TANDEM COMPUTERS
- CUPERTINO LOCATIONS -
SAN FRANCISCO
280
85
5
101
SUNNYVALE
SANTA CLARA
FREMONT
MARY AVE.
1309 S. MARY
S'VALE
HOMESTEAD
FORGE DR.
207
216
18922
FORGE DRIVE
10556 RIDGEVIEW CT.
100
PRUNERIDGE
10501
N. TANTAU
201
RIDGEVIEW CT.
208
210
10596 N.
TANTAU
10435
N. TANTAU
200
10400 RIDGEVIEW CT.
WOLFE RD.
SARATOGA SUNNYVALE
1
2
3
4
55
10310 N.
TANTAU
LAWRENCE EX.
VALLCO PKWY.
19333
19191
TRIANGLE
5300 STEVENS CREEK BLVD.
219
5TH & 6TH FL.
STEVENS CREEK BLVD.
FINCH
TANTAU
280
a
b
c
TO WATSONVILLE
CUPERTINO

Akatiff, Kathy

From: Zinker, Selma
Sent: Wednesday, November 04, 1998 10:12 AM
To: Tdm Northern California
Subject: Goodbye and best wishes

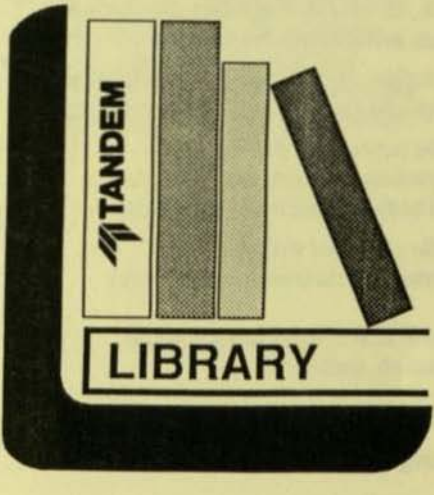
Having been Tandem's Corporate Librarian for over 20 years it is with a happy wave but a giant lump in my throat that I say goodbye. Friday will be my last day. I have accepted the position of retired person with responsibilities to no one and a career path that winds only on a slow and easy road.
Cleaning out my office has brought much nostalgia, a tear or two and a lot of happy memories ... in the late 70's the intense soccer matches between hardware and software, the moves into the first brand new buildings (we were growing!!), the billion dollar party, the marvelous First Fridays, etc.. A new day has dawned bright with promise as you all work to make your own successes now for your memories tomorrow.
I leave with much pride in the state of the library and with great affection for the people who reported to me. I leave Tandem with the best staff there ever was ...
My best to you all...
Selma

Selma Zinker
Manager, Tandem Information Center
Tel: 408-285-3151
Fax: 408-285-3150
Email: Zinker_Selma@Tandem.com

10268072

TANDEM

Tandem Austin Technical Library



9-512-244-8330

Library Resources

The Library collection is concentrated in areas relating to the development, marketing, and production of computers that use UNIX operating systems:

- *Standards*, both U.S. (ANSI, IEEE, Mil Specs, ASHRAE and more) and international (VDE, BSI, ISO, CCITT, ECMA, and more)
- *Articles* from journals, conference proceedings, symposia
- *Vendor information* for materials used in our products
- *Annual reports* from our competitors

This information is available in a wide range of media:

- *Books* on business, computers, and engineering topics
- *Journals* from professional organizations, such as the ACM and IEEE, as well as magazines describing trends in the computer industry
- *Microfilm* covering vendor catalogs for major components used in our products
- *Video tapes* from the Tandem Television Network and from classes held both in Austin and Cupertino
- *Audio cassettes* with self-help information on management topics

The collection also includes general information, such as:

- Catalogs from local colleges
- Voting information
- Paperback book exchange
- IRS tax forms

Using the Library

The Library doors are never closed. Food and drink ARE permitted in the Library. And yes, you may talk in the library!

The Library operates on the honor system and asks that you follow a few conventions when you borrow its materials:

- Check out books for 4 weeks or more by completing the card in the back of the book and leaving it in the checkout box on Olga's desk.
- Check out back issues of magazines by filling out the appropriate information on the sign-out sheet. (Read current issues only in the Library.)
- Check out back issues of journals by filling out the appropriate information on the sign-out sheet. (Read current issues only in the Library.)
- Check out video tapes overnight during the week (over the weekend on Fridays) by completing the check-out card.

