Curriculum Enhancement Center

COMMUNICATION

RESOURCE MANUAL

2013 – 2014
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Description: This highly interactive tutorial makes learning about the world of work an enjoyable experience. Students become better prepared to enter the workforce as they gain knowledge about selecting and training for a career, utilizing job information sources when looking for employment, applying and interviewing for a job, maintaining a job, communicating on the job, and understanding Equal Employment Opportunity. Students can evaluate their own learning through self-testing by answering multiple-choice and matching questions scattered throughout the tutorial. Many opportunities for review, drill, and practice are included in the series. This program provides students with a printout of their score.

WORK & CAREER

Lessons:

Applying for a Job:
Job Application
Personal Information
References
Review
Work History

Application Letters
Parts of a Letter
Writing a Resume
Preparing a Resume
Parts of a Resume

Studying for a Career:
Aptitudes/Interests
Kinds of Classes
Choosing a Class
Schools in Your Area

Choosing a School
Time and Expenses
Charles' Story I, II & III
Signing a Contract

Communication on the Job:
Conversation Skills
Meeting People
Telephone Skills
Body Communication
Listening Skills

Talking with a Boss
Talking as a Boss
Supervising
Getting Along
Review

Getting Ahead:
Planning Ahead
Promotions
 Supervising Others
New Companies

Job Observations
Performance Ratings
Performance Reviews
Evaluations

Interviewing for a Job Part I:
Introduction
MAP
Manners

Attitudes
Preparation
Review
**Interviewing for a Job Part II:**
- Answering Questions I
- Answering Questions II
- Answering Questions III
- Summary I
- Summary II
- Review

**Job Information Tutorial Part I:**
- Interviews

**Job Attitudes:**
- Attitudes in General
- Work Attitudes
- Positive Attitudes
- Employer Expectations
- Positive Tips
- Good Behavior
- Employee Ratings
- Rating Sheets
- More Rating Sheets

**Preparing for an Interview:**
- Preparation
- Appearance
- Getting Information
- Your Employer I
- Your Employer II
- Preparing a Kit I
- Preparing a Kit II
- Review

**Self Evaluation:**
- Interests and Abilities
- Job and Titles
- Interests and Jobs
- Duties and Jobs
- Job Experiences
- Abilities I
- Abilities II
- Values
- Goals

**Work Attitude:**
- Work Attitude I
- Work Attitude II
- Relating to the Boss
- Apologizing
- Relating to Workers
- Being Fired I and I

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**Deluxe Edition Personality Test**

**Description:** This program requires the students to answer assessment questions about themselves. The program then provides the students with a profile. The profile includes explanations of the students' personalities, recommendations for careers, recommendations for spouses, and much more. The profile may be printed out. *40 copies

**Lessons:**
- A. Assessment
- B. Profile
Culturegrams
MAN 909 C899CU

Description: CULTUREGRAMS are manuals that provide information on the countries of the world. This program addresses the countries’ gestures, geographical locations, national songs, and much more. These manuals are a wonderful source to use when teaching gestures.

How To Do Research
Queue *Networked

Description: HOW TO DO RESEARCH was designed to supplement library instruction in research skills for students. This program will enhance students’ knowledge of research skills in preparation for documentation of their speeches. This program provides a score printout.

Lessons:
Choosing a Topic
Using the Library
Reference Resources
The Reader's Guide
Evaluating Sources

Pretest
Multiple Choice Questions

Learning in Action
Posttest

The Job World: Attendance on the Job
*Networked Windows Version

Description: ATTENDANCE ON THE JOB is a wonderful software tutorial that provides students with valuable information on how to be a responsible employee. This program addresses the following issues: (1) Tardiness, (2) Absenteeism, (3) Calling in Sick, and many more. This program provides the students with a guideline demonstrating proper procedures for missing work. Furthermore, this program will help the student become aware of the great importance employers place upon having a good attendance on the job. This program also provides a score printout and a certificate for answering questions correctly.

Lessons:
Pretest
Multiple Choice Questions

Learning in Action
Posttest
The Employability Inventory
*Networked Windows Version

Description: THE EMPLOYABILITY INVENTORY program provides lessons on the following skills: Establishing Employment and Life Goals, Getting Ready for the Job Search, Finding Job Openings, Following Up Job Leads, Completing the Application, Interviewing for the Job, Before You Accept the Job, and Your Employer. Score printouts are available for the lessons.

