Away from the Lab Station or Desk)	84
5.3.1.1	Business Travel	85
5.3.1.2	Two Anonymous Examples of Automatic E-Mail Responses	85
5.3.1.3	Lesson for only German and English automatic E-mail responses	87
5.3.1.4	Below are Five Different Automatic German/English E-mail Responses	88
5.3.1.5	Transitional Words or Phrases for Business Communication	91
5.4	Business Writing Communication Skills	92
5.4.1	Writing Effective E-mails and Business Letters	92
5.4.1.1	A Professional Business Letter's Format – What Should it Contain?	94
5.4.1.2	Writing an Effective E-mail	96
5.5	Writing a ShortBio (Short Biography)	99
<b>6</b>	<b>MBA 102 – Business Communication Skills</b>	<b>101</b>
6.1	Company Hierarchies and Business Titles Used in Industry	101
6.1.1	Your Business Title, it's your "Sheriff's Badge," so Wear It Well!	101
6.1.2	Executive Management – What are Typical Business Titles for "C-Level" Positions	101
6.1.3	Flow Chart: A Typical Global Fortune 500 Company's Hierarchy	102
6.2	Participating in a Sector Industry Event	103
6.2.1	Comparing an <i>onsite</i> Seminar vs. an <i>online</i> Webinar	103
6.2.2	Participating in Typical Sector Industry Event – Interpreting a Full-Day Seminar Program	105
6.2.3	QUIZ YOURSELF: Interpreting a Seminar Program	106
6.3	Participating in a Webinar	107
6.3.1	What is a <i>Webinar</i> ?	107
6.3.2	Reading Comprehension: Reviewing a Flyer from a Seminar Program	108
6.3.2.1	QUIZ YOURSELF: Reading Comprehension	111
6.3.3	What did you Learn from this Lesson?	111
6.4	Business Speaking Skills	112
6.4.1	The Elevator Speech, <i>the 30 Second(s) Drill</i>	112
6.4.2	Small Talk, the Fine Art of <i>Schmoozing</i>	113
6.4.2.1	Learning "Small Talk" – How to Become a Good <i>Schmooszer</i>	114

6.4.2.2	“Small Talk” Topics to Select from and <i>Schmooze</i> with... 114
6.4.3	Making a Presentation: Presenting to Industry Colleagues at a Conference, Congress, or Trade Show 117
6.4.3.1	Key Phrases or Expressions to Consider Using in a Presentation 118
6.4.3.2	The Template for a Presentation 121
<b>7</b>	<b>Science 101 125</b>
7.1	Branches of Science – Biology, Chemistry, Physics, and Other Related Fields of Science 125
7.2	Weather and Meteorology 126
7.3	Meteorology 127
7.4	Fields of Science 128
7.4.1	Studies in the Field of <i>Biology</i> 128
7.4.2	Studies in the Field of <i>Chemistry</i> 133
7.4.3	Studies in the Field of <i>Physics</i> 135
7.5	Soft vs. Hard Sciences 138
7.6	Capitalization Rules for the Various Fields of Science 139
7.7	Branches of Medicine – The Many Facets and Faces of the Medical Field 139
7.7.1	QUIZ YOURSELF: Branches of Medicine 142
<b>8</b>	<b>Bio-Medicine 102 145</b>
8.1	Human Anatomy and Physiology: An In-depth Look at the Human Endocrine System 145
8.1.1	Mr. H’s Tip: Prefixes with Greek or Latin Language Roots, which are Heavily Used in Chemistry, Medicine and Other Sciences 147
8.1.2	Comparing Endocrine (Ductless) Gland vs. Exocrine (Duct) Gland 147
8.1.3	The Endocrine System 148
8.2	Laboratory Animals 150
8.2.1	The Animal Kingdom: Gender, Grouping, and Offspring Names 150
8.2.2	QUIZ YOURSELF – The Animal Kingdom: Gender, Grouping, and Offspring names 152
8.2.3	Working with Laboratory Animals 154
8.2.4	Dissection and its Instrumentation 155
<b>9</b>	<b>Chemistry 101 157</b>
9.1	Introduction to Basic Chemistry Terminology 157
9.1.1	Matter 158
9.1.2	Basic Chemistry Terminology 158
9.1.3	Elements of the Periodic Table 159
9.1.4	Elements Selected by Their Importance in the Laboratory 160
9.1.5	What is a Salt? 162
9.1.6	Metals 162

