

# Communication

Subject List (select bibliography)

---

**Subject keywords** : Interpersonal communications, business communications, interpersonal relations and business writing

**Year Covered** : 2007 – 2009

**Resources** : Books, Audio Visuals & Journals

**Citation Style** : APA (American Psychological Association)

---

## BOOKS

1. Adams, K. L., & Galanes, G. J. (2009). *Communicating in groups: applications and skills* (7th ed.). New York: McGraw-Hill.
2. Adler, R. B., & Elmhorst, J. M. (2008). *Communicating at work: principles and practices for business and the professions* (9th ed.). Boston, MA: McGraw Hill.
3. Adler, R. B., Rosenfeld, L. B., & Proctor, R. F. (2007). *Interplay: the process of interpersonal communication* (10th ed.). New York: Oxford University Press.
4. Bailey, E. P. (2008). *Writing & speaking at work: a practical guide for business communication* (4th ed.). Upper Saddle River, NJ: Pearson/Prentice Hall.
5. Balanko-Dickson, G. (2007). *Tips and traps for writing an effective business plan*. New York: McGraw-Hill.
6. Barrow, C., & Barrow, P. (2008). *The business plan workbook: the definitive guide to researching, writing up and presenting a winning plan* (6th ed.). London: Kogan Page.
7. Beebe, S. A., Beebe, S. J., & Redmond, M. V. (2008). *Interpersonal communication: relating to others*. (5th ed.). Boston, MA: Pearson Allyn and Bacon.
8. Benjamin, S. (2007). *Quick & painless business writing: an essential guide to clear and powerful communication*. Franklin Lakes, NJ: Career Press.
9. Benjamin, S. (2008). *Perfect phrases for dealing with difficult people: hundreds of ready-to-use phrases for handling conflict, confrontations, and challenging personalities*. New York: McGraw-Hill.

10. Berg, K. K. E. (2008). *Loud & clear: 5 steps to say what you mean and get what you want*. Franklin Lakes, NJ: Career Press.
11. Blackwell, E. (2008). *How to prepare a business plan* (5th ed.). London: Kogan Page.
12. Bly, R. W., & Kelly, R. A. (2009). *The encyclopedia of business letters, faxes, and e-mail: features hundreds of model letters, faxes, and e-mail to give your business writing the attention it deserves*. Franklin Lakes, NJ: Career Press.
13. Bolton, R., & Bolton, D. G. (2009). *People styles at work-- and beyond: making bad relationships good and good relationships better*. New York: AMACOM.
14. Borg, J. (2008). *Body language: 7 easy lessons to master the silent language*. Harlow, England: Pearson Prentice Hall Life.
15. Bovee, C. L., & Thill, J. V. (2009). *Business communication essentials* (4th ed.). Upper Saddle River, NJ: Pearson Education.
16. Bowden, J. (2008). *Writing a report: how to prepare, write and present really effective reports* (8th ed.). Oxford: How To Books.
17. Brown, L. (2007). *Resume writing made easy: a practical guide to resume preparation and job search* (8th ed.). Upper Saddle River, NJ: Pearson/Prentice Hall.
18. Callis, S. (2008). *Business writing: a guide to doing it well*. Gloucestershire: Management Books 2000.
19. Camp, L. (2007). *Can I change your mind?: the craft and art of persuasive writing*. London: A & C Black.
20. Chaney, L. H., & Martin, J. S. (2007). *The essential guide to business etiquette*. Westport, CT: Praeger.
21. Collins, S. D., & O'Rourke, J. S. (2009). *Managing conflict and workplace relationships* (2nd ed.). Mason, OH: South-Western Cengage Learning.
22. Culbert, S. A. (2008). *Beyond bullsh\*t: straight-talk at work*. Stanford, CA: Stanford Business Books.
23. Dale Carnegie Training. (2009). *The 5 essential people skills: how to assert yourself, listen to others, and resolve conflicts*. London: Simon & Schuster.
24. De Janasz, S. C., Dowd, K. O., & Schneider, B. Z. (2009). *Interpersonal skills in organizations* (3rd ed.). Boston, MA: McGraw-Hill Higher Education.