Ask Olga for help researching questions, for help locating resources, and for information or demonstrations of available services.

If you are new to Tandem, arrange a time for Olga to give you a library tour. When you are familiar with the library and its resources, you will get the most out of the materials and services available to you.

Library Services

The Library provides an online catalog that you can access from your own terminal for a listing of materials available in the Austin and Cupertino libraries:

- Type LIBRARY at your TACL prompt. Online instructions will guide you.

The library subscribes to a wide range of journals and newspapers:

- See Olga for a complete list of holdings.
- Ask Olga to add you to the Journal_Announce distribution list for notification several times a week of journal arrivals.

The Library gives you access to online bibliographic databases like Dialog Information Services, the UT card catalog, and Dow Jones News Retrieval:

- Ask Olga for a demonstration.
- To request a search, complete a green reference request form, which you will find on the librarian's desk.

The Library orders documents for you from:

- Other Tandem libraries
- Other special and university libraries
- Publishers
- Document delivery services

The Library notifies you monthly via PSMAIL of new resources in the library collection.

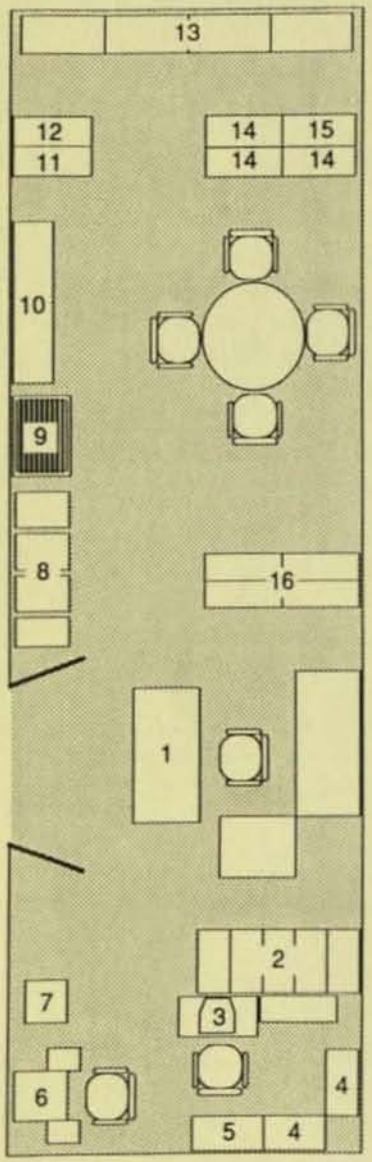
The Library has 5 UT library cards and a Book Stop discount card that you can borrow to check out or purchase materials for your own use.

Welcome

Your Tandem Austin Library specializes in resources and services that support your work and your professional development.

The Library is located at the top of the main stairs on the second floor. The Library never closes, and a master librarian, Olga Wise (X8330), is available during business hours to help you with reference questions, to perform online database searches for you, and to order new materials relevant to your work.

Your success on the job depends on your ability to keep up in the ever-changing environment in which Tandem does business. Your library can help keep you up to date in your field. Use your library!



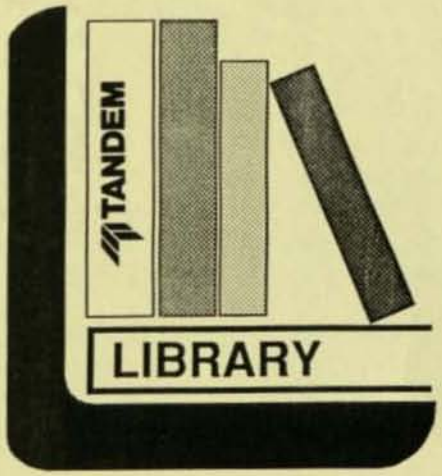
Legend

1	Olga's desk	9	Current newspapers
2	Files	10	Current magazines
3	VCR and TV	11	Reference books
4	Videos	12	Manuals
5	Paperback books	13	Journal back issues
6	Microfilm machine	14	Books
7	Microfilm	15	Standards & reports
8	Mail	16	Reference books

4/90

TANDEM

Tandem Austin Technical Library



9-512-244-8330

Business Information Center

TANDEMCOMPUTERS

The Business Information Center *provides timely financial and marketing information to headquarters and field personnel. The* **BIC** *uses the most sophisticated on-line news databases available to retrieve the most current news articles. These information retrieval systems are updated daily and, in some cases, the latest breaking stories are available to us within minutes. The following highlights the type of information offered by the* **BIC**. *Please contact us to find out what we can do for you!*

TANDEMCOMPUTERS
Tandem Computers Incorporated
19191 Vallco Parkway
Cupertino, CA 95014-2599

Business Information Center

TANDEMCOMPUTERS

We Specialize in Service . . .