9.1.7	Noble Gases	165
9.1.8	QUIZ YOURSELF – Elements of the Periodic Table	165
9.1.9	Elements: Their Atomic Numbers, Atomic Masses, and Isotopes	167
9.1.9.1	QUIZ YOURSELF: Atomic Number and Atomic Mass	168
9.1.9.2	QUIZ YOURSELF: Calculating Number of Protons, Neutrons, and Electrons	168
9.1.10	Isotopes: Elements With the Same Atomic Number, but Varying Atomic Masses	168
9.1.10.1	QUIZ YOURSELF – Isotopes: Calculating the Number of Protons, Neutrons, and Electrons	169
9.1.11	<i>Covalent versus Ionic</i> : Two Major Chemical Bonds	169
9.1.12	Physical vs. Chemical Properties of Substances	169
9.1.12.1	Comparing <i>Physical</i> vs. <i>Chemical</i> Properties of Substances	170
9.1.12.2	Mr. H Puts Forth a Puzzling Question...	171
9.1.12.3	QUIZ YOURSELF: Which is it, a Physical or Chemical Change?	172
9.2	Nomenclature – Organic and Inorganic Chemistry	173
9.2.1	Inorganic Chemistry – Nomenclature for Ionic Bonded Compounds	173
9.2.1.1	Binary Compounds (Contains Two Elements) With the -ide Suffix	174
9.2.1.2	Some Binary Compound Acids, Which Have -ic Suffixes	174
9.2.1.3	Compounds with $\text{CN}^-$ , $\text{OH}^-$ , Which Use the -ide Suffix	174
9.2.1.4	When to Use the -ite and -ate Suffixes	174
9.2.1.5	Acids and Their Anions	175
9.2.1.6	When to Use the -ic and -ous Suffixes	175
9.2.1.7	When to Use the bi- and di- Hydrogen Prefix	175
9.2.2	Inorganic Chemistry Nomenclature – Covalent Bonding	176
9.2.3	Organic Chemistry Nomenclature ... for Many a Nightmare ( <i>Albtraum</i> )!	177
9.2.3.1	Cracking Organic Chemistry's "DaVinci Code" ... it All Comes Down to Prefixes and Suffixes!	177
9.2.3.2	QUIZ YOURSELF: Organic Chemistry Nomenclature	178
9.3	Acids, Bases, and pH	179
9.3.1	Acids and Bases – Terminology	179
9.3.2	pH Scale – Various Substances and their pH Ranges	181
9.3.3	Pepsin and Trypsin – Two Important Human Digestive ( <i>Verdauungssystem</i> ) Enzymes and their pH Values	182
9.3.4	QUIZ YOURSELF: Acids, Bases, Neutral Substances, and pH	183
9.3.4.1	In the Brackets, Circle the Correct Answers	183
9.3.4.2	Multiple Choice Questions	183
9.3.4.3	Matching Quiz	184
9.3.4.4	QUIZ YOURSELF: Organic and Inorganic Compounds	184
9.4	Laboratory Equipment, Utensils, and Apparatus	187

9.4.1	QUIZ YOURSELF: Laboratory Equipment, Utensils, and Apparatus	188
9.4.2	QUIZ YOURSELF: Laboratory Equipment, Utensils, and Apparatus	190
<b>10</b>	<b>Biochemistry 102</b>	<b>193</b>
10.1	Carbohydrates, Lipids, and Proteins	193
10.1.1	Carbohydrates and Their Chemistry	193
10.1.2	Sugar, Cellulose, and Starch: The Three Carbohydrates	194
10.1.2.1	Sugars	194
10.1.2.2	Cellulose	195
10.1.2.3	Starch	195
10.1.3	QUIZ YOURSELF: Place the Letter from Column “B” with Its Correct Answer from Column “A”	196
10.1.4	Lipids	196
10.1.5	Proteins	199
10.1.6	QUIZ YOURSELF: Lipids and Proteins	199
10.1.7	QUIZ YOURSELF: Lipids and Proteins – Translate into either German or English	200
10.2	Nutrition	200
10.2.1	Typical Nutritional Label for a Food Product Sold in the USA	201
10.2.2	The Food Pyramid – Food Groups and the Recommended Amount per Day	202
10.2.3	Vitamins	202
10.2.4	QUIZ YOURSELF: Vitamins	206
10.2.5	QUIZ YOURSELF: Fill in the Blanks	207
10.2.6	QUIZ YOURSELF: Translate into either German or English	207
10.3	Fermentation and its Industrial Applications	207
10.3.1	Ethanol Production	209
10.4	The 3 E's: Emulsions, Emulsifiers, and Enzymes	210
10.4.1	Emulsion	210
10.4.2	Emulsifier	212
10.4.3	Enzymes and Their Applications in Industry	213
10.4.3.1	Trypsin, Amylase, and Pepsin	213
10.4.3.2	Human Digestive Enzymes and the Food Products They Help Digest	215
10.4.3.3	The Human Digestive System	215
10.4.3.4	Enzymes as Catalysts	216
10.4.4	QUIZ YOURSELF – The 3Es; <i>Emulsifiers, Emulsions, Enzymes</i>	217
10.4.5	Reading Comprehension – Chemical Digestion of Protein	217
<b>11</b>	<b>Chemistry 103</b>	<b>221</b>
11.1	Physical Properties of Compounds	221
11.2	Describing a Substance or Compound's Physical Properties	221
11.3	QUIZ YOURSELF	225

