



Library Reading Guidance For English Books

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DaLian Minzu University Library

Organizational Behavior

Organizational Behavior, Ninth Edition, deals with the opportunities and challenges faced by those who must help themselves and their organizations meet the demanding tests of new and sometimes very difficult times. While retaining an emphasis on the fundamentals of organizational behavior, the theme for the new edition is one of personal and organizational transformation. It recognizes that today's students must build career success in an ever-changing environment and that they must do so while achieving a positive balance between work and personal lives and goals. We all live, work, and learn in a society that expects high performance and high quality of work life to go hand in hand, that considers ethics and social responsibility paramount measures of individual and organizational performance, that respects the talents of workforces increasingly rich in demographic and cultural diversity, and that knows the imprint of globalization.

Some topics in the text include management functions; helping employees balance work and other responsibilities; improving customer service; motivational concepts; communication; power and politics; conflict and negotiation; culture; and stress management. Globally accepted and written by one of the most foremost authors in the field, this is a necessary read for all managers, human resource workers, and anyone needing to understand and improve their people skills.

Written by Schermerhorn, John R

Call Number: C936/S326=9

Monster Careers: How to Land the Job of Your Life

The idea for Monster came to founder Jeff Taylor in a dream. Jeff has reinvented the way the world looks for employment. His "monster idea", conceived at the dawn of the World Wide Web, quickly became one of the first dot-com companies. Monster founder Jeff Taylor, with former editor-in-chief Doug Hardy, has written an upbeat, inspirational, and indispensable guide to getting the job you want in the new world of work. Rich with real-world advice from recruiters, career counselors, human resource professionals, and successful Monster members who share their job-hunting expertise, *Monster Careers* provides a step-by-step plan for carrying out a super-charged job search—from exploring new career options to writing job-winning resumes and cover letters, to mastering the interview and negotiating a job offer. A practical and passionate guide for any stage of your career, whether you're a seasoned professional or a recent graduate, *Monster Careers* is poised to become the uncontested job search authority.

Written by Taylor, Jeff

Call Number: C913.2/T243

Creating Literacy Instruction for All Children



What this book will do is help you discover approaches and techniques that fit your teaching style and your teaching situation. Its aim is to present as fairly, completely, and clearly as possible the major approaches and techniques that research and practice have indicated to be successful. This book also presents the theories behind the methods, so you will be free to choose, adapt, and/or construct those approaches and techniques that best

fit your style and teaching situation. You will be creating literacy instruction.

Because children differ greatly in their backgrounds, needs, and interests, the book offers a variety of suggestions for both techniques and types of books to be used. The intent is to provide you with sufficient background knowledge of teaching methods, children's books, and other materials to enable you to create effective instruction for all the children you teach, whether they are rich or poor; bright, average, or slow; with disabilities or without; urban or suburban; or from any of the diverse cultural and ethnic groups that compose today's classrooms.

This book also recognizes that reading is part of a larger language process; therefore, considerable attention is paid to writing and the other language arts, especially as these relate to reading instruction. Whether reading or writing is being addressed, emphasis is on making the student the center of instruction. Approaches that foster a personal response to reading are also advocated. Just as you are encouraged by this text to create your own reading instruction, students must be encouraged to create their own literacy.

Written by Gunning, Thomas G
Call Number: H315/G976=4

English Skills with Readings

English Skills with Readings, third Canadian Edition, helps students understand, learn, and apply the basic principles of effective writing and reading comprehension. This book focuses on challenges faced by first-semester and first-year Canadian college students. This edition has been extensively revised to present each set of skills and each subject area in goal-oriented, staged units of information to encourage confidence and a sense of mastery in the student learner as he or she proceeds.



Like previous editions, the Third Canadian Edition of *English Skills with Readings* relies on a direct, prescriptive, and supportive approach that encourages the student writer. *English Skills with Readings* bases its approach on four essential principles that are keys to effective writing for any medium: unity, support, coherence, and sentence skills. The four principles or bases are highlighted on the inside front cover and reinforced throughout the book.

Written by Langan, John
Call Number: H315/L271A=3

Narrating the New Predictive Genetics : Ethics, Ethnography and Science

Predictive genetic testing technology is still very much in its infancy in Western healthcare systems. However, as geneticists continue to establish links between the location of genes and particular disease aetiology, so further scientific knowledge may occasion more encompassing social definitions of who legitimately can be classified as “pre-ill” or “pre-symptomatic”. Potentially all of us may be transformed into “genetic citizens” with one kind or another of genetic “profile”, either before birth or something during our life course. But what exactly does it mean to be classified as a person with a predisposition to illness and how are the life sciences and technologies creating pre-symptomatic persons as new forms of social value?