Lessons:
Questions 1-9
Questions 10-19
Questions 20-29
Questions 30-39

Questions 40-49
Questions 50-59
Questions 60-69

The Art of Public Speaking
*1 Copy

Description: THE ART OF PUBLIC SPEAKING student CD-ROM accompanies the speech text. The CD-ROM provides the students with video clips, study questions, speech checklists, a speech outliner, and other valuable features that will help the students understand and apply the principle discussed in the book.

Lessons:

Chapters
1. Speaking in Public
2. Ethics and Public Speaking
3. Listening
4. Selecting a Topic and a Purpose
5. Analyzing Your Audience
6. Gathering Materials
7. Supporting Your Ideas
8. Organizing the Body of the Speech
9. Beginning and Ending the Speech
10. Outlining the Speech
11. Using Language
12. Delivery
13. Using Visual Aids
14. Speaking to Inform
15. Speaking to Persuade
16. Methods of Persuasion
17. Speaking on Special Occasions
18. Speaking in Small Groups

Take This Job and Love It
*Copies CD-ROM Windows Based
Description: This program is designed to provide a comprehensive lesson to help students learn how to succeed when starting a new job. They learn what actions will make them stand out as responsible and dependable employees and how they can prepare to advance in their careers-no matter what kind of occupation they are entering. Each part has a pre- and posttest.

**Lessons:**

**Part 1: Starting Your Job**
1. Starting Your Job
2. Making the Right Impression
3. New Kids Do’s and Don’ts
4. Expectations

**Part 2: Succeeding in Your Job**
1. Succeeding in Your Job
2. Creating Your Image
3. Surviving
4. Work Habits

**Part 3: Standing Out in Your Job**
1. Standing Out in Your Job
2. Preparing for the Future
3. What it Takes
4. Personal Attributes

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**Inspiration**

**35 Copies Networked Windows**

Description: A software program that helps the students to think and learn visually.

INSPIRATION allows the student to create with tools a picture of their ideas or concepts in the form of a diagram. It also provides an integrated outlining environment to help students develop ideas into organized written documents. The outlining environment is perfect for creating structure for written documents, speeches and outlines.

Inspiration’s combination of visual and linear thinking deepens understanding of concepts, increases memory retention, develops organizational skills and taps creativity. When students work with visual representations of ideas, they easily see how one idea relates to the others. Learning and thinking become active rather than passive. The students discover where their deepest knowledge lies, and where the gaps in their understanding are. When the students create a visual map of ideas, they can recall the details better than if they had read a paragraph. That’s because the student can see it in his or her mind.

**Lessons:**

- Concept Maps
- Idea Maps
- Webs
- Storyboards
- Language Arts Character
- Language Arts Comparison
- Language Arts Literary Web
**Reasoning Skills**  
*Windows Networked*

**Description:** This program was designed to provide college students with an informative and challenging introduction to the study of logic. This program also focuses on three levels of comprehension: the cognitive, factual or literal level, the interpretive or inferential level, and the evaluative or critical level.

**Lessons:**

**Reading and Reasoning**

**Reading and Reasoning I**
1. Shifty Word Fallacy
2. False Authority Fallacy
3. Either-or-Fallacy
4. Review I
5. Circular Reasoning Fallacy
6. False Analogy Fallacy
7. Improper Data Fallacy
8. Review II

**Reading and Reasoning II**
1. Inadequate Data
2. Self-contradiction
3. Loaded Words
4. Review I
5. Conformity
6. Red Herring
7. Part-Whole
8. Review II

**Reading and Reasoning III**
1. Stereotyping
2. Opinion-Fact
3. Review I
4. Spurious Reasoning
5. Mathematical Mean
6. Conventional Wisdom
7. Review II

**Reading and Reasoning IV**
1. Sexism Fallacy
2. Rationalization
3. Review I
4. Fallacy Test I
5. Fallacy Test II
6. Fallacy Test III
7. Fallacy Test IV
8. Proverb Fallacy I
9. Proverb Fallacy II
10. Proverb Fallacy III
11. Proverb Fallacy IV
12. Review II

