**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)


10. Arnett, Ronald C. *(2017)*. Corporate communication crisis leadership: advocacy and ethics. Corporate communication crisis leadership: advocacy and ethics. HD 30.3 A75


30. Dodd, Michael. (2016). Great answers to tough questions at work. Chichester, West Sussex: Capstone. HF 5718 D636


35. 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


50. 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


66. Art of Conversation: Change Your Life with Confident Communication.


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


6. Breakthrough listening: essential skills for improving communication and cooperation in your workplace [videorecording]. 1 videodisc (20 mins.). DVD 080


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


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

http://search.ebscohost.com

1. Bulletin Of The Association For Business Communication
   Bibliographic Records: 03/01/1993 To Present
   Full Text: 03/01/1993 To Present

2. Business Communication Quarterly
   Bibliographic Records: 03/01/1993 To Present
   Full Text: 03/01/1993 To Present

3. Business & Professional Communication Quarterly
   Bibliographic Records: 03/01/1993 To Present
   Full Text: 03/01/1993 To Present

4. Communication Briefings
   Bibliographic Records: 05/01/2009 To Present
   Full Text: 05/01/2009 To Present

5. Global Business Languages
   Bibliographic Records: 01/01/2009 To Present
   Full Text: 01/01/2009 To Present

7. **Journal Of Business Communication**
   Bibliographic Records: 09/01/1963 To Present
   Full Text: 09/01/1963 To Present

8. **Journal Of Business & Technical Communication**
   Bibliographic Records: 01/01/1998 To Present
   Full Text: 01/01/1987 To Present