



Chandler-Gilbert Community College
Library

Introduction to Communication – COM100



The books which are listed below are a selection of those books available on the subject of public speaking. These books are all located in the CGCC Library.

Bligh, Donald
What's the point in discussion?
LC6519 .B54 2000

Blumstein, Rachel
Everything you need to know about public speaking
PN4121 .B5275 2000

Garner, Alan
Con conversationally speaking: tested new ways to test your personal and social effectiveness
P95.45 .G3 1997

Gitlin, Todd
Media unlimited: how the torrent of images and sounds overwhelms our lives
P90 .G4778 2001

Griffin, Jack
How to say it at work: putting yourself across with power words, phrases, body language, and communication secrets
HF5718 .G748 1998

Horton, William
Illustrating computer documentation: the art of presenting information graphically on paper and online
T385 .H695 1991

Humes, James C.
Classic podium humor: using wit and humor in every speech you make
PN4193.I5 H79 2002

Johannesen, Richard L.
Contemporary American Speeches: a sourcebook of speech forms and principles
PS668 .C6 1992

Madonik, Barbara,
I hear what you say, but what are you telling me? : the strategic use of nonverbal communication in mediation
BF637.N66 M34 2001

Mooney, William
The storyteller's guide: storytellers share advice for the classroom, boardroom, showroom, podium, pulpit and center stage
PN4061 .M66 1996

Bibliography

Snyder, Elayne and Jane Field
Speak for yourself—with confidence
PN4121 .S56 1986

Tracey, Karen
Everyday talk: building and reflecting identities
P95 .T7 2002

Wilder, Lilyan
7 steps to fearless speaking
PN4121 .W3865 1999

Wurman, Richard Saul
Information-anxiety is produced by the ever widening gap between what we understand and what we think we should understand
P90 .W8 1989

Online Sources

Multicultural Communication: Back to the basics, by Ronda J. Stanton, in .pdf format
<http://www.stc.org/confproceed/2002/PDFs/STC49-00053.pdf>

Organization Development and Learning – Tips and Tools – from Florida International University – includes Effective Listening, Problems Solving and much more.
http://www.fiu.edu/personnel/odl/odl_tips.htm

Small Group Communication – Allyn & Bacon – Why people join groups?, Types of groups, Group Development, etc.
<http://www.abacon.com/commstudies/groups/group.html>

Small Group Communication – McGraw-Hill website designed for both students and instructors.
<http://www.mhhe.com/socscience/comm/group/>

WordIQ.com – Encyclopedia –Definition of Communications
<http://www.wordiq.com/definition/Communication>