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## SOFTWARE DESCRIPTIONS AND LESSONS

### Improving Your Job & Career Prospects \*Networked Windows Version

**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 II**

**SOFTWARE DESCRIPTIONS AND LESSONS****Please Understand Me: Personality Profile**

**Description:** This program requires the students to answer **75** 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 printed out.

**\*10 copies**

**Lessons:**

- A. Assessment**
- B. Profile**

**SOFTWARE DESCRIPTIONS AND LESSONS****Culturgrams**

**Description:** **CULTURGRAMS is a computerized program that provides information on the countries of the world. This program addresses the countries' gestures, geographical locations, national songs, and much more. This program is a wonderful source to use when teaching gestures.**

**\*10 copies**

**SOFTWARE DESCRIPTIONS AND LESSONS****Ten Steps to Advancing College Reading Skills****Langan****\*Networked Windows Version**

**Description:**           **This program provides two skill and practice lessons on each objective. The students read a question or a statement then select the correct answer. This program will provide students with information that will help enhance student speeches. This tutorial provides the student with a score printout.**

**\*Networked**

**Lessons:**               **Purpose and Tone (1)**  
**Purpose and Tone (2)**  
**Argument (1)**  
**Argument (2)**

## SOFTWARE DESCRIPTIONS AND LESSONS

### Reading Skills Register I

#### Queue

#### \*Networked Windows Version

**Description:** The **READING SKILLS REGISTER I** tutorial is a series of lessons developed as supplementary exercises to reinforce skills. a lesson presents a passage to be read by the student, followed by multiple choice or fill-in-the-blank questions about the passage. This program will provide students with information that will enhance their speech writing abilities. This program provides a score printout.

\*Networked

**Lessons:** Part I

Inference I & II  
 Sequencing I & II  
 Fact or Opinion I, II & III  
 Main Idea I, II & III

Part II

Outlining I, II, & III  
 Story Elements I & II  
 Figures of Speech I, II, III & IV  
 Figures of Speech Review

**SOFTWARE DESCRIPTIONS AND LESSONS****How To Do Research  
Queue**

**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.

**\*Networked**

**Lessons:** **Choosing a Topic**  
**Using the Library**  
**Reference Resources**  
**The Reader's Guide**  
**Evaluating Sources**  
**Preliminary Bibliography**  
**Notetaking**  
**Outlining**  
**Data Bases**  
**On-line Services**

## SOFTWARE DESCRIPTIONS AND LESSONS

### Speech Designer Houghton Mifflin Software Windows Version

**Description:**            **The SPEECH DESIGNER is a computerized outline program to help students organize and structure speech materials. Each specific speech design format covered in the student text is contained in the program. For each of the designs, the students will find a STARTER worksheet that contains the skeleton outline form, a set of guidelines that explains when that form is most appropriate, a checklist to assure that you go through all the steps in the outlining process necessary to organize student speeches using the design, and sample full-sentence and keyword outlines of a speech based on that design.**

**The software also contains a worksheet, guidelines, checklist and sample outlines for Self Introductory Speech and the Supporting a Point Outline. Also included is a summary sheet of What Designs to Use When; and a worksheet, guidelines checklist, and a sample of a Working Outline; for you to use in the preliminary structuring of presentation.**

**Lessons:**                    **Guide and Starter Titles**

**Self Introductory Speech**  
**What Designs to Use When**  
**Working Outline**  
**Supporting a Point**  
**Guide to Lettering and Numbering and Lettering an Outline**  
**Spatial**  
**Sequential**  
**Categorical**  
**Comparative**  
**Causation**  
**Problem Solution**  
**Motivated Sequence**  
**Refutative**

## SOFTWARE AND DESCRIPTIONS AND LESSONS

### Question Designer

\*Networked

**Description:** **QUESTION MARK is a computer program that allows the instructor to deliver tests, tutorials, and other kinds of assessment. Using this software, you enter Questions on-screen, and the computer can mark and analyze the students answers. QUESTION MARK is suitable for both by individual trainers and teachers, seeking to create test or tutorials for their students. There are several different ways in which users can answer a question on Question Mark:**

**Multiple Choice**

**Multiple Response**

**Graphical Hotspot**

**Numeric Question Answer**

**Text Questions**

**Lessons:**

- Speech1-Parts of Speeches**
- Speech2-Analyze your Audience**
- Speech3-Speech Topics**
- Speech4-Research Your Topic**
- Speech5-Speech Organization**
- Speech6-Types of Delivery**
- Speech7-Presentational Aids**
- Speech8-Persuasive Strategies**
- Speech9-Practice and Overcoming Fear**
- Ch1-Public Speaking**
- CH2-Ethics and Public Speaking**
- CH3-Listening**
- CH4-Selecting A Topic and Purpose**
- CH5-Analyzing the Audience**
- CH6-Gathering Information**
- CH7-Supporting Your Ideas**
- CH8-Organizing the Body of Speech**
- CH9-Beginning and Ending**
- Ch10-Outlining the Speech**
- CH11-Using Language**
- CH12-Delivery**
- CH13-Visual Aids**
- CH14-Speaking to Inform**
- CH15-Speaking to Persuade**
- CH16-Methods of Persuasion**

**CH17-Speaking on Special Occasions**  
**CH18-Speaking on Small Groups**

**SOFTWARE DESCRIPTIONS AND LESSONS**

**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**

**SOFTWARE DESCRIPTIONS AND LESSONS****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 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

**SOFTWARE DESCRIPTIONS AND LESSONS****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**

## SOFTWARE DESCRIPTIONS AND LESSONS

### **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. Staring 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

## SOFTWARE DESCRIPTIONS AND LESSONS

### 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 a diagram. It also provides an integrated outlining environment to help students develop ideas into organized written documents. 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 I 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.

