

# Ferdinand D. Bluford Library

## Business Communication

**Scope:** *The following pathfinder is a selective bibliography designed to guide the student in finding information on the different aspects of business communication.*

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### 1. Library of Congress Classification

The F. D. Bluford Library uses the Library of Congress Classification System to arrange materials on the library shelves. Resources on business communication can be found in the Reference Area and the stacks area under the classification listed below:

<b>HD</b>	<b>26-70</b>	Management
	30.78	Business Planning
	62.7	New Business Enterprises
<b>HF</b>	<b>1-9960</b>	Commerce
	5717-5746	Business Communication
<b>PE</b>	<b>1-3729</b>	English Language
	1115	Business English

### 2. Subject Headings

The Library of Congress Subject Headings are used to locate materials in the F. D. Bluford Library's online catalog by subject. Below is a selected list of subject headings:

#### Authorship.

**Business communication.**

**Business planning.**

**Business writing.**

**Commercial correspondence.**

**Communication in management.**

**English language - Business English.**

**English language - Technical English.**

**Lectures and lecturing.**

**New business enterprises.**

**Report writing.**

**Small business.**

**Technical writing.**

**Written communication.**

### 3. Reference Books – A Selected List

Reference books are located on the first floor beyond the Reference desk. If you need assistance, please ask one of the Reference Librarians.

#### *AMA Style Guide for Business Writing.*

A&T REF HF 5726 .A49 1996

#### *Anatomy of a Business Plan: a Step-by-step Guide to Building a Business and Securing Your Company's Future.*

A&T REF HD30.28 .P5 2001

#### *The Business Style Handbook : an A-to-Z guide for writing on the job with tips from communications experts at the Fortune 500*

A&T REF HF5718.3 .C86 2002

#### *The Complete Human Resources Writing Guide*

A&T REF HF5549.5.C6 A75 1997

#### *Complete Idiot's Almanac of Business Letters & Memos.*

A&T REF HF5718.3 .G674 1997

#### *Harbrace College Handbook.*

A&T REF PE1112 .H6 1998

#### *Little, Brown Handbook.*

A&T READY REF PE1112 .F64 2000

#### *MLA Handbook for Writers of Research Papers.*

A&T READY REF LB2369 .G53 2003

#### *Quick and Not Dirty Guide to Business Writing: 25 Business and Public Relations Documents That Every Business Writer Should Know*

A&T REF HF5718.3 .M33 1997

#### *Schaum's Quick Guide to Great Business Writing: How to Write Letters, Papers, Memos, and Job Applications.*

A&T REF HF5718.3 .F58 1999

#### *The Scribner Handbook for Writers.*

A&T REF PE1408 .D59 2001

#### *Writing Literature Reviews: a Guide for Students of the Social and Behavioral Sciences.*

A&T REF H61.8 .G3 1999

#### *Writing Winning Business Proposals: your guide to landing the client, making the sale, persuading the boss.*

A&T REF HF5718.5 .F74 2003

### 4. Books – A Selected List

Circulating books are located in different sections of the library. Please consult the directory by the elevator or ask for assistance.

*Alpha teach yourself business plans in 24 hours.* [An Electronic book accessible through netLibrary on the library EBooks page](#)

*Am I Making Myself Clear?: Secrets of the world's greatest communicators*

A&T STACKS HD30.3 .F45 2002

***Bankable Business Plans.***

A&T STACKS HD30.28 .R644 2004

***Best Practices in Planning and Management Reporting.***

A&T STACKS HD62.15 .A97 2003

***Business Communication: Process and Product***

A&T STACKS HF5718.3 .G838 2000

***Business plans to game plans: a practical system for turning strategies into action.***

[An Electronic book accessible through netLibrary on the library EBooks page](#)

