This is the second edition of the surgical counterpart to the Washington Manual of Medical Therapeutics, the bible of the medical intern. It has been designed to be a quick reference handbook for the care of the surgical patient. The details of pathophysiology are intentionally excluded leaving the content to focus on diagnosis and therapy algorithms for surgical disease. Each chapter is set up in an efficient and logical outline form with key points accented in boldface text to facilitate ease and speed of use. It is also spirally bound and sized to fit in the pocket of a white coat.

The book begins with several chapters covering the general care of the surgical patient including principles of nutrition, fluids and electrolytes, shock, and ICU care. Next are chapters broken down by organ systems and subspecialty care. Lastly there is a chapter on common bedside surgical procedures with helpful illustrations.

This book is written by residents for residents. Each chapter is authored by a member of the surgical house staff at Washington University assisted by an attending physician. A methodical approach to each system, however, is preserved throughout the book. All chapters have been revised since the first edition with the addition of a new chapter covering plastics and hand surgery.

Despite the limited space of a handbook, the authors have succeeded in creating a comprehensive yet succinct guide to the care of the surgical patient. It is an able counterpart to its medical companion and is recommended as an excellent resource for its intended audience of medical students and junior surgical house staff.

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BOOKS RECEIVED

The receipt of the books listed below is acknowledged. This listing is regarded as appropriate return for the courtesy of the sender. The books that are of particular interest will be reviewed and the review published as space permits.

**Endothelium, nitric oxide and atherosclerosis**
Julio Panza, Richard Cannon; Armonk; 1999; Futura; 320 pages; $75.00.

**Vascular disease: molecular biology and gene therapy protocols**
Andrew Baker; Totowa; 1999; Humana Press; 441 pages; $99.50.

**Management of acute stroke**
Ashfaq Shuaib, Larry Goldstein; New York; 1999; Marcel Dekker; 541 pages; $175.00.

**Medical management of liver disease**
Edward L. Krawitt; New York; 1999; Marcel Dekker; 634 pages; $185.00.
contains the actual message of the sender. It is divided into three parts. (a) Opening part - It is the introductory part of the letter. In this part, attention of the reader should be drawn to the previous correspondence, if any. The name of the writer should be typed immediately below the signature. The designation is given below the typed name. Where no letterhead is in use, the name of the company too could be included below the designation of the writer. For example, lists, invoices etc. are attached with the letter. These enclosures are listed one by one in serial numbers. For example: Encl: (i) The list of goods received. (ii) A cheque for Rs. One Thousand dtt. c. express hope that the sender of the inquiry is satisfied with the information provided; d. express your willingness to be of help in the future. Read the samples and note how to make an unfavourable reply to an inquiry: Letter 1. Thank you for sending me your book. It is of great help to me. Please give my best regards to your wife and son. Hoping to see you at the Congress in London. Yours sincerely 1. I wish to acknowledge the receipt of your letter of April 6 and express my gratitude for sending the reprints. Best wishes, Yours sincerely 1. The texts that contain laws are on the first floor of the library. Primary materials 2. Mary should look at a collection of example documents to see how to Word the contract correctly. Form books 3. Many law books mention information from primary materials. Cite 4. The best place to find an opinion on the case is in a book that summarizes cases. Digests 5. The firm’s legal sources of information are located in the room next to Mr. Wen’s office. Resources 4. Read and choose the correct words. 1. The paralegal can find the case annotations in the journals / legal encyclopedias. 2. It is Determining which of the following 4 risk response strategies you choose will depend on a variety of factors internal to your organization, but the chief measuring stick should be how the particular risk aligns with your risk appetite. (To learn more, check out my previous article on ERM governance, how to use risk appetite and tolerance to guide decisions, and 7 questions for understanding the fundamentals of risk appetite.) 4. If the risk is more than the identified risk appetite, you can reduce or mitigate the risk to bring it within acceptable limits. Keep in mind, a risk response strategy can change over time, which is why consistent monitoring of known and emerging risks is important to ensure you are taking the right route.