

July 1998

End Matter

Mary R. Power

Bond University, Mary_Power@bond.edu.au

Follow this and additional works at: http://epublications.bond.edu.au/working_through_communication

Recommended Citation

Power, Mary R., "End Matter" (1998). *Working Through Communication*. Paper 20.
http://epublications.bond.edu.au/working_through_communication/20

This Book Chapter is brought to you by the Faculty of Humanities and Social Sciences at [ePublications@bond](mailto:epublications@bond). It has been accepted for inclusion in Working Through Communication by an authorized administrator of [ePublications@bond](mailto:epublications@bond). For more information, please contact [Bond University's Repository Coordinator](#).

REFERENCES

- Anderson, J. & Poole, M. (1994). *Thesis and assignment writing* (2nd ed.). Brisbane: John Wiley.
- Bate, D. & Sharpe, P. (1990). *Student writer's handbook: How to write better essays*. Sydney: Harcourt Brace.
- Beisler, F., Scheeres, H. & Pinner, D. (1993). *Communication skills*. Melbourne: Longman Cheshire.
- Bové, C. & Thill, J. (1995). *Business communication today* (4th ed.). New York: McGraw-Hill.
- Bradley, B. (1991) *Fundamentals of speech communication: The credibility of ideas* (6th ed.). Dubuque, I.A. : Wm. C. Brown.
- Chaiken, S. (1987). The neuristic model of persuasion. In M. P. Zanna, J. M. Olson, & C. P. Herman (Eds.), *Social influence: The ontario symposium* (Vol. 5, pp. 3 - 40). Hillsdale, NJ: Erlbourn.
- Clanchy, J. & Ballard, B. (1994). *Essay writing for students: A practical guide*. Melbourne: Longmans.
- Daniels, T. & Spiker, B.K. (1994). *Perspectives on organisational communication*. Madison: Brown & Brenchmark.
- De Vito, J. (1991). *Human communication* (5th ed.). New York: Harper Collins p. 436.
- Eunson, B. (1994) *Writing and presenting reports*. Brisbane: John Wiley.
- Eunson, B. (1994). *Communicating for team building*. Brisbane: John Wiley.
- Eunson, B. (1994). *Writing skills*. Brisbane: John Wiley.
- Eunson, B. (1995). *Communicating with customers*. Brisbane: John Wiley.
- Eunson, B. (1995). *Writing technical documents*. Brisbane: John Wiley.
- Eunson, B. (1996). *Writing at work*. Brisbane: John Wiley.
- Fairhurst, G.T. (1986). Male and female communication on the job: Literature review and commentary. *9 Communication Yearbook*. 83.
- Fiske, S.T., Bersoff, D.N., Borgida, E., Deaux, K., & Heilman, M.E. (1991). Social science research on trial: Use of sex stereotyping research in Price Waterhouse v. Hopkins. *American Psychologist*, 46, pp. 1049-1060.
- Gardner, H. (1983). *Frames of mind: The theory of multiple intelligences*. New York: Basic Books.
- Gilligan, C. (1982). *In a different voice: Psychological theory and women's development*. Cambridge: Harvard University Press.
- Goffman, E. (1957). *The presentation of self in everyday life*. New York: Doubleday Anchor.
- Gudykunst, W.B. (Ed.) (1983) *Intercultural communication theory: Current perspectives*. Newbury Park, CA: Sage.
- Hackman, M.Z. & Johnson, C.E. (1991). *Leadership: A communication perspective*. Prospect Heights, Illinois: Waveland.
- In The Supreme Court of the United States: Price Waterhouse vs. Ann B. Hopkins: Amicus Curiae Brief for the American Psychological Association. *American Psychologist* 46, 1061-1070.
- Johnson, D.W. & Johnson, F.P. (1991). *Joining together: Group theory and group skills* (5th ed.). Englewood Cliffs: Prentice Hall.
- Kaye, M. (1994). *Communication management*. Sydney: Prentice Hall.
- Kim, Y.Y. & Gudykunst, W.B. (Eds.) (1988). *Theories in intercultural communication*. Newbury Park, CA: Sage.
- Kim, Y.Y. (Ed.) (1986). *Interethnic communication: Current research*. Newbury Park, CA: Sage.
- Knapp, M. & Hall, J. A., (1992) *Nonverbal communication in human interaction* (3rd ed.). Fort Worth: Harcourt Brace & Jovanovich.
- Kochman, T. (1981). *Black and white: Styles in conflict*. Chicago: University of Chicago Press.
- Lawrence, C. (1994). Women, Parliament and Public Service. *Canberra: Bulletin of Public Administration*, 76, 1-6.
- Lehman, C.M., Himstreet, W.C. & Baty, W.M. (1996) *Business communications* (11th ed.). Cincinnati, OH: PWS-Kent Publishing.
- Lewis, G. & Slade, C. (1994). *Critical communication*. Sydney: Prentice Hall.
- Lucas, S. (1995). *The art of public speaking* (5th ed.). New York: McGraw Hill.
- McCarthy, P. & Hatcher, C. (1996). *Speaking persuasively: How to make the most of your presentations*. St. Leonards, NSW: Allen & Unwin.
- McKernan, J. (1991). *The writer's handbook*. Fort Worth. Harcourt Brace.
- McLaren M. & Locker, K.O. (1995). *Business and administrative communication*. Sydney: Unwin.
- Mohan, T., McGregor, H. & Stramo, Z. (1992). *Communicating! Theory and practice* (3rd ed.). Sydney: Harcourt Brace.
- Moir, A., & Jessel, D. (1989). *Brainsex: The real difference between men and women*. London: Mandarin.
- Moore, C.W. (1987). *The mediation process: Practical strategies for resolving conflict*. Jossey-Bass, San Francisco.