Inspirations's outlining environment is perfect for creating structure for written documents, speeches, and plans.

**Lessons:**

- Concept Maps
- Idea Maps
- Webs
- Storyboards
- Language Arts Character
- Language Arts Comparison
- Language Arts Literary Web

## SOFTWARE DESCRIPTIONS AND LESSONS

### 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:** Lessons in Reading and Reasoning

#### Lessons in 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

#### Lessons in 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

#### Lessons in Reading and Reasoning III

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

### **Lessons in 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**
10. **Distribution in Propositions III**

#### **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**

## SOFTWARE DESCRIPTIONS AND LESSONS

### Expert Crosswords and More \*Networked

**Description:**           **EXPERT CROSSWORDS AND MORE** allows students to choose between crossword and word search style games. the initial screen prompts the student to choose which game style he or she would like to play. After choosing a game style, the student may choose from over 400 individual word searches and 150 crossword puzzles. Class specific puzzles and crosswords have been created for speech.

**Lessons:**               **Crosswords Created:**

- CH1 Art of Speaking 1**
- CH1 Art of Speaking 2**
- CH2 Ethics**
- CH3 Listening 1**
- CH4 Topic and Purpose**
- CH5 Analyze Your Audience**
- CH6 Gather Materials**
- CH7 Supporting Ideas**
- CH8 Organizing Your Body**
- CH9 Begin and End**
- CH10 Outlining Speech**
- CH11 Using Language**
- CH12 Delivery**
- CH13 Visual Aids**
- CH14 Informative**
- CH15 Persuade**
- CH16 Methods**
- CH17 Special Occasions**
- CH18 Small Groups**

## VIDEO TAPES

<b>Great Speeches: the presidents</b>	<b>808.85 G798p</b>
<b>Great Speeches, V.II</b>	<b>808.85 G798 V.II</b>
<b>Great Speeches, V.III</b>	<b>808.85 G798 V.III</b>
<b>Great Speeches, V.IV</b>	<b>808.85 G798 VIV</b>
<b>Great Speeches, V.V</b>	<b>808.85 G798 V.V</b>
<b>Great Speeches, V.VI</b>	<b>808.85 G798 V.VI</b>
<b>How to Write an Expository Theme</b>	<b>808.4 H83</b>
<b>Writer's Report</b>	<b>813.54 W939</b>
<b>Writing for Results</b>	<b>808.02 W939</b>
<b>Writing Papers without Them Riding You</b>	<b>372.6 W939</b>
<b>The First Speech</b>	<b>808.51 Sp31 Pt.4</b>
<b>Anxiety</b>	<b>808.51 Sp31 Pt 5</b>
<b>Critical Thinking</b>	<b>153.42 C869h</b>
<b>The Audience</b>	<b>808.51 Sp31 Pt 7</b>
<b>Organization and Outlining</b>	<b>808.51 Sp31 Pt 11</b>
<b>Introductions and Conclusions</b>	<b>808.51 Sp31 Pt 13</b>
<b>Interviewing</b>	<b>158.3 In8</b>
<b>Delivery</b>	<b>808.51 Sp31 Pt 15</b>
<b>Presentational Aids</b>	<b>808.51 Sp31 Pt 16</b>
<b>Informative Speaking: Strategies</b>	<b>808.51 Sp31 Pt 18</b>
<b>Persuasive Speaking: Strategies</b>	<b>808.51 Sp31 Pt 20</b>
<b>Persuasive Speaking: Organization</b>	<b>808.51 Sp31 Pt 21</b>

**DVDs**

<b>Developing positive listening skills: how to really listen</b>	<b>153.68 D49PDE</b>
<b>Critiquing public speeches</b>	<b>808.51 C869CR</b>
<b>Ceremonial speaking</b>	<b>808.85 C334CE</b>
<b>The greatest speeches of all time</b>	<b>808.85 G798G v.1, 2</b>

## MISCELLANEOUS BOOK RESOURCES

### Learning to Read and Think

**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**

## **NOTE TO INSTRUCTORS**

*Instructors,*

*There are numerous videos and tutorials available for your students to use in the Learning Lab. Tutorials may be created for specific chapters in the test on the QUESTION DESIGNER PROGRAM. Other tutorials may be created using the EXPERT CROSSWORDS AND MORE program. These crosswords may be created to supplement chapters in the text. If you would like a tutorial created, please feel free to contact the Learning Lab. In addition, the Learning Lab provides weekly STUDENT TIME and EFFORT REPORTS for each individual student. If you would like to bring your class to the Learning Lab, please call 1336 to schedule your class.*