MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS 1964 A
COMMUNICATIVE SKILLS

A SELECTED BIBLIOGRAPHY

October 1987
<table>
<thead>
<tr>
<th>REPORT NUMBER</th>
<th>GOVT ACCESION NO.</th>
<th>RECIPIENT'S CATALOG NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE (and Subtitle)</th>
<th>TYPE OF REPORT &amp; PERIOD COVERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Army War College Library Communicative Skills A Selected Bibliography</td>
<td>Bibliography</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUTHOR(s)</th>
<th>PERFORMING ORG. REPORT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMING ORGANIZATION NAME AND ADDRESS</th>
<th>CONTRACT OR GRANT NUMBER(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Army War College</td>
<td></td>
</tr>
<tr>
<td>Carlisle Barracks, PA 17013-5050</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTROLLING OFFICE NAME AND ADDRESS</th>
<th>REPORT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October 1987</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MONITORING AGENCY NAME &amp; ADDRESS(If different from Controlling Office)</th>
<th>NUMBER OF PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM ELEMENT, PROJECT, TASK AREA &amp; WORK UNIT NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRIBUTION STATEMENT (of this Report)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved for public release distribution unlimited.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPLEMENTARY NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KEY WORDS (Continue on reverse side if necessary and identify by block number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ABSTRACT (Continue on reverse side if necessary and identify by block number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
The United States Army War College presents COMMUNICATIVE SKILLS: A SELECTED BIBLIOGRAPHY as an invitation for you to enjoy the wealth of materials readily available in our library that will help you improve your communicative skills. It includes references for books and periodical articles, not about communication in general, but for readings that will specifically aid you in learning to effectively express your ideas.

The bibliography is subdivided into nine communicative skills so that you can concentrate on the area you would most like to strengthen. However, we urge you to take full advantage of the entire bibliography since many of the readings will be valuable in developing more than one skill.

For your convenience, we have added AWC library call numbers at the end of each book entry (keep in mind that call numbers will vary from library to library).

For additional information, please contact the Reference Section, US Army War College Library, at AV 242-3660/Commercial (717) 245-3660.
# TABLE OF CONTENTS

- Communicating Person-to-Person........................................ 1
- Public Speaking............................................................ 2
- Basic Principles and Guidelines for Clear Writing...... 5
- Military and Business Writing............................................... 7
- Academic Writing............................................................. 10
- Questionnaires................................................................. 11
- Charts, Graphs, and Tables.................................................. 11
- Writing with a Word Processor.............................................. 12
- Writing for Publication...................................................... 12
COMMUNICATING PERSON-TO-PERSON

Bauby, Cathrina. OK, LET'S TALK ABOUT IT: DYNAMICS OF DIALOGUE. New York: Van Nostrand Reinhold, 1972. (HF5549.5 C6B38)

Bauby, Cathrina. UNDERSTANDING EACH OTHER: IMPROVING COMMUNICATION THROUGH EFFECTIVE DIALOGUE. San Francisco: International Society for General Semantics, 1976. (HF5549.5 C6B381)


Bruce, Stephen D. FACE TO FACE: EVERY MANAGER'S GUIDE TO BETTER INTERVIEWING. Madison, CT: Bureau of Law & Business, 1984. (HF5549.5 I 6B7)


Cooper, Ken. NONVERBAL COMMUNICATION FOR BUSINESS SUCCESS. New York: AMACOM, 1979. (HF5386 C66)


Chap. 5: "Perspective on Listening."
Chap. 6: "Perspective on Nonverbal Intercultural Communication."


Singer Management Institute. MANAGING FOR PRODUCTIVITY: HOW TO IMPROVE LISTENING SKILLS. Kit. Chicago: 1982. (KIT BF323 L5M36)

PUBLIC SPEAKING

Acker, David D. SKILL IN COMMUNICATION: A VITAL ELEMENT IN EFFECTIVE MANAGEMENT. Fort Belvoir: Defense Systems Management College, 1980. Chap. 3: "Effective Presentation of Plans or Ideas." (HF5718.2 USA3)


Elsea, Janet G. "Strategies for Effective Presentations." PERSONNEL JOURNAL, Vol. 64, September 1985, pp. 31-33. (Periodical)


Holtzman, Paul D. THE PSYCHOLOGY OF SPEAKERS' AUDIENCES. Glenview: Scott, Foresman, 1970. (BF323 L5H6)

"Humor in Uniform." READER'S DIGEST, regular feature. (Periodical)


Appx. A: "Sample Speeches."


Zelko, Harold P., and Zelko, Marjorie E. HOW TO MAKE SPEECHES FOR ALL OCCASIONS. Garden City: Doubleday, 1971. (PN4121 Z42)
BASIC PRINCIPLES AND GUIDELINES FOR CLEAR WRITING


Middleman, Louis I. **IN SHORT: A CONCISE GUIDE TO GOOD WRITING.** New York: St. Martin's Press, 1981. (PE1408 M54)


Williams, Joseph M. **STYLE: TEN LESSONS IN CLARITY & GRACE.** Glenview: Scott, Foresman, 1981. (PE1421 W54)


MILITARY AND BUSINESS WRITING


ACADEMIC WRITING


QUESTIONNAIRES


US Air University. Air Command and Staff College. SAMPLING & SURVEYING HANDBOOK. Maxwell Air Force Base: n.d. (UG635.3 U51S26)

US Army Combat Developments Command. GUIDE TO MILITARY QUESTION WRITING. Fort Belvoir: September 1972. (PE1408 G75)

CHARTS, GRAPHS, AND TABLES


WRITING WITH A WORD PROCESSOR


WRITING FOR PUBLICATION

Bird, George L. MODERN ARTICLE WRITING. Dubuque: Brown, 1967. (PN147 B5)

Boggess, Louise. WRITING FILLERS THAT SELL. New York: Funk & Wagnalls, 1968. (PN147 B6)


Schuppler, Beatrice, ed. WRITING THE MAGAZINE ARTICLE: FROM IDEA TO PRINTED PAGE. Cincinnati: Writer's Digest, 1970. (PN147 W75)


END
Feb.
1988
DTIC