

The Psychology Influence of Persuasion	Cialdini, Robert B.
Phone Me, Fax Me, Beep Me! Teleconnecting Your Way to Success in the New Cyber-spaced Workplace	Dartnell
How to Say it at Work	Griffin, Jack
How to Take the Fog Out of Business Writing	Gunning and Kallan
Up Close and Crucial	Hall, George
Secrets of Body Language (DVD)	History Channel
Presentation Design	Lopker and Askeland
Sweaty Palms: The Neglected Art of Being Interviewed	Medley, H. Anthony
When the Drumbeat Changes Dance a Different Dance	Mensah, Albert
Bull's Eye: Business Writing	Pincu, Gloria
The One Page Proposal	Riley, Patrick
Persuasive Business Proposals: Writing to Win Customers, Clients, and Contracts	Sant, Tom
The Essential Guide to Email for Office and Home	Schwalbe and Shipley
Errors in English and Ways to Correct Them	Shaw, Harry
Punctuate it!	Shaw, Harry
Spell it Right!	Shaw, Harry
Essentials of Engagement	Soyars and Brusino
The Articulate Executive: Learn to Look, Act, and Sound Like a Leader	Toogood, Granville
A Manual for Writing Term Papers, Thesis, and Dissertations	Turabian, Kate

Making Successful Presentations

Vardaman, George

Creating the Feedback Partnership

Withers, Bill