**Formal Logic**

**Formal Logic I**
1. Deductive and Inductive Inferences
2. Propositions
3. Premises and Conclusions
4. Truth vs. Validity
5. Categorical Propositions
6. Quantity of Categorical Propositions
7. Quality of Categorical Propositions
8. Distribution in Propositions I
9. Distribution in Propositions II

**Formal Logic II**
1. Categorical Syllogisms
2. Rules of Syllogisms I
3. Rules of Syllogisms II
4. Moods of Syllogisms I
5. Moods of Syllogisms II
6. Figures of Syllogisms I
7. Figures of Syllogisms II
8. Figures of Syllogisms III
9. Weakened Conclusions I
10. Weakened Conclusions II

Formal Logic III
1. Strengthened Premises
2. Enthymemes I
3. Enthymemes II
4. Sorites
5. Obversion in Sorites I
6. Obversion in Sorites II
7. Hypothetical Syllogisms
8. Rules of Hypothetical Syllogisms
9. Alternate Disjunctive Syllogisms
10. Alternate Disjunctive Syllogisms

**DVDs & Video Tapes**

Communicating Successfully: Speech
VC 808.851 C767 PT.1

Ceremonial speaking (2005)
DVD 808.85 C334CE

Communicating Successfully: Presentation
VC 808.851 C767 PT.2

Critical Thinking
VC 153.42 C869H

Critiquing public speeches (1996)
DVD 808.51 C869CR

Developing positive listening skills: how to really listen (2004)
DVD 153.68 D49PDE

The greatest speeches of all time (2007)
808.85 G798G V.1

The greatest speeches of all time (2004)
808.85 G798G V.2

Great Speeches: the presidents (1989)
VC 808.85 G798P

Great Speeches, V.I
VC 808.85 G798 V.I

Inaugural address /John F. Kennedy. --"I have a dream"/Martin Luther King, Jr. --Farewell address/Gen. Douglas MacArthur. --1934/Adolph Hitler. --1942 State of the Union/Franklin D. Roosevelt.
Great Speeches, V.II (1991)
VC 808.85 G798 V.II

Great Speeches, V.III (1987)
VC 808.85 G798 V.III

Great Speeches, V.IV (1987)
VC 808.85 G798 V.IV

Great Speeches, V.V (1987)
VC 808.85 G798 V.V

Great Speeches, V.VI
VC 808.85 G798 V.VI

Great Speeches, V.VII (1991)
VC 808.85 G798 V.VII

Great Speeches, V.VIII (1992)
VC 808.85 G798 V.VIII

Great Speeches, V.IX (1993)
VC 808.85 G798 V.IX
Great Speeches, V.X (1993)
VC 808.85 G798 V.X
   Inaugural address/Bill Clinton. --Assuming presidency/Gerald Ford. --"Let us continue"/
   Lyndon Johnson. --Address to the A.M.A./Hillary Clinton. --Address to U.S. Congress/ Boris
   Yeltsin.

How to Make A Speech (1985)
VC 808.51 H83

How to Write an Expository Theme (1992)
VC 808.4 H83

Interviewing (1997)
VC 158.3 IN8

Speaking With Confidence (1996)
VC 808.51 Pt. 4, 5, 7, 11, 13, 15, 16, 18
   Pt. 4 – The first speech
   Pt. 5 – Anxiety
   Pt. 7 – The audience
   Pt. 11 – Organizing and outlining
   Pt. 13 – Introductions and conclusions
   Pt. 15 – Delivery
   Pt. 16 – Presentational aids
   Pt. 18 – Informative speaking strategies

Writing The Speech (1994)
VC 808.5 W939
   Inaugural address January 20, 1961/John F. Kennedy. --RFK human rights award, November
   16, 1989/Lech Walesa. --Address to the AMA June 13, 1993/Hillary Rodham Clinton. --
   Republican Convention, August, 1992/Jack Kemp. --Speech to introduce Sarah Weddington,
   June 11, 1991/Jo Ann Crow. --"I've been to the mountaintop," April 3, 1968/Martin Luther
   King, Jr. --Commencement address May 7, 1988/Herman B. Wells. --"Some leaders are born
   women," June 11, 1991/Sarah Weddington. --Clinton's economic conference, December,
   1992/Paula Stern. -- We ain't going," April 11, 1967/ Stokely Carmichael.