The **BIC** offers a full range of library services including:

- Circulating book, journal, and market report collection
- Noncirculating reference collections
  - –Datapro services
  - –Directories for most industries
- Document delivery/interlibrary loan
- Reference assistance
- Newsletter routing/distribution
- On-line information retrieval
  - –DIALOG provides abstracts of articles
  - –NEXIS is a full-text news database
  - –Dow Jones News offers up-to-the-minute news stories
  - –Dun & Bradstreet gives company financials
- Third-party research services
  - –Gartner Group
  - –Dataquest
  - –Market reports from other vendors
- Video collection/viewing room

And Information . . .

- Vertical industry information
  - –Companies
  - –Trends and projections
  - –Market shares
  - –State of the industry: applications, new technologies
  - –Competitive analysis
- Prospecting information
  - –Sorted by:
    - SIC code
    - Sales
    - Location
    - Employee size
  - –Addresses, phone numbers, contacts
  - –Financials
- Product information
  - –New product announcements
  - –Competitive comparisons
  - –Product specs
  - –Hardware/software directories
- People information
  - –Corporate management reorganization
  - –Execs in the news
  - –Biographies
  - –Board of directors information

On-Line Library Catalog Available

If you are located at the Cupertino, Sunnyvale, or Santa Clara facilities, you can search all Tandem's library holdings at your terminal. At the command interpreter, just key in **:library**. A menu will be displayed that will allow you to search by title, author, or keyword.

Business
Information
Center
Loc. 4-27

Hours: 8:00 – 5:00
Monday – Friday

Patty Bull
408/725-7590
Bull_Patty

Janet David
408/725-5703
David_Janet

SONG OF THE PERIPHERALS

..to tune of CAROLINA IN THE MORNIN'

NOTHIN' COULD BE FINER
THAN THE INFORMATION CENTER IN THE MORNIN'
NOTHIN' COULD BE GREATER
THAN TO SIT AND READ THE PAPER WHILE YOUR'RE YAWNIN'
THE MICROFICHE ARE JUMPIN
BY THE C-D ROM
SPECIAL SEARCHES, COURTESY OF
JANE, JANET, PATTY, OR MOM

IF YOU NEED A GOOD QUOTATION
FOR THAT SPECIAL PRESENTATION
WE HAVE SOURCES
STUDY SPANISH, FRENCH, OR GERMAN
AT HOME ON YOUR CASETTE DECK
WE HAVE COURSES

BUT AT YOUR TERMINAL NIGHT OR DAY
ENTER "LIBRARY" AT THE CURSOR
YOUR SCREEN WILL DISPLAY
OUR SHELVES FROM A TO Z
BROWSE ALL YOU WANT
BUT WE WILL BE THERE IN THE MORNIN'

KATHY AKATIFF 1988

Corporate Information Center

408-285-3160
Loc 248 – 07
10400 N. Tantau Cupertino, CA 95014

Our collection includes:

- Audiotapes/videotapes
- Books
- CD–ROM
- Conference proceedings
- Income tax information/forms
- Journals
- Kelley Blue Books
- Market reports
- Newsletters
- Newspapers
- Research reports
- Specs
- Standards
- Tandem manuals
- Tandem technical reports

The online catalog is accessible from your terminal. Type "Library" at the prompt and look up items by author, title, or keyword.

Services:

- Reference assistance
- Online literature searching
- Inter-library loan for articles
- Access to Jackson Library
  Graduate School of Business
  Stanford

Computer Select CD-ROM

User friendly access to information on virtually every computer-related product and topic.