25. DeThomas, A., & Derammelaere, S. A. (2008). *Writing a convincing business plan*. Hauppauge, NY: Barron's.
26. DeVito, J. A. (2007). *The interpersonal communication book* (11th ed.). Boston, MA: Pearson/Allyn and Bacon.
27. DiSanza, J. R., & Legge, N. J. (2009). *Business and professional communication: plans, processes and performance* (4th ed.). Boston, MA: Pearson/Allyn and Bacon.
28. Dittmer, R. E., & McFarland, S. (2009). *151 quick ideas to improve your people skills*. Franklin Lakes, NJ: Career Press.
29. D'Souza, S. (2008). *Brilliant networking: what the best networkers know, do and say*. Harlow, England: Pearson/Prentice Hall.
30. Ettinger, B., & Perfetto, E. (2008). *Business English: writing in the workplace* (4<sup>th</sup> ed.). Upper Saddle River, NJ: Pearson Prentice Hall.
31. Ford, J., & Ford, L. (2009). *The four conversations: daily communication that gets results*. San Francisco, CA: Berrett-Koehler.
32. Forsyth, P. (2007). *The gentle art of getting your own way: proven ways to help you get agreement at work and at home*. London; NY: Foulsham.
33. Forsyth, P. (2009). *Effective business writing*. London: Kogan Page.
34. Foster, J. (2007). *How to get ideas* (2nd ed.). San Francisco, CA: Berrett-Koehler.
35. Foster, J. (2008). *Effective writing skills for public relations* (4th ed.). London: Kogan Page.
36. Gabor, D. (2009). *Turn small talk into big deals: using 4 key conversation styles to customize your networking approach, build relationships, and win more clients*. New York: McGraw Hill.
37. Goldwich, D. (2007). *Why did the chicken cross the road?: lessons in effective communication*. [Singapore]: David Goldwich.
38. Graham, D., & Graham, J. (2009). *Can do writing: the proven ten-step system for fast and effective business writing*. Hoboken, NJ: Wiley.
39. Guffey, M. E. (2008). *Business communication: process & product* (6th ed.). Mason, OH: South-Western.
40. Guffey, M. E., & Almonte, R. (2008). *The practice of business communication*. Toronto: Thomson Nelson.

41. Guffey, M. E., & Loewy, D. (2010). *Essentials of business communication*. Mason, OH: South-Western.
42. Hanna, S. L. Suggett, R., & Radtke, D. (2008). *Person to person: positive relationships don't just happen* (5th ed.). Upper Saddle River, NJ: Pearson/Prentice Hall.
43. Harty, K. J. (2008). *Strategies for business and technical writing* (6th ed.). New York: Pearson Longman.
44. Harvard Business Press. (2008). *Managing difficult interactions: expert solutions to everyday challenges*. Boston, MA: Author.
45. Hirst, D. (2007). *Hirst on business writing: the evolution of writing with style & impact*. Petaling Jaya, Malaysia: Advantage Quest.
46. Hodgson, S. (2008). *Brilliant answers to tough interview questions: smart answers to whatever they can throw at you* (3rd ed.). Harlow, Essex: Pearson Prentice Hall.
47. Johnson, D. W. (2009). *Reaching out: interpersonal effectiveness and self-actualization*. (10th ed.). Upper Saddle River, NJ: Pearson Education.
48. Johnson-Sheehan, R. (2008). *Writing proposals* (2nd ed.). New York: Pearson/Longman.
49. Lehman, C. M., & DuFrene, D. D. (2008). *Business communication* (15th ed.). Mason, OH: Thomson/South-Western.
50. Lewis, H. (2009). *Bids, tenders & proposals: winning business through best practice* (3<sup>rd</sup> ed.). London: Kogan Page.
51. Li, K. C. (2009). *Effective business communication in English: a practical approach* (2<sup>nd</sup> ed.). Singapore: Prentice Hall.
52. Meyer, V., Sebranek, P., & Van Rys, J. (2008). *Business and sales correspondence: trait-based strategies that improve writing and save time*. Burlington, WI: UpWrite Press.
53. Murray, J. W. (2008). *The complete guide to writing effective and award winning business proposals: step-by-step instructions*. Ocala, FL: Atlantic.
54. Newsom, D., & Haynes, J. (2008). *Public relations writing: form & style* (8th ed.). Belmont, CA: Thomson/Wadsworth.