This book is a critical exploration of the emerging pre-emptive cultures that shape the new predictive genetics. Based on original materials from fieldwork in contemporary Britain, it argues there is a pressing need for the social sciences to analyze conceptually, empirically and pragmatically how we think through the links that bind together the ideals of prophecy and health in such predictive contexts. *Narrating the New Predictive Genetics* introduces a number of important empirical findings that extend the parameters of existing critiques of “geneticisation” in significant new directions. The aim here is to contribute to a growing social science scholarship on the anthropology, sociology and psychology of the new genetics by paying attention to how we formulate questions about the meaning of predictive genetic knowledge for definitions of society.

Written by Konrad, Monica
Call Number: R596.1/K82

Prealgebra

Prealgebra was originally written to bridge the gap between arithmetic and introductory algebra. The basic concepts of algebra are introduced early in the book and then applied to new topics as they are encountered.

The commutative, associative, and distributive properties are covered in Chapter 1, along with the arithmetic of whole numbers. Chapter 2 gives a thorough coverage of negative numbers, along with an introduction to exponents and polynomials. Fractions (both positive and negative), mixed numbers, and simple algebraic fractions are covered in Chapter 3. Linear equations in one variable are covered in Chapter 4, along with graphing in two dimensions. All the material on positive and negative numbers and linear equations is carried into Chapter 5 on decimals. Chapter 6 and 7 cover ratio and proportion, measurement, and percent. And each chapter ends with the following items that together give a comprehensive reexamination of the chapter and some of the important problems from previous chapters:

1. Chapter Summary: These list all main points from the chapter.
2. Chapter Review: An extensive set of problems that review all the main topics in the chapter.
3. Chapter Test: A set of problems representative of all the main points of the chapter.
4. Cumulative Review: A set of problems that review material from all preceding chapters.

Written by Charles P. McKeague
Call Number: O1/M154=4

The Science of Ecology

Ecology is the most fascinating and the most important field of human inquiry. A major reason for its compelling interest is that ecology, more than other subjects, tries to see nature as a whole, with all its interconnections. This approach yields knowledge and insights that offer humans their best chance for saving the biosphere as we have known it. Any book that does not convey both the intellectual fascination of the science and the necessity of its societal application aims too low.

This is a textbook of ecology. Its framework is the principles of the science. Many applied or practical aspects of ecology are discussed throughout the text in connection with appropriate ecological principles; the last two chapters deal specifically with the role of ecology in human affairs. Ecology is not the way nature constructed; it is the study of how nature is constructed. This is to say that ecology, like all science, is a human endeavor, concepts, indications of competing hypotheses, and ways in which hypotheses have been tested. Short biographies of a few of the major figures in the development of the science are also included. More than most disciplines, ecology is plagued by reinventions of the wheel, with accompanying renamings. The problem is a lack of knowledge of what has gone before; the remedy is a commitment to explore the context of each study undertaken. To keep the book to a reasonable length, most concepts are illustrated by one or two good examples rather than a catalog of varying appropriate ones. This approach also serves the purpose of clarity.

Written by Richard Brewer

Call Number: Q14/B847

The Physical Universe

The aim of *The Physical Universe* is to present, as simply and clearly as possible, the essentials of physics, chemistry, earth science, and astronomy to students whose main interests lie elsewhere.

The book concentrates on those aspects of the physical sciences most relevant to a nonscientist who wants to understand how the universe works and to know something about the connections between science and everyday life. There are many possible ways to organize a book of this kind. The author chose the one that provides the most logical progression of ideas, so that each new subject builds on the ones that came before. The first concern in this book is the scientific method, using as illustration the steps that led to today's picture of the universe and the earth's place in it. The concern next shifts to the planet on which we live, and we begin by inquiring into the oceans of air and water that cover it.

The mathematical level of *The Physical Universe* follows Albert Einstein's prescription for physical theories: "Everything should be as simple as possible, but not simpler." A modest amount of mathematics enables the book to show how science makes sense of the natural world and how its findings led to the technological world of today. In general, the more complicated material supplements rather than dominates the presentation, and full mastery is not needed to understand the rest of the book. The basic algebra needed is reviewed in the Math Refresher. Powers-of-ten notation for small and large numbers is carefully explained there. This section is self-contained and can provide all the math background needed.

Written by Konrad B. Krauskopf, Arthur Beiser

Call Number: N43/K91=12