



Canadian Writer's Companion

Author(s): Luengo, A.

General Description:

Writing reference handbook addresses the following areas: the writing process; elements of writing; types of writing; skills for research, studying, and test taking; and comprehensive grammar, usage, and mechanics rules.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Pearson Education Canada*
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101

Fax: 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price: \$20.33

ISBN/Order No: 0-13-443920-1



The Communications Handbook, Second Edition

Author(s): Donaldson, Chelsea, ed.

General Description:

Handbook covers the writing process, including the organization of paragraphs, essays, and research papers, as well as business and technical writing. Also develops listening, speaking, presentation, and study skills. Resource has been revised and updated from 1982. Reproducible exercises and MS-DOS software are under development.

Audience: General

ESL - concepts clearly summarized; easy-to-use index; well-organized structure

Gifted - tools for self-assessment; encourages independent work

LD - concepts clearly summarized; easy-to-use index; well-organized structure; tools for self-assessment; encourages independent work.

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Nelson Thomson Learning*
1120 Birchmount Road
Scarborough, ON M1K 5G4

Tel: (416) 752-9448

Fax: (416) 752-8101

Toll Free: 1-800-268-2222/1-800-668-0671

Web Address: www.nelson.com

Price: \$16.95

ISBN/Order No: 0-17-604738-7



Computer Integrated Manufacturing

General Description:

Seventeen-minute video introduces trends in modern manufacturing using the computer. Discusses the advantages of computer integrated manufacturing as well as problems, general business management, product and process planning, control systems, factory automation, and information resource communications.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *McIntyre Media Ltd.*
75 First St., Suite 203
Orangeville, ON L9W 5B6

Tel: (519) 942-9640

Fax: (519) 942-8489

Toll Free: 1-800-565-3036

Web Address: www.mcintyre.ca

Price:

ISBN/Order No:



Digital Chisel

General Description:

Macintosh software package for preparing multimedia presentations consists of a detailed reference manual, CD, and installation disks. The HyperCard-type program allows students to incorporate text, pictures, movies, sound, animation, and hypermedia in projects. The CD features a multimedia library of 14 topics: aviation, birds, common objects, dinosaurs, geography, shapes, math, microbiology, oceans, silly sounds, Vulcan's forge, animals, literature, and space.

System requirements: Macintosh LC; 4 Mb RAM; System 6.0.7.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
		✓	✓	✓	✓	✓	✓	✓	✓		✓

Year Recommended in Grade Collection:

Supplier: *Pierian Spring Software*
570 - 5200 S.W. Macadam Avenue
Portland, OR 97201

Tel: (503) 222-2044

Fax: (503) 222-0771

Toll Free: 1-800-472-8578

Price: \$199.95

ISBN/Order No: Z 000 VB1Z



**Effective Technical Communication,
Second Edition**

Author(s): Eisenberg, Anne

General Description:

Book in three parts introduces the technical writing process, including composing and editing strategies. It covers the writing of descriptions, instructions, letters, abstracts, summaries, memos, reports, and proposals, as well as the preparation and presentation of technical talks. Exercises are generally self- or group-evaluative.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *McGraw-Hill Ryerson Ltd. (Ontario)II*
300 Water Street
Whitby, ON L1N 9B6

Tel: (905) 430-5000 **Fax:** (905) 430-5020

Toll Free: 1-800-565-5758 (orders)

Web Address: www.mcgrawhill.ca

Price: \$45.90

ISBN/Order No: 0-07-019431-9



**Extraordinary Answers to Common
Interview Questions**

General Description:

Twenty-two-minute video follows a quiz show format, asking nine commonly-used interview questions. Experts supplement contestants' answers by providing additional information.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *McIntyre Media Ltd.*
75 First St., Suite 203
Orangeville, ON L9W 5B6

Tel: (519) 942-9640 **Fax:** (519) 942-8489

Toll Free: 1-800-565-3036

Web Address: www.mcintyre.ca

Price:

ISBN/Order No:



**The Gregg Reference Manual, Fourth
Canadian Edition**

Author(s): Sabin, W. et al.

General Description:

Reference manual is divided into three parts: grammar, usage, and style; techniques and formats; and references. Provides guidelines for academic reports, notes, and bibliographies wherever they tend to differ from business writing.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *McGraw-Hill Ryerson Ltd. (Ontario)II*
300 Water Street
Whitby, ON L1N 9B6

Tel: (905) 430-5000 **Fax:** (905) 430-5020

Toll Free: 1-800-565-5758 (orders)

Web Address: www.mcgrawhill.ca

Price: \$22.91

ISBN/Order No: 0-07-551852-X

Copyright: 1995



**Guidelines for Report Writing, Third
Edition**

Author(s): Blicq, Ron S.; Moretto, Lisa A.

