

Library Reading Guidance For English Books

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DaLian Minzu University Library

Legal Terminology with Flash Cards

Legal Terminology with Flash cards, a worktext designed to introduce legal words, definitions, synonyms, pronunciations and usages, is the key to advancing in law. Studying legal terminology is akin to learning a brand new language. Before one can use legal terms in legal writing, memoranda of law, legal documents and briefs, as well as verbal communications with judges, attorneys, paralegals and legal assistants, one must comprehend, appreciate and be facile in legal terminology. In the past, the language of law included numerous Latin phrases which presupposed great scholarly knowledge and study. Recently, the drive to replace legal jargon with plain English by the courts, legislatures, corporations, and law offices had made learning legal terminology much simpler. The range of career opportunities and options in law is diverse and almost limitless. On every level there are opportunities to be part of professions that can help people, while allowing one to express special talents and abilities. Students who find this text especially appropriate are enrolled in programs including legal assisting, legal secretarial, criminal justice, court reporting, real estate, and insurance, as well as others who may be studying independently.

Written by Okrent, Cathy J

Call Number: D971.2-62/O41=2

Sociology in Our Times

Sociology in Our Times is a text, which is interesting and relevant to students' lives, well organized and easy to understand and shows how sociological theory and research can be applied to everyday life and to the pressing social issues we face in our diverse society and rapidly changing world. *Sociology in Our Times: The Essentials* analyzes our interconnected world and reveals how the sociological imagination extends beyond national borders. Global implications of all topics are examined throughout each chapter and in the "Sociology in Global Perspective" box found in each chapter. Like most people in our society, students get much of their information about the social world from the media. A significant benefit of a sociology course is encouraging critical thinking about such information. This text gives students further opportunities to think sociologically. It includes a chapter summary, learning objectives, a chapter outline, key terms, a section for analyzing and understanding chapter boxes, sample test questions, and "Diversity Issues"- a series of questions that encourage critical thinking about the implications of race, class, and gender on issues discussed in the chapter.

Written by Kendall, Diana

Call Number: C91/K33A

Classroom Teaching Skills

The eighth edition of will help beginning practice. The book a reflective decision planning, implementing, decisions as part of the and carry out these



Classroom Teaching Skills teachers meld theory with conceptualizes the teacher as maker, one who makes evaluation, and management instructional role. To make decisions the teacher needs

certain teaching skills. The conceptual framework of the teacher as a reflective decision maker is presented in Chapter 1. Each subsequent chapter addresses a particular skill by first discussing the theory behind the skill and then giving the reader practice situations in which knowledge about the skill can be applied and feedback received. Because each chapter presents specific learning objectives as well as mastery tests, the reader receives immediate feedback on this learning. The Eighth Edition continues to address the importance of core INTASC standards, and highlights developing issues including the “Digital Divide”, the use of personal digital assistants (PDAs) in and outside of the classroom, cooperative learning, and dealing with behavioral issues.

Written by James Cooper
Call Number: G424/C614=8

Learning and Teaching : Research-Based Methods

The knowledge base for teaching continues to expand, and research also continues to confirm the importance of knowledge for all forms of expert performance, including teaching. Research also highlights the central role teachers play in determining the quality of learning in classrooms. Teachers do make a difference in how much students learn, and this difference depends on how teachers teach and interact with students. Teachers’ powerful influence on both student achievement and motivation is even more convincingly documented in the research literature now than it was in 1989, when the first edition of this text was published. The goal of this text is to translate this research into methods that preservice and in-service teachers can use to increase learning and student motivation.

This book connects two areas of the educational literature. One is the research on how teaching influences learning, which includes a wide range of studies conducted since the early 1970s. Teaching methodology is the second area addressed in this book. To be usable, research findings need to be translated into teaching strategies that teachers can use in their classrooms.

This substantially revised Fourth Edition represents one of the most up-to-date, research-based methods texts available today. This text has two specific goals: to change how teachers think about teaching and to change how they actually teach. Solidly grounded in research, the text describes practical methods in a clear, readable manner with numerous case examples and offers suggestions for applying those methods in today’s diverse school environments. Kauchak and Eggen organize their discussion around three important themes in education: diversity, motivation, and technology.

Written by Kauchak, Donald P
Call Number: G42/K21=5

The Essential Guide to RF and Wireless

This book is written for all those who want to understand how this mysterious technology actually works, but did not have the good fortune to get an engineering degree. Toward this end, the book's overriding goal is to simplify RF electronics and wireless technology with analogies, metaphors, and a minimum of mathematics.