**Miscellaneous Book Resources**

Great Speeches for criticism and analysis (1993)
MAN 808.85 G798

Learning to Read and Think
MAN 428.407 G957LS V.G
   Unit 1 Facts and Opinions
   Unit 2 How Words are Used
   Unit 3 Slanted Writings
   Unit 4 Author's Purpose
   Unit 5 Conclusions
   Unit 6 Related and Unrelated Details
   Unit 7 Judging Sources
   Unit 8 Propaganda

Writing the speech (1994)
MAN 808.5 W439W
Journalism

DVs
DVD 384.55065 OU8RM

Radio / Television / Film

Description: This is a list of the “100 Most Acclaimed Movies of All Times” and are located in the Garvin H. Johnston Library.

CD-ROM

Edison’s Frankenstein (2010)
CD-ROM 823.7 ED48F

DVs & VCs

1776 (2002)
DVD 791.4372 SE 82S

-A-

The African Queen (2010)
DVD 791.4372 AF83A

Alfred Hitchcock’s Psycho (1999)
DVD 791.4372 AL29A

Alfred Hitchcock’s Rear Window (2008)
DVD 791.4372 AL29R

All About Eve (2002)
DVD 791.4372 AL51A

All About Eve (2008)
DVD 791.4372 AL51A 2008

All Quiet on the Western Front (2007)
DVD 833.912 AL51Q

Amadeus (1997)
DVD 791.43752 AM12A
(See Peter Shaffer’s Amadeus)

America’s Dream (2004)
DVD 813.52 AM35D

DVD 791.4372 AM35A

American Graffiti (2003)
DVD 791.4372 AM35AM

Annie Hall (2005)
DVD 791.4372 An77A

The Apartment (2001)
DVD 791.4372 AP12A

The Apartment
DVD 791.4372 AP12A 2007

Apocalypse Now, the Complete Dossier (2006)
DVD 791.4372 AP4
-B-

The Batman vs Dracula (2006)
DVD 791.4372 B321D

Ben Hur (2001)
DVD 791.4372 B43B

The Best Years of Our Lives (2006)
DVD 791.4372 B464B

The Birth of a Nation (2006)
DVD 975.041 B539B

Blacula (2004)
DVD 791.4372 B568BL

Bloodlines (2008)
DVD 949.8201092 B623D

The Blue and the Gray (2001)
DVD 791.4572 B625G

Bonnie and Clyde (1997)
DVD 791.4372 B643B

Bram Stoker’s Dracula (2007)
DVD 791.4372 B731D

The Bride (2001)
DVD 791.4372 B763BR

Bride of the Monster (2000)
DVD 791.4372 B763B

The Bridge on the River Kwai (2000)
DVD 791.4372 B764B

Bringing Up Baby
DVD 791.4372 B771B

DVD 791.4372 B858B

Bunnicula, the Vampire Rabbit (1987)
VC 791.4372 B885V

Butch Cassidy and the Sundance Kid (2006)
DVD 791.4372 B971B

-C-

Casablanca (1999)
DVD 791.4372 C26C

A Clockwork Orange (2001)
DVD 791.4372 C62CO

Chinatown (2007)
DVD 791.4372 C441C

Count Dracula (2007)
DVD 791.4572 C832D

Citizen Kane (2001)
DVD 791.4372 C498C

Countess Dracula (2003)
DVD 791.4372 C832D

City Lights (2003)
DVD 791.4372 C498CI

Cronos (2003)
DVD 791.4372 C882R

Close Encounters of the Third Kind (2007)
DVD 791.4372 C624C

The Curse of Frankenstein (2002)
DVD 791.4372 C938
-D-

Dances with Wolves (2007)
DVD 791.4372 D195D

The Deer Hunter (2006)
DVD 791.4372 D36D

Dr. Strangelove, or, How I Learned to Stop Worrying and Love the Bomb
DVD 791.4372 D659D