General Description:

Clearly-written text addresses all major aspects of technical report writing: incident, field trip, and inspection reports; proposals; formal reports; techniques and methods; bibliographies and references; illustrations; spelling, abbreviations; using a computer for writing; and report writing teamwork. Analyses real-world examples. Uses the report writer's pyramid as the main organizer. Does not provide questions or exercises.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Pearson Education Canada*
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101 **Fax:** 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price: \$26.95

ISBN/Order No: 0-13-359803-9



HyperStudio

Author(s): O'Keefe, Michael; Wagner, Roger

General Description:

Software package, for Macintosh or Apple IIs, allows students to create multimedia presentations incorporating text, pictures, laserdiscs, sound, and drawing. Can use QuickTime and HyperMedia. Provides an on-line tutorial. Includes a book on how to use HyperLogo to control HyperStudio.

System requirements for Macintosh: 2 Mb RAM with System 6.0.8, 4 Mb RAM with System 7; Macintosh Plus or later; colour monitor recommended. System requirements for Apple IIs: 1 Mb RAM; 3.5" disk drive. Windows version has not been evaluated.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
		✓	✓	✓	✓	✓	✓	✓	✓		✓

Year Recommended in Grade Collection:

Supplier: Roger Wagner Publishing Inc.
4100 West 190 St.
Torrance, CA 90504

Tel: 1-800-421-6526

Fax: (310) 793-4307

Toll Free: 1-800-545-7677

Price: \$120.00

ISBN/Order No: 0-927796-41-D/MRW-023



Impact: A Guide to Business Communication, Third Edition

Author(s): Northey, M.; Adams, M.; Dubanski, R.

General Description:

Student text provides clear strategies for professional writing, speaking, and listening. It includes formal versus informal reports, letter and memo formats, and sentence and paragraph structures. Provides multilevel exercises and activities. Accompanying instructor's manual has answers to general questions, tests, teaching strategies, and blackline transparencies.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: Pearson Education Canada
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101

Fax: 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price: Student Text: \$23.96
Instructor's Manual:

ISBN/Order No: Student Text: 0-13-452541-8
Instructor's Manual:



Information Systems: A Problem-Solving Approach, Third Edition

Author(s): Laudon, Kenneth C.; Laudon, Jane Price

General Description:

American textbook presents introductory computer systems from a problem-solving perspective. Students analyze and define a business problem and then determine: how an information system might solve the problem; how to evaluate and use software and hardware; and what organizational changes are required.

Audience: General

Category: Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
									✓		✓

Year Recommended in Grade Collection:

Supplier: Harcourt Canada Ltd.
School Division
55 Horner Avenue
Toronto, ON M8Z 4X6

Tel: (416) 255-4491

Fax: (416) 255-4046/6708

Toll Free: 1-800-387-7278

Web Address: www.harcourtcanada.com

Price: \$68.00

ISBN/Order No: 0-03-002068-9



The Little, Brown Handbook, Second Canadian Edition

General Description:

This extensive reference handbook addresses the key components of written language conventions and usage. Topics discussed include the writing process, language conventions, formats, research writing, writing in other subject areas, ESL exercises and sections on computing, online research, and the use of the World Wide Web.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection: 2002

Supplier: *Pearson Education Canada*
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101

Fax: 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price: Check with Supplier

ISBN/Order No: 0673525384

Copyright: 1998



More Bloody Meetings

General Description:

Twenty-seven-minute video narrated by actor John Cleese shows how to help people work together in a meeting. In a humorous yet thorough way, it presents the following topics: uniting the group and controlling aggression, keeping to the point, and getting everyone involved. Includes explanatory booklet and discussion guide.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *International Tele-Film Enterprises Ltd.*
41 Horner Avenue
Unit 3
Etobicoke, ON M8Z 4X4

Tel: (416) 252-1173

Fax: (416) 252-1676

Toll Free: 1-800-561-4300

Price:

ISBN/Order No:



Perfect Copy Techwrite 2.0

General Description:

Audience: General
LD - provides a structured review of basic language skills

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Logicus Incorporated (See Advantage Learning Systems)*
Suite 205, Brownsville Junction
Schomberg, ON L0G 1T0

Tel: (905) 939-8652

Fax: (905) 939-8945

Price:

ISBN/Order No:



Speaking for Success: The Canadian Guide

Author(s): Lieb, Anthony

General Description:

