

ATENEO DE MANILA UNIVERSITY
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**Information
Resources
Guide**

BUSINESS COMMUNICATION



2013 - 2018

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Other Related Terms:

Business English
Business writing
Commercial correspondence
Communication in management
Communication in organization

A. BOOKS (Located at the General Collection Shelves near the Circulation Section)

1. Lehman, Carol M. **(2018)**. BCOM9: business communication. 9th ed. Boston, Mass.: Cengage Learning. HF 5721 L34 2018
2. Lindemann, Kurt. **(2018)**. Composing research, communicating results: writing the communication research paper. Hoboken, N.J.: Wiley. PE 1478 L47
3. Pasquier, Martial. **(2018)**. Marketing management and communications in the public sector. 2nd ed. London: Routledge
4. Thill, John V. **(2018)**. Excellence in business communication. 12th ed. Boston, Mass.: Pearson. HF 5718.2 U6T45 2018
5. Clampitt, Phillip G. **(2017)**. Communicating for managerial effectiveness: challenges, strategies, solutions. 6th ed. Los Angeles: SAGE. HD 30.3 C52 2017
6. Cornelissen, Joep. **(2017)**. Corporate communication: a guide to theory and practice. 5th ed. Los Angeles: SAGE. HD 30.3 C66 2017
7. Cowan, David. **(2017)**. Strategic internal communication: how to build employee engagement and performance. 2nd ed. London: Kogan Page. HD 30.3 C69 2017
8. Croucher, Stephen. **(2017)**. Global perspectives on intercultural communication. New York: Routledge. P 95.54 C76
9. Grable, John E **(2017)**. Communication essentials for financial planners: strategies and techniques. Hoboken, New Jersey: Wiley. HG 179.5 G69
10. Hellman, Paul. **(2017)**. You've got 00: 00: 08 seconds: communication secrets for a distracted world. New York, NY: AMACOM. HD 30.3 H43
11. Lublin, Jill. **(2017)**. The profit of kindness: how to influence others, establish trust, and build lasting business relationships. Wayne, N.J.: Career Press. HF 5415.5 L825

12. McGee, Paul. **(2017)**. How to speak so people really listen: the straight-talking guide to communicating with influence and impact. Chichester, West Sussex: Capstone. HF 5718.22 M334
13. Mollet, Amy. **(2017)**. Communicating your research with social media: a practical guide to using blogs, podcasts, data visualisations and video. Los Angeles, CA: SAGE. HM 742 M65
14. Murphy, Mark. **(2017)**. Truth at work: the science of delivering tough messages. New York: McGraw-Hill. HD 30.3 M87
15. Negotiating boundaries at work: talking and transitions. **(2017)**. Edinburgh: Edinburgh University Press. HD 30.3 N37
16. Newman, Amy. **(2017)**. Business communication: in person, in print, online. 10th ed. Boston, Mass.: Cengage Learning. HD 30.3 O26 2017
17. Smith, Paul. **(2017)**. Sell with a story: how to capture attention, build trust and close the sale. New York: McGraw-Hill. HF 5438.25 S64
18. St. John, Burton III. **(2017)**. Crisis communication crisis management: an ethical approach. Los Angeles: SAGE. HD 49.3 S72
19. Sullivan, Jay. **(2017)**. Simply said: communicating better at work and beyond. Hoboken, N.J.: Wiley. HF 5718 S85
20. Argenti, Paul A. **(2016)**. Corporate communication. 7th ed. New York: McGraw-Hill Irwin. HD 30.3 A73 2016
21. Berinato, Scott. **(2016)**. Good charts: the HBR guide to making smarter, more persuasive data visualizations. Boston Mass.: Harvard Business Review Press. HF 5718.22 B47
22. Cardon, Peter W. **(2016)**. Business communication: developing leaders for a networked world. New York: McGraw-Hill. HF 5718 C26 2016
23. Canavor, Natalie. **(2016)**. Business writing today: a practical guide. Second edition. Los Angeles: Sage Publications. HF 5718.3 C36 2016
24. Dodd, Michael. **(2016)**. Great answers to tough questions at work. Chichester, West Sussex: Capstone. HF 5718 D636
25. Duarte, Nancy. **(2016)**. Illuminate: ignite change through speeches, stories, ceremonies, and symbols. New York, N.Y.: Penguin. HD 58.8 D82
26. Dwyer, Judith. **(2016)**. Business communication handbook. 10th ed. Australia: Cengage Learning. HF 5718 D88 2016