Doctor Zhivago (2001)
DVD 791.4372 D659DO

Double Indemnity (2006)
DVD 791.4372 D743D

Dracula (2006)
DVD 791.4372 D782R 1931

Dracula (2004)
DVD 791.4372 D782R 1973

Dracula 2000 (2001)
DVD 791.4372 D782R 2000

Dracula: Dead and Loving It (2004)
DVD 791.4372 D782DE

DVD 791.4372 D782P

Draculas (2007)
DVD 791.4372 D782F

Dracula’s Daughter (2001)
DVD 791.4372 D782D

Duck Soup (1997)
DVD 791.4372 D858D

-E-

Easy Rider (1999)
DVD 791.4372 EA79E

E.T., the Extra-terrestrial (2005)
DVD 791.4372 EX87E

-F-

Fantasia (2000)
DVD 791.4372 F217F

Frankenstein (2006)
DVD 791.4372.F853

Fargo (2006)
DVD 791.4372 F224F

The French Connection (2004)
DVD 791.4372 F889C

Fight Club (2002)
DVD 791.4372 F468C

From Here to Eternity (2001)
DVD 791.4372 F9

Forrest Gump (2006)
DVD 791.4372 F77
-G-

Giant (2005)
DVD 791.4372 G348G

The Godfather (2008)
DVD 791.4372 G54G 1972

The Godfather, Part II (2008)
DVD 791.4372 G54G 1974

DVD 791.4372 G54G 1990

DVD 791.4372 G563G

Gone With the Wind (2009)
DVD 791.4372 G588G

Goodfellas (2004)
DVD 791.4372 G616G

The Graduate (2007)
DVD 791.4372 G755G

The Grapes of Wrath (2004)
DVD 813.52 G767G

Green Mansions (2009)
DVD 823.8 G826M

Guess Who’s Coming to Dinner (1998)
DVD 791.4372 G938G

-H-

Heart of Darkness (1994)
DVD 823.912 H351D

High Noon (2002)
DVD 791.4372 H537H

Horror of Dracula (2002)
DVD 791.4372 H786D

-I-

In Search of the Real Frankenstein (2006)
DVD 617.059 In1I

It Happened One Night (1999)
DVD 791.4372 IT1I

Frank Capra’s It’s a Wonderful Life (2006)
DVD 791.4372 IT6W

-J-

Jaws (2005)
DVD 791.4372 J329J

The Jazz Singer (2007)
DVD 791.4372 J339J
-K-
To Kill a Mockingbird (1998)
DVD 813.54 T55T

King Kong (2005)
DVD 791.4372 K58K

-L-
Lawrence of Arabia (2002)
DVD 791.4372.L437L

-M-
The Maltese Falcon (2006)
DVD 791.4372 M298M

The Manchurian Candidate (2007)
DVD 791.4372 M312M

MASH (2005)
DVD 791.4372 M377M

Midnight Cowboy (2006)
DVD 791.4372 M584M

Mr. Smith Goes to Washington (2008)
DVD 791.4372 M691M

Modern Times (2003)
DVD 791.4372 M72M

Mutiny on the Bounty (2004)
DVD 791.4372 M984M

My Fair Lady (2009)
DVD 791.4372 M99M

-N-
Network (2006)
DVD 791.4372 N389N

North by Northwest (2004)
DVD 791.4372 N811N

-O-
On the Waterfront (2001)
DVD 791.4372 ON1O

One Flew Over the Cuckoo’s Nest (2002)
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<td>Sunset Boulevard (2008)</td>
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Taxi Driver (2007)
DVD 791.4372 T199T

The Third Man (2007)
DVD 791.4372 T348T

Tootsie (2008)
DVD 791.4372 T619T

The Treasure of Sierra Madre (2003)
DVD 791.4372 T71T

DVD 791.4372 T93T

-U-

Unforgiven (2002)
DVD 791.4372 UN2U

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Vertigo (2008)
DVD 791.4372 V617V

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West Side Story (2003)
DVD 791.4372 W52W

The Wild Bunch (1997)
DVD 791.4372 W643W

The Wizard of Oz (2009)
DVD 791.4372 W792W

Wuthering Heights (2005)
DVD 823.8 W969W

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Yankee Doodle Dandy (2003)
DVD 791.4372 Y16Y

\textit{Young Frankenstein} (2006)
DVD 791.4372 Y84Y