Staff:

Kathy Akatiff	285-3157
Janet David	285-3156
Jane Differding	285-3155
Sally Lowell	285-4542
Heidi Robertson	285-3154
Erna Suverkropp	285-3153
Patty Turner	285-3152
Selma Zinker, manager	285-3151

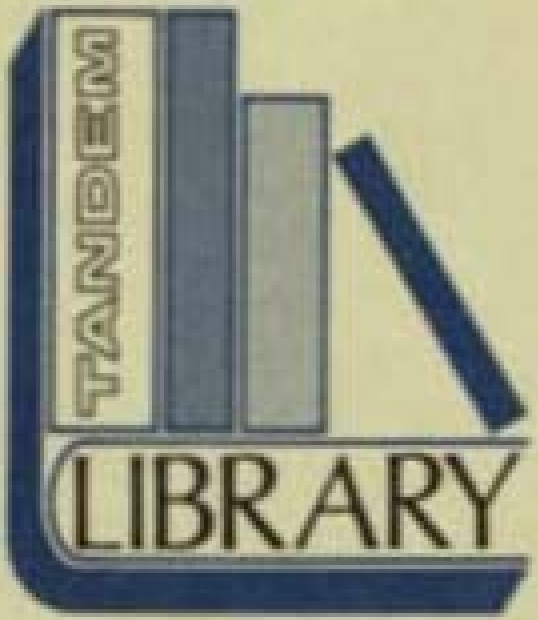
Hours:

Mon–Fri 8am - 5pm (staffed)
5pm - 9pm (card-key)

Reading rooms with current periodicals are at locations 3, 201, and 251.

TANDEM

TANDEM
LIBRARY


TANDEM
LIBRARY

PRODUCTIVITY FAIR 1994

TANDEM CORPORATE INFORMATION CENTER

(YOUR LIBRARY)

STAFF

SERVICES PROVIDED

RESOURCES AVAILABLE

INSTRUCTIONS FOR ONLINE CATALOG

HOLDINGS LIST

TANDEM

PRODUCTIVITY FAIR 1994

CORPORATE INFORMATION CENTER/LIBRARY

LOC 248-07
10400 N. TANTAU AVE.
CUPERTINO, CA 95014
408/285-3160

Open 8-5, Monday through Friday

LOOK INSIDE AND FIND OUT...

* Who Are These People and How Can They Help Me?
* What's New? The Latest and Greatest in the CIC.
* Services to the Field
* Daily Electronic News Services
* Our On-line Library Catalog and How to Get To It
* The Media Lab
* Self-paced Instruction
* What Else Should I Know About The CIC?

Selma Zinker, Manager
285-3151
Library/Tandem issues
First!- Daily News Stories
Reference and online literature searches (all areas)

Jane Differding
285-3155
Technical reference and online literature searches
Develops the Collection; open to suggestions for additions
Online Library Catalog
Orders Specs & Standards

Janet David
285-3156
Business/Marketing/Human Resources related reference requests and online literature searches
DowJones Daily News
Orders videos (for library collection)
Interlibrary loans

Heidi Robertson
285-3154
Please contact me for the following information:

- Tandem Technical Reports
- Newsletter route list updating
- Newsletter subscriptions
- SRI Business Intelligence Program
- IBM manuals - ordering

Kathy Akatiff
285-3157
Contact for information regarding. . .
** Journals: Holdings info, new orders, feedback on relevance of collection...
** Circulation problems: Lost items; undeserved overdue notices, policies defined....
** ISPs: I can order a library copy if given part no. and title.

WHAT'S NEW: THE LATEST AND GREATEST IN THE C.I.C.

- The New Book List

  New materials are continually added to the collection. The latest are announced biweekly on 2nd class electronic mail and are netviewable at \tsii.$guest.Jane.newbooks. This includes books, conference proceedings, CD/ROMS, journals, market reports, research reports, specs and standards, and videos.

SERVICES TO THE FIELD

Our users are virtually worldwide.....any Tandem employee. We invite anyone who has an information request to send us an E-Mail message (or call our main number at 408/285-3160.)

Examples of information that we can offer to the field include:

* Company Information - short D&Bs, financials, profiles
* Industry Information - market share, trends, competition
* Product Information - product announcements, pricing
* Primary Market Research information from Gartner Group, InfoCorp, Meta Group, IDC and others

We can access hundreds of online databases and C-Ds to find published information on almost any subject, and can then send you the abstracts or articles via E-mail.

Our online catalog is available to all Tandem Employees. Just enter Library at the prompt, and a menu will appear. See the section on the catalog for more information.

Our staff is waiting for your call or E-Mail message, and will be happy to help you find the information you need to do your job!

-

DAILY ELECTRONIC NEWS SERVICES

In an effort to keep Tandem employees abreast of the latest news, the CIC offers the following news services.

FIRST!: Stories pulled from various information sources, focusing on the following subject areas; Tandem and competitors in FT/OLTP business, multimedia, or parallel processing.

DOW JONES NEWS: Up to the minute stories about companies in the hardware and software industry. Appears in second class mail five days a week.

COMPUTERGRAM INTERNATIONAL: Daily newspaper from London for DP, communications and microelectronics professionals. Appears in second class mail five days a week.

Also offered by the Austin library:

UNIGRAM.X: The Unix weekly newspaper from London. Appears in second class mail on Monday.

OUR ON-LINE LIBRARY CATALOG AND HOW TO GET TO IT

If you can get to the Tandem mainframe via Guardian, you can get to the library catalog. Just type "library" at the prompt and look up entries by Author, Title or Keyword (subject). The collection includes

audiotapes
books
conference proceedings
journals
market reports
newsletters
reference books
research reports
specs and standards
videotapes. . . and much, much more

Some things are not in the catalog, however. This category includes Tandem Technical Reports (netviewable at \tsii.$persnl.Heidi.trslist); serials, i.e. journals; newspapers; newsletters; updating services like DataPro and Gartner Group; (These are all netviewable at \tsii.$spool.cic.holdings); Tandem manuals; archived materials; company information (like annual reports, financial statistics), the Computer Based Training courses, and the Kelley Bluebooks.

THE MEDIA TECHNOLOGY LAB

THE LAB is a central place for users to see and use the latest and greatest.

* C-D Roms - Some are for local use, others are networked on the Campus LAN
  -Computer Select (Computer Industry Articles) on PC and MAC LANs
  -Disclosure (U.S. and International Company Financials)
  -Gartner Group (Market Research Reports Full-Text) and available on PC and MAC LANs
  -ProQuest (Business Periodical Articles)
  -These are just a few from our C-D collection
* H-P Color Scanner
* MAC and PC Workstations set up to access a menu of C-Ds
* AST Multimedia Workstation with Sound and Video

We invite you to come by and use THE LAB at your convenience, or access the networked CDs.from your Mac or PC.

SELF-PACED INSTRUCTION

The CIC also gives you access to ways to learn some new skills on your own.

Computer Based Training is composed of many interactive courses for the PC, such as C++.

Independent Study Programs help you to become more familiar with the Tandem system. They can be presented in study guides, floppies, videos, and other formats and include courses in the following curriculum areas: application design/development, data communications, systems and operations management, UNIX, and end users.

The C.I.C. is only one of many places to access these programs, provided by Tandem's Education Department.

WHAT ELSE SHOULD I KNOW ABOUT THE CIC?

THE COLLECTION INCLUDES:

- Audiotapes
- Books
- Computer Based Training
- Conference Proceedings
- Journals
- Kelley Bluebooks
- Market Reports
- Newsletters
- Newspapers
- Reference Books
- Research Reports
- Specs and Standards
- Tandem Manuals
- Tandem Technical Reports
- Videotapes

ONLINE LITERATURE SEARCHES

The library staff can search hundreds of databases and CDs to find just the right answer to your question.

MARKET RESEARCH SERVICES FOR THE COMPUTER INDUSTRY

We subscribe to several Computer Industry Market Research Services such as Gartner Group, Meta Group, IDC, Forrester and InfoCorp. We have phone inquiry service to the analysts, CD access to full-text reports (Lan access should be available for Gartner CD in December), and we offer the audio teleconferences that are put on by these services. Tapes are also available for the audio teleconferences.

SRI INTERNATIONAL

This is a special subscription to a broad-based business research organization that looks at all industries, domestic and international in scope. This company studies the latest technological issues also, and publishes a newsletter as well as technology and business reports. They also provide consulting.

##

These are some of our services. We look forward to working with you or your group. Please contact us if you have any questions.

Library Program

QUICK REFERENCE TO ON-LINE CATALOG

To access this program at your own terminal, simply

Type **LIBRARY** at your main command prompt,

then <RETURN>. Your screen will display the initial menu:

INITIAL MENU

F1 - LIST BY ACCESS NUMBER

F2 - LIST BY AUTHOR

F3 - LIST BY TITLE

F4 - LIST BY KEYWORD

F5 - LIST BY DOCUMENT NUMBER

F6 - LIST BY CALL NUMBER

F16 - EXIT TO MENU *(ALT+SHIFT+F6)*

SF16 - STOP LIBRARY SYSTEM

NOTES:

F1 access number - assigned by librarian.