27. Egnal, Bart. **(2016)**. Leading through language: choosing words that influence and inspire. Hoboken: N.J.: Wiley. HF 5718 E36
28. Figliuolo, Mike. **(2016)**. The elegant pitch: create a compelling recommendation, build broad support, and get it approved. Pompton Plains, N.J.: Career. HD 30.3 F53
29. Gallo, Carmine. **(2016)**. The storyteller's secret: from TED speakers to business legends, why some ideas catch on and others don't. New York: St. Martin's Press. HF 5718 G35
30. Garbis, Kerri. **(2016)**. Presentation skills for managers. 2nd ed. New York: McGraw-Hill. HF 5718.22 G37 2016
31. Hill, Darren. **(2016)**. Dealing with the tough stuff: how to achieve results from key conversations. Australia: Wiley. HD 30.3 H55
32. Hynes, Geraldine E. **(2016)**. Managerial communication: strategies and applications. 6th ed. Los Angeles: SAGE. HD 30.3 H95 2016
33. Jandt, Fred Edmund. **(2016)**. An introduction to intercultural communication: identities in a global community. 8th ed. Thousand Oaks, California: SAGE. GN 345 J43 2016
34. Jones, Pam. **(2016)**. How to coach your team: release team potential and hit peak performance. Harlow, England: Pearson. HF 5549.5 C53J66
35. Lehman, Carol M., Debbie Daniel DuFrene. **(2016)**. BCOM7. [2016 ed. 7th ed.]. Boston, Mass.: Cengage Learning. HF 5721 L34 2016
36. Murrell, Thomas A.C., Debbie Allen, John Stanley. **(2016)**. Insider secrets of international speaking: how to deliver a powerful presentation in any market, build an international brand, and impact the world with your message. Singapore: McGraw-Hill. PN 4129.15 M87
37. Perlitz, Lee. **(2016)**. Professional business skills. 3rd ed. Australia: Cengage Learning. HD 31 P47 2016
38. Robins, Kikanza Nuri. **(2016)**. Fish out of water: mentoring, managing and self-monitoring people who don't fit in. Thousand Oaks, CA: Corwin. HM 793 R63
39. Talbot, Fiona. **(2016)**. How to write effective business English: excel at e-mail, social media and all your professional communications. 2nd ed. London: Kogan Page. PE 1479 B87T35 2016
40. Beckham, Jacob. **(2015)**. Business communication skills. New York: Arcler

Press. HF 5718 B42

41. Coombs, W. Timothy. **(2015)**. Ongoing crisis communication: planning, managing, and responding. 4th ed. Los Angeles: SAGE Publications. HD 49 C66 2015
42. DeThomas, Arthur R., Stephanie A. Derammelaere and Steven Fox. **(2015)**. Writing a convincing business plan. Fourth edition. Hauppauge, New York: Barron's. HD 30.28 D47 2015
43. Doorley, John, Helio Fred Garcia. **(2015)**. Reputation management: the key to successful public relations and corporate communication. Third edition. New York: Routledge. HD 59 D66
44. Faulkner, Michael Lawrence. **(2015)**. A novice's guide to speaking in public: 10 steps to help you succeed in your next presentation... without years of training!. Indianapolis, IN: Pearson. PN 4129.15 F39
45. Garten, Frank. **(2015)**. The international manager: a guide for communicating, cooperating, and negotiating with worldwide colleagues. Boca Raton: CRC Press, Taylor Francis Group. HD 62.4 G373
46. Gregory, Jane Brodie and Paul E. Levy. **(2015)**. Using feedback in organizational consulting. Washington, D.C: American Psychological Association. BF 319.5 F4G74
47. Hartley, Peter and Peter Chatterton. **(2015)**. Business communication: rethinking your professional practice for the post-digital age. 2nd Edition. New York: Routledge. HF 5718 H2915 2015
48. Hasson, Gill. **(2015)**. How to deal with difficult people: smart tactics for overcoming the problem people in your life. Hoboken, New Jersey: John Wiley and Sons, Inc. BF 637 I48H38
49. Holmes, Janet and Maria Stubbe. **(2015)**. Power and politeness in the workplace. Oxon ;New York, NY: Routledge. HD 30.3 H653
50. Johnson-Sheehan, Richard. **(2015)**. Technical communication strategies for today. 2nd ed. Boston: Pearson. T 10.5 J64 2015
51. Kogon, Kory, Breck England, and Julie Schmidt. **(2015)**. Presentation advantage: how to inform and persuade any audience. Dallas, Texas: BenBella Books. HF 5718.22 K64
52. Livermore, David. **(2015)**. Leading with cultural intelligence: the real secret to success. Second edition. New York: American Management Association. HD