- O'Hair, D., Friedrich, G., Schauerer, L.D. (1995). *Strategic communication in business and the professions*. Boston: Houghton Mifflin.
- Osborne, S. (1991) *Public speaking*. Boston: Houghton Mifflin.
- Pease, A. (1981) *Body language: How to read others' thoughts by their actions*. North Sydney: Camel Publishing.
- Pease, A. (1989) *Body language: How to use the winning moves of power, love and success*. [Audiovisual kit]. Avalon Beach: Pease Training Corp.
- Pearce, W.B. (1994). *Interpersonal communication: Making social worlds*. New York: Harper Collins.
- Petelin, R. & Durham, M. (1992). *The professional writing guide: Writing well and knowing why*. Melbourne: Longmans.
- Petty, R. E., & Cacioppo, J. T. (1986). *Communication and persuasion: Central and peripheral routes to attitude change*. New York: Springer Verlag.
- Power, M. (1994). Does a woman negotiator have to be like a man? *Australian Dispute Resolution Journal*, 5, 49–61.
- Putnis, P. & Petelin, R. (1996). *Professional communication: Principles and applications*. Sydney: Prentice Hall.
- Quarry, P., and Ash, E., (1993). *Being assertive* (video recording) Middle Park, VIC Ash Quarry Productions.
- Robey, C.L., Kreps, S. & Maloney, H.M. (1992). *New handbook of basic writing skills* (3rd ed.). Fort Worth: Harcourt Brace Jovanovich.
- Samovar, L.A., & Porter, R.E. (Eds.) (1988). *Intercultural communication: A reader* (5th ed.). Belmont, CA: Wadsworth.
- Smith, M.J. (1984). *When I say no I feel guilty* (video recording). Hollywood, CA: Cally Curtis 10.
- Still, L.V. (1990). *Enterprising women: Australian women managers and entrepreneurs*. Sydney: Allen & Unwin.
- Tannen, D. (1986). *That's not what I meant! How conversational style makes or breaks your relations with others*. New York: William Morrow
- Tannen, D. (1990). *You just don't understand: Men and women in conversation*. New York: William Morrow.
- Tannen, D. (1994). *Talking from 9 to 5*. Sydney: Viking.
- Tubbs, S.L., & Moss, S. (1994). *Human communication* (7th ed.). New York. McGraw Hill.
- Verderber, R. (1990), *Communicate!* (6th Ed.). Belmont, Calif.: Wadsworth.
- Windschuttle, K. & Elliot, E. (1995). *Writing, researching, communicating: Communication skills for the information age* (2nd ed.). Sydney: McGraw-Hill.
- Wenzhong, H., & Grove, C. (1990). *Encountering the Chinese: A guide for Americans*. Yarmouth, ME: Intercultural Press.
- Women of the year: A collection of speeches by Australia's most successful women*. (1987) Women of the year luncheon. Buderim: Watermark Press.

USER SURVEY

This book has been published for the first time in 1998. Your suggestions will contribute to an improved edition later.

What parts of Working through Communication did you like best?

How could this book be improved?

Please send your comments to

Dr Mary Power

School of Humanities & Social Sciences

Bond University,

Gold Coast. 4229

Acknowledgement:

Thanks to Melanie Ward who corrected the manuscript and used her computer skills in the design of this book.

WEEKLY TUTORIAL PROGRAM

WEEK 1

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:

WEEK 2

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 3

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 4

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 5

Topic:
Preparatory reading
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 6

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 7

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 8

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 9

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 10

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 11

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 12

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 13

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 14

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other:

WEEK 15

Topic:
Preparatory reading:
Discussion:
Team Task:
Individual Task:
Writing Task:
Speaking:
Work Journal:
Other: