

Recommended Reading List

Communications/Presenting

- Atkinson, Cliff. *Beyond Bullet Points: Using Microsoft Office PowerPoint 2007 to Create Presentations That Inform, Motivate, and Inspire (Bpg - Other)*. Redmond, WA: Microsoft Press, 2007.
- Decker, Bert. *You've Got to Be Believed to Be Heard, Updated Edition: The Complete Book of Speaking . . . in Business and in Life!*. New York: St. Martin's Press, 2008.
- Fugere, Brian, Chelsea Hardaway, and Jon Warshawsky. *Why Business People Speak Like Idiots: A Bullfighter's Guide*. New York City: Free Press, 2005.
- Gallo, Carmine. *10 Simple Secrets of the World's Greatest Business Communicators (10 Simple Secrets)*. Naperville, IL: Sourcebooks, Inc., 2006.
- Heath, Chip, and Dan Heath. *Made to Stick: Why Some Ideas Survive and Others Die*. New York: Random House, 2007.
- Humes, James C.. *Speak Like Churchill, Stand Like Lincoln: 21 Powerful Secrets of History's Greatest Speakers*. New York: Three Rivers Press, 2002.
- Morgan, Nick. *Give Your Speech, Change the World: How to Move Your Audience to Action*. New York: Harvard Business School Press, 2005.
- Stolovitch, Harold. *Telling Ain't Training*. Alexandria: ASTD, 2002.
- Weissman, Jerry. *Presenting to Win: The Art of Telling Your Story*. Alexandria, VA: Prentice Hall, 2006.

Creating visuals

- Altman, Rick. *Why Most PowerPoint Presentations Suck*. New York: Harvest Books, 2007.
- Duarte, Nancy. *slide:ology: The Art and Science of Creating Great Presentations*. Sebastopol: O'Reilly Media, Inc., 2010.
- Kosslyn, Stephen M.. *Clear and to the Point: 8 Psychological Principles for Compelling PowerPoint Presentations*. New York: Oxford University Press, USA, 2007.
- Medina, John. *Brain Rules: 12 Principles for Surviving and Thriving at Work, Home, and School (Book & DVD)*. Chicago: Pear Press, 2010.
- Reynolds, Garr. *Presentation Zen: Simple Ideas on Presentation Design and Delivery (Voices That Matter)*. Berkeley, CA: New Riders Press, 2010.
- Roam, Dan. *The Back of the Napkin: Solving Problems and Selling Ideas with Pictures*. Ottawa: Portfolio Hardcover, 2010.

Business / Success

- Carnegie, Dale. *How to Win Friends & Influence People*. New York: Pocket, 1998.
- Collins, Jim. *Good to Great: Why Some Companies Make the Leap... and Others Don't*. London: Collins, 2002.
- Dubner, Stephen J., and Steven D. Levitt. *Freakonomics [Revised and Expanded]: A Rogue Economist Explores the Hidden Side of Everything*. New York: William Morrow, 2006.
- Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. New York: Back Bay Books, 2002.
- Godin, Seth. *The Dip: A Little Book That Teaches You When to Quit (and When to Stick)*. Ottawa: Portfolio Hardcover, 2007.
- Heath, Chip, and Dan Heath. *Switch: How to Change Things When Change Is Hard*. New York: Broadway Business, 2010.
- Maxwell, John C. *21 Irrefutable Laws of Leadership*. Waco, TX: Thomas Nelson, 2008.