57.7 L58 2015

53. Locker, Kitty O., Donna S. Kienzler. **(2015)**. Business and administrative communication. 11th ed. New York: McGraw-Hill/Irwin. HF 5718 L63 2015
54. Markova, Dawna, Angie McArthur. **(2015)**. Collaborative intelligence: thinking with people who think differently. New York: Spiegel Grau. HF 5718 M37
55. Newman, Amy, Scot Ober. **(2015)**. Business communication: in person, in print, online. 9th ed. Australia: Cengage Learning. HD 30.3 O26 2015
56. Ulmer, Robert R., Timothy L. Sellnow, Matthew W. Seeger. **(2015)**. Effective crisis communication: moving from crisis to opportunity. 3rd ed. Los Angeles: SAGE. HD 49 U44 2015
57. Van Belleghem, Steven. **(2015)**. When digital becomes human: the transformation of customer relationships. London ;Philadelphia: Kogan Page. HF 5415.5 V34
58. Van Gorder, Chris. **(2015)**. The front-line leader: building a high-performance organization from the ground up. San Francisco: Jossey-Bass, A Wiley Brand. HD 57.7 V35
59. Walker, Robyn C. **(2015)**. Strategic management communication for leaders. 3rd ed. Australia: Cengage Learning. HF 5718 W337 2015
60. Art of Conversation: Change Your Life with Confident Communication. **(2014)**. Chichester, UK: Capstone. E-Book/GALE Online Database
61. Barrett, Deborah J. **(2014)**. Leadership communication. 4th ed. New York: McGraw-Hill. HD 30.3 B387 2014
62. Bovee, Courtland L., John V. Thill. **(2014)**. Business communication essentials. 6th ed. Boston: Pearson. HF 5718 B659 2014
63. Cardon, Peter W. **(2014)**. Business communication: developing leaders for a networked world. New York: McGraw-Hill Irwin. HF 5718 C26
64. Coombs, W. Timothy. **(2014)**. Applied crisis communication and crisis management: cases and exercises. Thousand Oaks, CA: SAGE Publications, Inc. HD 49 C662
65. Cornelissen, Joep. **(2014)**. Corporate communication: a guide to theory and practice. 4th ed. Los Angeles: Sage. HD 30.3 C66 2014
66. Cramer, Kathryn D. **(2014)**. Lead positive: what highly effective leaders see, say, and do. San Francisco: Jossey-Bass Pfeiffer Imprints, Wiley. HD 57.7 C695

67. Foote, Cameron S. **(2014)**. The business side of creativity: the comprehensive guide to starting and running a small graphic design or communications business. Fourth Updated ed. New York: W.W. Norton Company, Inc. NC 998.5 A1F66 2014
68. Glaser, Judith E. **(2014)**. Conversational intelligence: how great leaders build trust get extraordinary results. Brookline, MA: Bibliomotion. HD 30.3 G57
69. Glass, Russell, Sean Callahan. **(2014)**. The big data-driven business: how to use big data to win customers, beat competitors, and boost profits. Hoboken: Wiley. HF 5415.1265 G53
70. Guffey, Mary Ellen, Carolyn M. Seefer. **(2014)**. Business English. 11th ed. Australia: South-Western. PE 1115 G83 2014
71. Haddow, George D., Jane A. Bullock, Damon P. Coppola. **(2014)**. Introduction to emergency management. 5th ed. Waltham, MA: Butterworth-Heinemann, an imprint of Elsevier. HV 551.2 H3
72. Haddow, George D., Kim S. Haddow. **(2014)**. Disaster communications in a changing media world. Amsterdam: Butterworth-Heinemann, an imprint of Elsevier. HV 551.2 H25
73. Hamilton, Cheryl. **(2014)**. Communicating for result: a guide for business and the professions. 10th ed. Australia: Wadsworth. HD 30.3 H35 2014
74. Handley, Ann. **(2014)**. Everybody writes: your go-to guide to creating ridiculously good content. Hoboken, New Jersey: Wiley. HF 5415.1265 H357
75. Hechanova, Ma. Regina M., Mendiola Teng-Calleja, Vanessa C. Villaluz, editors. **(2014)**. Understanding the Filipino worker and organization. Quezon City: ADMU Press. HD 58.7 U534
76. Kasian-Lew, Dionne. **(2014)**. Social executive: how to master social media and why it's good for business. Australia: Wiley. HD 30.3 K38
77. Lee, Margaret R. **(2014)**. Leading virtual project teams: adapting leadership theories and communications techniques to 21st century organizations. Boca Raton: Auerbach Publications. HD 69 P75 L44
78. Locker, Kitty O. **(2014)**. Business communication: building critical skills. 6th ed. New York: McGraw-Hill. HF 5718 L633 2014
79. Murray, Charles. **(2014)**. Curmudgeon's guide to getting ahead: dos and don'ts of right behavior, tough thinking, clear writing, and living a good life. New York: Crown Business. HF 5381 M84