Many photographs and figures are included to help explain things further. Unlike other books of its kind, however, it takes a distinctly lighthearted approach to the subject by incorporating witticisms and sarcasm, occasionally directed at the book's hypothetical protagonist, the RF engineer. This book is intentionally made humorous because the subject matter is so dry. *The Essential Guide to RF and Wireless* takes an overly simplistic approach to the subject matter. In this vein, it accomplished two main objectives: it provides a conceptual understanding of RF components and wireless systems, and it exposes you to the main vocabulary used in the industry. You can hardly expect to understand a topic as complex as wireless communications without first learning its *lingua franca*.

Written by Weisman, Carl J
Call Number: TN85/W428=2

The Amateur Naturalist's Handbook



Naturalists usually start in as beginners who have had their curiosity aroused about nature. Some start very young, others not until late in life. Age does not matter in a naturalist; it is the spirit that counts.

This book is for all who like the out-of-doors and would like to know more about the many interesting things they see.

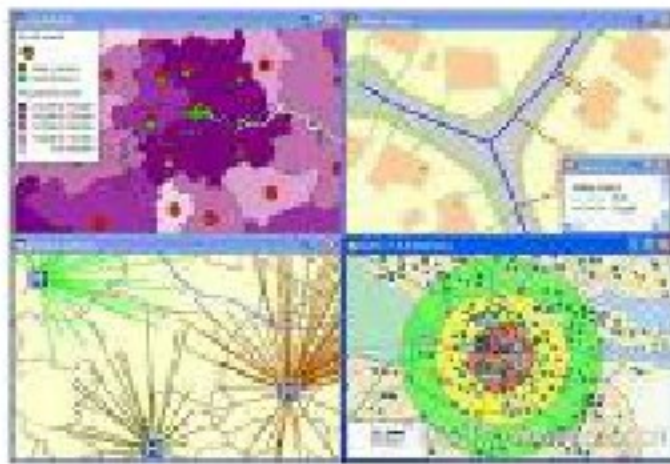
It is for those who want to go beyond mere collecting and naming into the land of the true naturalist, that of careful observation, study and experiment; who wish to gain some of the wisdom of workers before them, and who may be numbered among wise workers in time to come. In looking through this book you will notice that we study all parts of nature – not only animals, for example, but also rocks, plants, and climate.

In this book you will be given suggestions about how to go about your work so that you will learn more and more as you go along, and you will be given information about a number of tools useful in studying nature, many of which you can make yourself. The study of each of the great sections of nature is so arranged that there are things to learn and do for the Beginning, Student, Advanced, and Explorer Naturalist. The Appendix has a series of tests to help you advance, step by step, until you are able to do the work of a true naturalist.

Throughout this book, mention will be made of other books particularly worthy of study by a naturalist. Turn to the Bibliography in the back for further information on who publishes them and when they were first printed.

Written by Brown, Vinson
Call Number: N91/B878

Inside MapInfo Professional



MapInfo Corporation is the market leader in desktop mapping software. This book will help you validate your organization's good judgment in choosing MapInfo Professional.

Inside MapInfo Professional is not simply a rehash of the MapInfo manual and online help system by writers who are not familiar with the software. This book contains the knowledge that comes from time spent on the front lines of public and private sector organizations in helping individuals, departments, corporations, and government agencies learn how to effectively use geographic information systems (GIS) and desktop mapping software. The contents of this book ranges from helping businesspeople and government agency professionals who are just getting started with GIS to teaching developers how to customize GIS software to fit their unique environments.

Inside MapInfo Professional is organized in three parts: Preliminaries (Part I), Tutorial (Part II), and Case Studies (Part III). Chapter 1 (Part I) presents background information on the software and sets the stage for moving into the tutorial section of the book. Part II, Tutorial, contains eight chapters describing MapInfo Professional's basic functionality, and three chapters dedicated to advanced functionality and a customization primer. Part III, Case Study, presents the use of MapInfo in retail, telecommunication, outdoor advertising, home appraisal, and railway applications.

Written by Daniel, Larry
Call Number: P208/D184=3

Better Environmental Policy Studies : How to Design and Conduct More Effective Analysis

Although many environmental policy studies are published, arguably, few actually lead to changes in environmental policy. In most policy debates, each side can produce a study containing "scientific evidence" to bolster its position. This leads to great confusion. When dueling experts cite competing studies, public confidence in the value of such research is undetermined. This point is illustrated quite clearly in the continuing debate over the risks associated with the use of chlorinated organic compounds in industries such as paper and pulp processing and manufacturing. Advocates for each point of view have substantial technical evidence to back up their claims. Many policy makers, unsure of how to interpret the disagreement among the experts, have backed away from taking any action. This may be the worst possible response.

In order to formulate meaningful and effective environmental policy, scientific disagreement must be taken into account, not ignored. In addition, other ingredients must be factored in as well. *Better Environmental Policy Studies : How to Design and Conduct More Effective Analysis* attempts to show how and why environmental policy studies can and should be organized to ensure the best possible results.

Written by Susskind, Lawrence E
Call Number: X-017.12/S964