<b>12</b>	<b>Physics 101</b>	<b>227</b>
12.1	What Is Physics?	227
12.2	Sound Waves vs. Light Waves	228
12.2.1	Convex and Concave Lenses	229
12.2.2	Refraction through Water or Air	230
12.2.3	What is Sound?	230
12.3	Force	231
12.4	Gravity	232
12.5	Osmosis	233
12.6	Temperature	234
12.7	Torque	235
12.8	Viscosity	238
12.9	QUIZ YOURSELF – Is it <i>Force, Torque, Temperature, or Viscosity</i> that's being described?	239
12.10	The Electromagnetic Spectrum	240
12.11	Astronomy	242
12.11.1	The Hertzsprung–Russell Diagram	242
12.11.2	Spectral Classifications of Stars	243
12.11.3	The Big Bang ( <i>Urknall</i> ) Theory	244
<b>13</b>	<b>Regulatory Affairs 101</b>	<b>245</b>
13.1	Regulatory Affairs	245
13.1.1	GHS Classification and Labeling <sup>AmE</sup> System	246
13.1.2	Implementation of Regulations for Potential Global Crises	248
13.1.3	Regulatory, What Does It Actually Mean?	249
13.1.4	European Regulatory Authorities, Governmental Organizations, and Agencies	254
13.1.5	National Regulatory Authorities	256
13.1.6	International Regulatory Authorities, Organizations & Agencies	257
13.1.7	USA Regulatory Authorities, Governmental Organizations, and Agencies	258
13.1.8	QUIZ YOURSELF: Match the City and Nation with the Correct Regulatory Organization	259
13.2	EU REACH Regulation, Its Language, Terminology, and Abbreviations	260
13.2.1	The Supply Chain	261
13.2.2	REACH's Unique Language	262
13.2.3	QUIZ YOURSELF – REACH Terminology	267
13.3	CAS Numbers – Identifying Compounds, Reagents, and Chemicals	270
13.4	The Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS): Terminology	271
13.4.1	The Difference Between an MSDS and SDS	271
13.4.2	The 16 Sections of a Typical MSDS/SDS	273



13.4.3	Example of an MSDS and Its 16 Sections	274
13.4.4	QUIZ YOURSELF – The Sections of a Typical MSDS	279
13.5	Health Risks and Occupational Safety: Expressions for Use in the Lab	280
<b>14</b>	<b>Legal Language 101</b>	<b>283</b>
14.1	Introduction	283
14.2	Reviewing a Typical Contract, Which Concerns Two Parties	283
14.3	Preparing for the Visit of an English-speaking Technical Representative	293
14.4	Analyzing and Understanding a Warranty's Terms and Conditions ( <i>Geschäftsbedingungen</i> )	296
14.4.1	Reading Comprehension Based on an Actual Warranty	296
<b>15</b>	<b>Mathematics 101</b>	<b>299</b>
15.1	Basic Math Operations and Terminology	300
15.2	Numerals, Factors, and Words of Succession (Ranking or Order)	300
15.2.1	Numerals	301
15.2.2	Factor Numbers	301
15.2.3	Numbers of Succession	302
15.2.4	Fractions	302
15.2.5	Time and Frequency	303
15.2.6	Words of Succession (Rank or Order)	303
15.3	Geometry and Geometric Shapes	304
15.4	Velocity (Speed)	305
15.5	Density	306
15.5.1	Calculating Density	307
15.5.2	Calculating a Three-Dimensional Object's Volume	307
15.6	Exponents (Scientific Notation)	310
<b>16</b>	<b>Measurements</b>	<b>313</b>
16.1	The Metric System	313
16.1.1	Measuring Temperature – Comparing Celsius (°C) Versus Fahrenheit (°F) Temperatures	314
16.1.2	Measuring Sizes with the Metric System	315
16.1.3	QUIZ YOURSELF: Measuring Sizes with the Metric System	315
16.2	The Micro Versus Macro Worlds	316
16.2.1	The Microscope, an Instrument Used to Observe the "Micro-World"	316
16.2.2	The Telescope, an Instrument Used to Observe Our "Macro-World."	316