80. Newson, Doug, Jim Haynes. **(2014)**. Public relations writing: form and style. 10th ed. Australia: Wadsworth/Cengage. HM 1221 N47 2014
81. Palmer, Alan. **(2014)**. Talk lean: shorter meetings, quicker results, better relations. Hoboken: Wiley. HF 5718 P34
82. Putnam, Linda L., Dennis K. Mumby, editors. **(2014)**. Sage handbook of organizational communication: advances in theory, research, and methods. 3rd ed. Los Angeles: SAGE. HD 30.3 H3573 2014
83. Quintanilla, Kelly M., Shawn T. Wahl. **(2014)**. Business and professional communication: keys for workplace excellence. 2nd ed. Los Angeles: SAGE. HF 5718 Q56 2014
84. Rentz, Kathryn. **(2014)**. Lesikar's business communication: connecting in a digital world. 13th ed. New York, NY: McGraw-Hill/Irwin. HF 5721 L37 2014
85. Schaefer, Mark W. **(2014)**. The Tao of Twitter: changing your life and business 140 characters at a time. Revised and expanded new edition. New York: McGraw-Hill Education. HF 5415.1265 S32 2014
86. Singh, S.D. **(2014)**. Communication management. New Delhi: Anmol Pub. HD 30.3 S554
87. Shwom, Barbara, Lisa Gueldenzoph Snyder. **(2014)**. Business communication: polishing your professional presence. 2nd ed. Boston, Mass.: Pearson. HF 5718 S52 2014
88. Walz, Jim. **(2014)**. SPeak performance: using the power of metaphors to communicate vision, motivate people, and lead your organization to success. New York: Business Expert Press. HF 5718 W34
89. Adler, Ronald B. **(2013)**. Communicating at work: principles and practices for business and the professions. 11th ed. New York: McGraw-Hill. HF 5718 A33 2013
90. Archee, Raymond. **(2013)**. Communicating as professionals. Australia: Cengage Learning. HD 30.3 C628 2013
91. Case studies in organizational communication: ethical perspectives and practices. **(2013)**. Edited by Steve May. 2nd ed. Los Angeles: SAGE Publications. HD 30.3 C37 2013
92. Ferraro, Gary P. **(2013)**. Cultural dimension of global business. 7th ed. Boston: Pearson. HD 2755.5 F48 2013
93. Gamble, Teri Kwal. **(2013)**. Leading with communication: a practical approach

to leadership communication. Thousand Oaks, Calif.: SAGE Publications. HD 57.7 G35

94. Guffey, Mary Ellen. **(2013)**. Essentials of business communication. 9th ed. Mason, OH: South-Western Cengage Learning. HF 5718.3 G84 2013
95. Gurak, Laura J., John M. Lannon. **(2013)**. Strategies for technical communication in the workplace. Boston: Pearson. HF 5718 G87 2013
96. Kuiper, Shirley. **(2013)**. Contemporary business reports. Mason, OH: South-Western, Cengage Learning. 5th ed. HF 5719 K84 2013
97. Lehman, Carol M. **(2013)**. BCOM3. Australia: South-Western. HF 5721 L34 2013
98. Locker, Kitty O., Donna S. Kienzler. **(2013)**. Business and administrative communication. 10th ed. New York: McGraw-Hill/Irwin. HF 5718 L63 2013
99. Managing corporate communication: a cross-cultural approach /edited by Rossella Gambetti and Stephen Quigley. **(2013)**. Houndmills: Palgrave Macmillan. HD 30.3 M3624
100. Maxey, Cyndi. **(2013)**. Fearless facilitation: the ultimate field guide to engaging (and involving!) your audience. San Francisco, CA: Pfeiffer. HF 5718.22 M32
101. Ober, Scot, Amy Newman. **(2013)**. Communicating in business. 8th ed. Australia: South-Western/Cengage Learning. HD 30.3 O26 2013