55. Nichols, M. P. (2009). *The lost art of listening: how learning to listen can improve relationships* (2nd ed.). New York: Guilford Press.
56. Papadopoulos, L. (2009). *What men say, what women hear*. London: Arrow Books.
57. Parrott, R. (2009). *Talking about health: why communication matters*. Chichester, West Sussex. Wiley-Blackwekk.
58. Perkins, P. S. (2008). *The art and science of communication: tools for effective communication in the workplace*. Hoboken, NJ: Wiley.
59. Record, M. (2009). *Writing a winning business plan* (5th ed.). Oxford: How To Books.
60. Robbins, S. P., & Hunsaker, P. L. (2009). *Training in interpersonal skills: tips for managing people at work* (5th ed.). Upper Saddle River, NJ: Pearson Education.
61. Sant, T. (2008). *The language of success: business writing that informs, persuades, and gets results*. New York: AMACOM.
62. Stewart, J. R. (Ed.). (2009). *Bridges not walls: a book about interpersonal communication* (10th ed.). Boston, MA: McGraw-Hill Higher Education.
63. Talbot, F. (2009). *How to write effective business English: the essential toolkit for composing powerful letters, e-mails and more, for today's business needs*. London: Kogan Page.
64. Talbot, F. (2009). *Make an impact with your written English: how to use word power to impress in presentations, reports, PR and meetings*. London: Kogan Page.
65. Taylor, N. (2009). *Brilliant business writing: how to inspire, engage and persuade through words*. England: Pearson Prentice Hall.
66. Taylor, S. (2009). *E-mail etiquette: a fresh look at dealing effectively with e-mail, developing great style, and writing clear, concise messages*. Singapore: Marshall Cavendish Business.
67. Taylor, S., & Lester, A. J. (2009). *Communication: your key to success*. Singapore: Marshall Cavendish Business.

68. Tedeschi, J. T., Schlenker, B. R., & Bonoma, T. V. (2009). *Conflict, power, and games: the experimental study of interpersonal relations*. New Brunswick, NJ: AldineTransaction.
69. Tissington, P., Hasel, M., & Matthiesen, J. (2009). *How to write successful business and management essays*. Los Angeles: Sage.
70. Vickers, A., Bavister, S., & Smith, J. (2009). *Personal impact: what it takes to make a difference*. New York: Pearson Prentice Hall Life.
71. Weeks, H. (2008). *Failure to communicate: how conversations go wrong and what you can do to right them*. Boston, MA: Harvard Business Press.
72. Wildes, V. J., & Nyheim, P. D. (2009). *Business writing for hospitality*. Upper Saddle River, NJ: Pearson/Prentice Hall.
73. Young, D. J. (2008). *Business English: writing for the global workplace*. New York, NY: McGraw-Hill.

## AUDIO-VISUAL Materials

---

1. Armstrong, T. (Producer). *Listening under pressure: the customer service challenge*. (Motion Picture). Mill Valley, CA: Kantola Productions.
2. Fisher, R., & Fisher, R. M. (Writers), Fisher, R. (Producer). Napoli, J. (Director). (2007). *Working with you is killing me: freeing yourself from emotional traps at work*. [Motion Picture]. Carlsbad, CA: CRM Learning.
3. Heck, J. (Writer/Producer). (2008). *Soft skills in the workplace*. [Motion Picture]. [St. Paul, MN]: JIST Works.
4. Joffe, E., & Baer, J. (Executive Producers). Morrison, M. (Director). (2008). *Listening*. [Motion Picture]. New York, NY: Insight Media.

Any questions? [AskLib@tp.edu.sg](mailto:AskLib@tp.edu.sg)

Reference & Information Services

Temasek Polytechnic Library

Dec 2009