<b>17</b>	<b>Biology 101</b>	<b>317</b>
17.1	Biological Applications Used in Industry	317
17.2	The Cell, the Basic Unit of Life	318
17.3	Comparisons: Prokaryotes Versus Eukaryotes	318
17.3.1	What are Prokaryotes?	318
17.3.2	What are Eukaryotes?	319
17.3.3	Comparing Prokaryotic (Bacteria) vs. Eukaryotic Cells (Plant and Animal Cells)	321
17.3.4	Comparisons: Plant Versus Animal Cells	321
17.3.5	Prokaryotes and Eukaryotes	322
17.4	Hierarchy and Organization of Cells, Tissues, Organs, Systems, and the Organism	323
17.5	The Protists, Uni-cellular Organisms	324
17.5.1	Tissue, a Group of <i>Cells</i> Functioning Together Form a Tissue	324
17.5.2	Types of Human or Animal Tissues	325
17.5.3	Types of Connective Tissue	325
17.5.4	Ligaments and Tendons – Specialized Connective Tissue	326
17.5.5	Vascular Tissue (Blood, Lymph)	327
17.5.6	Muscle Tissue (Smooth, Cardiac, and Striated)	329
17.5.6.1	Muscle Tissue (Mammal)	329
17.5.7	Muscle Tissue	330
17.6	Organ, a Group of <i>Tissues</i> Functioning Together (Organ, Pronounced like, “Morgen”)	331
17.7	System, a Group of <i>Organs</i> Functioning Together	333
17.8	Organism, a Group of <i>Systems</i> Functioning Together	334
17.9	Comparing Vertebrates ( <i>Wirbeltiere</i> ) vs. Invertebrates ( <i>Wirbellose Tiere</i> )	334
17.9.1	Mammals	334
17.9.2	Birds	336
17.9.3	<i>Exothermic</i> (Cold-Blooded) Vertebrates	337
17.9.4	Reptiles and Amphibians, also Exothermic Vertebrates	338
17.9.5	Invertebrates, Animals Without Backbones	338
17.9.6	Arthropods	339
17.9.7	QUIZ YOURSELF: Vertebrates versus Invertebrates	340
17.10	Advanced Biology Terminology	341
<b>18</b>	<b>Sector Industry Terminology</b>	<b>343</b>
18.1	Cosmetics and Toiletries (C&T), Personal or Consumer Health Care, Household Cleaning Products	343
18.1.1	What is an Anti-Perspirant? Deodorant? Anti-Itch Cream or Anti-Acne Ointment?	344
18.1.2	Perspiration vs. Transpiration	345
18.1.3	A commonly asked question: How does a Cream differ from an Ointment?	346

- 18.1.4 Cosmetics and Toiletries (C&T), Personal or Consumer Health Care, Household Cleaning Products 347
- 18.2 Coating, Spraying, Tableting Technology 350
- 18.2.1 Defining the Meaning for Coating, Spraying, and Tableting 350
- 18.2.2 Coating, Spraying, and Tableting Terminology for Chemicals, Food, Cosmetics, Consumer or Personal Health Care, Pharmaceutical, and Medical Products 353
- 18.2.3 QUIZ YOURSELF: Storage and the Stocking of Chemicals 358
- 18.3 Flavor and Fragrance Terminology 359
- 18.4 Medical, Pharma, and Consumer Health: How Drugs and Medications are Administered to Humans 360

### **Answers 365**

- Chapter 1: English Grammar 101 365
- Chapter 2: English Grammar 102 365
- Chapter 3: Technical English Vocabulary 367
- Chapter 5: MBA 101 Business Communications Skills 367
- Chapter 6: MBA 102 Business Communications Skills 368
- Chapter 7: Science 101 369
- Chapter 8: Bio-Medicine 102 370
- Chapter 9: Chemistry 101 370
- Chapter 10: Biochemistry 102 373
- Chapter 11: Chemistry 103 374
- Chapter 12: Physics 101 374
- Chapter 13: Regulatory Affairs 101 374
- Chapter 14: Legal Language 101 376
- Chapter 15: Mathematics 101 376
- Chapter 16: Measurements 377
- Chapter 17: Biology 101 377

### **Sources of Educational Materials – Textbooks, Publications, and**

#### **Online Sources 379**

- Astronomy, Earth Science 379
- Biology 379
- Chemistry 380
- English Grammar, Business Communication Skills 380
- Regulatory and Legal 380
- Sector Industry or Trade Organizations 381
- Physics 381
- Mathematics 381
- Other Online Sources Used for This Book 382
- Industry Related Sources 383