***By the Numbers: Using facts and figures to get your projects, plans, and ideas approved***

A&T STACKS HF5718.22 .B9 2000

***Communicating Effectively***

A&T STACKS HD 30.3 .A77 2000

***Cross-Cultural Communication: the essential guide to international business.***

A&T STACKS HF5718 .C77 2003

***E-Writing : 21st-Century Tools for Effective***

***Communication*** A&T STACKS HE7551 .B66 2001

***The Manager's Guide to Business Writing***

A&T STACKS HF5718.3 .S68 1999

***The McGraw-Hill Handbook of More Business Letters***

[An Electronic book accessible through netLibrary on the library EBooks page](#)

***Persuasive Business Writing: achieve results and raise your profile with better business communication***

[An electronic book accessible through netLibrary on the library EBooks page](#)

***Strategies for Business and Technical Writing*** 4th ed.

A&T STACKS HF5721 .H37 1999

***The New York Times Guide to Business Communication***

A&T STACKS HF5718.3 .G843 2001

***Worlds Apart: Acting and Writing in Academic and Workplace Contexts.***

A&T STACKS PE1404 .W665 1999

[An electronic book accessible through netLibrary on the library EBooks page](#)

***Write to the Point: how to communicate in business with style and purpose*** [An electronic book accessible through NetLibrary on the library EBooks page](#)

***Writing at Work: a guide to better writing in administration, business, and management***

A&T STACKS HF5718.3 .B374 2002

## 5. Periodicals

Listed below are periodicals related to business communication. In order to find out what years and/or formats the F. D. Bluford Library owns, please check the Library's catalog.

***ABCA Bulletin.***

***The Bulletin of the Association for Business Communication.***

***Business Communication Quarterly.***

***Business Communications Review.***

***Corporate Communications [computer file].***

***International Journal on Gray Literature.***

***The Journal of Business Communication.***

***Journal of Technical Writing and Communication.***

## 6. Electronic Indexes

Electronic databases are accessible through the library's web page. Here is a listing of databases to begin with:

***ABI/Inform Global*** (via ProQuest on NCLIVE) Provides indexing and abstracts for over 1300 business and management journals from 1971 to present.

***Academic Search Elite*** (via EBSCOhost on NCLIVE) This database provides abstracts and indexing for more than 3,200 scholarly journals.

***Business Source Elite*** (via EBSCOhost on NCLIVE) Provides abstracts and indexing for over 1500 business magazines and periodicals from 1984 to present, including The Wall Street Journal.

***Communication Studies*** Provides full-text of select publications in communications, including business communication.

***Emerald Library Fulltext*** (via MCB) Provides 35,000 full-text articles from over 100 management journals, archived back to 1994.

***InfoTrac Onefile*** (via Gale Info Trac on NCLIVE) Provides access to 20 million articles in over 6,325 titles indexed from 1980 to present with nearly 3,000 full-text titles.

***MasterFILE Premier*** (via EBSCOhost on NCLIVE) Provides fulltext for nearly 1,840 magazines, journals, newspapers covering nearly all subjects including general reference, business, health, and much more.

## 7. Organizations

Below is a web list of organizations associated with business communications:

***American Society of Journalists and Authors***

<http://asja.org>

***Association for Business Communication***

<http://www.theabc.org>

***International Association of Business Communicators***

<http://www.iabc.com>

***Toastmasters International***

<http://www.toastmasters.org>

## 8. Internet Sites

Use the Internet sites related to business communication listed below to supplement the other materials.

***Guide to Grammar and Writing***

<http://webster.commnet.edu/grammar/>

***MoreBusiness – Business Resource Center***

<http://www.morebusiness.com/>

***Occupational Outlook Handbook***

<http://www.bls.gov/oco/>

***Researching Companies on the Internet - A Tutorial***

<http://www.learnwebskills.com/company/>

***Speech and Transcript Center***

<http://gwis2.circ.gwu.edu/~gprice/speech.htm>

***Technical Report Writing***

<http://ltid.grc.nasa.gov/Publishing/editing/vidcover.htm>