B. NON-PRINT (CD's, DVD's, VHS) (Located at the Information Commons Section)

1. Powell, Mark. **(2011)**. Presenting in English: how to give successful presentations. Andover, UK: Heinle. 2 Audio CD's. HF 5718.22 P69 2011
2. Schofield, James. **(2011)**. Workplace English. London: Harper Collins Pub. 1 CD-ROM (4 ¼ in.). PE 1128 S36
3. Effective communication in business [videorecording]. **(2010)**. [Australia: VEA,c2010]. 1 DVD-ROM. DVD 193 c.2 c.3
4. Universal rules for a successful interview. **(2010)**. Australia: VEA Australia/ New Zealand Pty. 1 CD-ROM (4 ¼ in.). DVD 211
5. Belch, George F. **(2009)**. Advertising and promotion [videorecording]. 8th ed. [Boston]: McGraw-Hill. 3 videodiscs. DVD 150

6. Breakthrough listening: essential skills for improving communication and cooperation in your workplace [videorecording]. 1 videodisc (20 mins.). DVD 080
7. Communicating with tact, candor and credibility [videorecording]. **(2008)**. [Chicago, IL]: Learning Seed. [Chicago, IL]: Learning Seed. DVD 157
8. Widener, Chris. **(2008)**. The art of influence will make you think twice about everything you've ever learned about influence. As Chris Widener's inspiring story reveals its not something you "do" to other people.... New York: Random House Inc. 2 CD-ROMs. CD 062
9. Conflict management [videorecording]. **(2007)**. Australia: Video Education Australasia. 1 DVD ROM (27 mins.). DVD 161
10. Customer service [videorecording]. **(2007)**. Australia: Video Education Australasia. 1 DVD ROM (26 mins.). DVD 159
11. Writing in the workplace [videorecording]. **(2007)**. Australia: Video Education Australasia. 1 DVD ROM (23 mins.). DVD 158
12. Conflict management. **(2006)**. Australia: VEA Australia/New Zealand Pty. 1 CD-ROM (4 ¾ in.). DVD 212
13. Customer service. **(2006)**. Australia: VEA Australia/New Zealand Pty. 1 CD-ROM (4 ¾ in.). DVD 219
14. Communicating for success. **(2006)**. 3rd ed. Mason, OH: Thomson/South-Western. HF 5718 H93 2006
15. Nature of workplace communication. **(2006)**. Australia: VEA Australia/New Zealand Pty. 1 CD-ROM (4 ¾ in.). DVD 218
16. Negotiation in the workplace. **(2006)**. Australia: VEA Australia/New Zealand Pty. 1 CD-ROM (4 ¾ in.). DVD 216
17. Writing in the workplace. **(2006)**. Australia: VEA Australia/New Zealand Pty. 1 CD-ROM (4 ¾ in.). DVD 217
18. How to say it [videorecording]. Mill Valley, CA: Kantola Productions,c[200-]. 1 DVD ROM (18 mins.) DVD 134
19. The power of persuasion [videorecording]. Mill Valley, CA: Kantola Productions. 1 videodisc (55 min. DVD 178

C. E-JOURNALS at EBSCOHOST ONLINE DATABASE

1. [Communication Briefings](#)

Bibliographic Records: 05/01/2009 To Present

Full Text: 05/01/2009 To Present

Publisher Information: Business Management Daily (a division of Capitol Information Group)

Description: Provides information on how to improve employees' communication skills.

2. [International Journal Of Business Communication](#)

Bibliographic Records: 09/01/1963 To Present

Full Text: 09/01/1963 To Present

Publisher Information: Association for Business Communication

3. [Harvard Business Review](#)

Bibliographic Records: 10/01/1922 To Present

Full Text: 10/01/1922 To Present

Publisher Information: Harvard Business School Publication Corp.

Description: Written for upper level management. Presents analysis of management problems and helpful commentary on advanced thinking and practice in all fields of management and administration.

4. [Journal Of Business Communication](#)

Bibliographic Records: 09/01/1963 To Present

Full Text: 09/01/1963 To Present

Publisher Information: Association for Business Communication

Description: Articles of original research that develops or advances business, managerial or organizational communication theory or knowledge and all conceptual models and descriptive studies that make an important contribution to business communication theory.

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