F2 author - last name, first. *eg. Martin, James; or*

first few letters of last name if unsure of spelling.

F3 title - must be exact. Use only the first word of the

title, initial articles *(the, an, a)* usually ignored.

eg. **macintosh bible** *not* **the macintosh bible**

F4 keyword - this is a subject search. Several words may

be entered. *eg.* **on-line transaction processing**

F5 document no. - useful for research reports, *eg.* **dec**

also useful for standards, *eg.* **ansi**

F6 call number - useful for special collections

eg. **health** or **video** or **toast**

Library program

QUICK REFERENCE TO ON-LINE CATALOG

From the INITIAL MENU, select your search method (F1 - F6).

The next screen will ask you to input your search word(s).

Truncation is permissable.

Push **<F1>** : New screen will show **range of entries.**

Select line with cursor key , then push **<F2>** for new screen.

PAY ATTENTION TO THE FOLLOWING INFORMATION:

Call Number: this is critical for locating it on our shelves.

Location: If it is in AUSTIN only,

Request it from WISE_OLGA, via E-mail.

Number of copies: entered just below the location field.

Type of Item: Look in upper right corner

It may be an *audiotape, book, research report, etc.*

Push **<F4 >** if you want to see more detail

i.e. table of contents or abstract

TO GO BACK ONE SCREEN ONLY: **<ALT+ F6>**

TO RETURN TO INITIAL MENU: **<SHIFT + ALT + F6>**

TO PRINT SCREEN: **<SHIFT + PR SCR>**

Library program

QUICK REFERENCE TO ON-LINE CATALOG

HELP for VIDEO,search

KEYWORD SEARCH example

push **<F4>**

enter **cyclone** then

look for *access #s* <40000

AUTHOR SEARCH example

push **<F2>**

enter **holland**

CALL NUMBER SEARCH example

push **<F6>**

enter any of the following

video-smd; video- gray; video-lf;

video-tnt ; video-scf; video-tdm

this will bring up a range of entries to

select with **cursor** key, and **F2**

TO GO BACK ONE SCREEN: **<ALT + F6>.**

TO RETURN TO INITIAL MENU: **<SHIFT + ALT + F6>**

TO PRINT SCREEN: **<SHIFT + PR SCR>**

INITIAL MENU

F1 - List by ACCESS NUMBER
F2 - List by AUTHOR
F3 - List by TITLE
F4 - List by KEYWORD
F5 - List by DOCUMENT No.
F6 - List by CALL NUMBER

F16 - EXIT to MENU
SF16 - STOP Library System
Select Function By Function Key

TANDEM RESEARCH LIBRARY LIBRARY PROGRAM (02AUG92)

LIST BY KEYWORD
---- -- -------

F1 - RANGE of Entries (Abbr.)
F2 - LIBRARIAN Info
F3 - KEYWORDS
F4 - NOTES
.
F16 - EXIT to MENU

Enter KEYWORD : admin/ae_____

Select Function By Function Key

now
select
F1

TANDEM RESEARCH LIBRARY LIBRARY PROGRAM (02AUG92)

Acc#	KEYWORD	TITLE
01658	ADMIN/AE	AMA MANAGEMENT HANDBOOK, 2ND ED.
02791	ADMIN/AE	ELEMENTS OF STYLE
04573	ADMIN/AE	EDIT YOURSELF; A MANUAL FOR EVERYONE WHO WORKS W
05713	ADMIN/AE	PRESENTATION GRAPHICS ON THE APPLE MACINTOSH
11163	ADMIN/AE	HOW TO WRITE
11302	ADMIN/AE	HANDBOOK OF GOOD ENGLISH, THE
12246	ADMIN/AE	HOW TO WRITE AND SPEAK EFFECTIVE ENGLISH
12905	ADMIN/AE	YES! YOU CAN WRITE
13286	ADMIN/AE	DYNAMIC DECISIONMAKER, THE
13372	ADMIN/AE	PREPARATION OF VISUAL AIDS FOR LECTURES

cursor to specific item, then F2

Hit F1-NEXT, SF1-PREV, F2-LIB Info, F3-Keywds, F4-Notes, or F16 to return

TANDEM RESEARCH LIBRARY LIBRARY PROGRAM (02AUG92)
Access 13286 Book

Title DYNAMIC DECISIONMAKER, THE

Author Driver, Michael J.
Brousseau, Kenneth R.
Hunsaker, Phillip L.
Pub. BALLINGER PUBLISHING COMPANY 1990
Call # HD30.23.D75 1990 ISBN 0-88730-297-1
Doc # $24.95 264 pp.

Keywds ADMIN/AE
DECISION MAKING
DECISION STYLES
SUCCESS IN BUSINESS

Copy	Location	Ref
1	Corporate	

notes available

Hit F2 for LIB Info, F3 for Keywords, F4 for Notes, or F16 to return

TANDEM RESEARCH LIBRARY — LIBRARY PROGRAM (02AUG92)
Call # HD30.23.D75 1990 — Access 13286
Title DYNAMIC DECISIONMAKER, THE

Authors Driver, Michael J.
Brousseau, Kenneth R.
Hunsaker, Phillip L.

result of F4 option for this record

Notes

The dynamic decison style model
Understanding the five decision styles
Style dynamics
The dynamics of role styles and operating styles
Assessing your role style
Assessing your operating style
Communications between styles
Managing with style
Getting ahead with style
Modifying and adapting your style
Using styles for success in work groups
Teambuilding

Hit F2 for LIB Info, F3 for Keywords, F4 for Notes, or F16 to return

Identified Admin Material
Keyword/Category
Corporate Information Center (Library)

TITLE	*CALL #*	*CATEGORY*	*KEYWORD*
AMA Management Handbook, 2nd Ed.	R-HD31.A418 1983	Admin Education	Admin/AE
Personnel Administration	VIDEO-TDM-1524	"	"
Legal Secretaries Handbook	KF319LE	"	"
Secretarial Procedures	HF5547.5.M39 1985	"	"
Office Adminstration and Automated Systems /Secretarial Office Procedures	HF5547.D511	"	"
How to Write Easily and Effectively	PE1115.W57 1986	"	"
Business Writing Quick & Easy	HF5721.B69 1981	"	"
Effective Writing	PE1408.L318 1987	"	"
Elements of Style	PE1408.5772 1979	"	"
How to Write	PN193.M48 1986	"	"
How to Write and Speak Effective English	TOAST-PN4121.A425 1938	"	"
Yes! You Can Write	AUDIO-PE1408.N416	"	"
How to Give the General Presentation	VIDEO-TDM-15E	"	"
Presentation Graphics on the Apple MacIntosh	T385.L34 1984	"	"
Preparation of Visual Aids for Lectures	QC100.BS.6482 1983	"	"
The Presentation Kit: 10 Steps to Selling Your Ideas	PN4121.W386 1990	"	"
Handbook of Good English	PE112.J54 1983	"	"
Edit Yourself: A Manual for Everyone Who Works with Words	PE1408.R725	"	"
Beyond Bits	VIDEO-TDM-7009		
Dynamic Descisionmaker	HD30.23 D75 1990	"	"

Team Players and Teamwork	HD66.P346 1990	Communication	Admin/CO
Intellectual Teamwork	HM133.1524 1990	"	"
Are you Communicating?	P90.W24 1989	"	"
Never Be Nervous Again	AUDIO-PN4121.5276 1989	"	"
Persuasive Speaking	VIDEO-GEN-0001	"	"
Get to the Point: How to Say What You Mean and Get What You Want	TOAST.PN4121.B427 1989	"	"
Information, Organization and Power	HD30.3.236	"	"
How to Get Your Point Across in 30 Seconds or Less	HF5718.F74 1986	"	"
Speech Power	PN4121.5742	"	"
Take Charge of Your Life	AUDIO BF637.C5.R738 1986	"	"
Listening: The Forgotten Skill	BF323.L5.B87 1982	"	"
What Do I Say When?	HF5718.5637 1988	"	"
A Guidebook for Getting Your Way With People on the Job	HF5718.5637 1988	"	"
Tongue and Quill: Your Practical and Humorous Guide to Better Communication	PN187.567 1989		
Smart Moves	HF5549.5.C6.D37 1990	"	"
Succeed by Listening	VIDEO-GEN-0019	"	"
Managing Your Boss	HD38.A626 1893	"	"
Thinking On Your Feet	TOAST-HF5718.W65 1987	"	"
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