Comprehensive handbook on oral communication covers the following topics: coping with speech anxiety; non-verbal communication; visual aids; adjudication; the informative speech; the persuasive speech; the small group presentation; and the formal meeting. Includes a glossary.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Harcourt Canada Ltd.*
School Division
55 Horner Avenue
Toronto, ON M8Z 4X6

Tel: (416) 255-4491

Fax: (416) 255-4046/6708

Toll Free: 1-800-387-7278

Web Address: www.harcourtcanada.com

Price: \$10.36

ISBN/Order No: 0-7747-3211-3



Speaking Our Minds: A Guide to Public Speaking for Canadians, Second Edition

Author(s): Barnard, Sandie

General Description:

Guide to public speaking covers a variety of speeches, and deals equally with design and delivery. Exercises and evaluations actively involve students. Includes interviews with and speeches by well-known Canadians, as well as helpful checklists.

Audience: General

Category: Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Pearson Education Canada*
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101

Fax: 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price:

ISBN/Order No: 0-13-825894-5



Technical Communication

General Description:

Canadian text includes nine chapters that deal with reading technical documents; technical writing; graphics; writing descriptions and instructions, memos, letters, reports; and oral presentations. Includes technical writing samples and exercises. Appendices include résumé writing and improving technical writing style. The teacher's guide and exercise disk have not been evaluated.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Nelson Thomson Learning*
1120 Birchmount Road
Scarborough, ON M1K 5G4

Tel: (416) 752-9448

Fax: (416) 752-8101

Toll Free: 1-800-268-2222/1-800-668-0671

Web Address: www.nelson.com

Price:

ISBN/Order No:



Technical Communication: Problems and Solutions

Author(s): Fox, Roy F.

General Description:

Comprehensive, clearly-written book rigorously addresses problems and solutions in technical communication. Case studies are followed by exercises and experiments. Text may be effectively used through any combination of chapter structure or teacher-designed learning paths. The learning outcomes for multiculturalism, computer-mediated telecommunications, and telephone practice may need supplementary resource materials.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Harper Collins Canada Ltd.*
1995 Markham Road
Scarborough, ON M1B 5M8

Tel: (416) 321-2241

Fax: (416) 321-3033

Web Address: www.harpercanada.com

Price: \$31.96

ISBN/Order No: 0-06-042173-8



Technical Writing: Principles, Strategies, and Readings, Second Edition

Author(s): Reep, Diana C.

General Description:

Comprehensive book on technical writing covers the following: audiences; writing reports, instructions, procedures, and processes; oral presentations and guidelines for grammar and usage. Technical writers provide advice on corporate culture, ethics, graphics, design, listening, oral presentations; and so on. Although the density and complexity of the concepts are generally beyond the level of secondary students, the discussion models and exercises are appropriate.

Audience: General

Category: Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Pearson Education Canada*
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101

Fax: 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price:

ISBN/Order No: 0-205-15513-8



Technical Writing: Situations and Strategies, 1st Canadian Edition

Author(s): Markel, Michael H.; Holmes, Helen

General Description:

Advanced-level text addresses the technical writing process, techniques of technical writing, common applications, and technical reports. Four appendices include a handbook of grammar and usage, how to document sources, abbreviations, and a selected bibliography.

Audience: General

Category: Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Nelson Thomson Learning*
1120 Birchmount Road
Scarborough, ON M1K 5G4

Tel: (416) 752-9448 **Fax:** (416) 752-8101

Toll Free: 1-800-268-2222/1-800-668-0671

Web Address: www.nelson.com

Price: \$35.95

ISBN/Order No: 0-17-604181-8



Technical Writing, Sixth Edition

Author(s): Lannon, John M.

General Description:

College-level resource package introduces technical and professional communication. Student text deals with problem solving, researching, designing, and producing. It includes activities, exercises, projects, and case studies. Instructor's manual provides blackline masters of quizzes, writing samples, and syllabi. Windows software leads students through a simulated presentation project.

System requirements: IBM compatible 386 or later; Windows 3.1; 2 Mb RAM; 5 Mb; mouse. Macintosh version has not been evaluated.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Harper Collins Canada Ltd.*
1995 Markham Road
Scarborough, ON M1B 5M8

Tel: (416) 321-2241 **Fax:** (416) 321-3033

Web Address: www.harpercanada.com

Price: Student Edition: \$31.96
Instructor's Manual: \$11.45
IBM Version: \$10.95

ISBN/Order No: Student Edition: 0-673-52294-6
Instructor's Manual: 0-673-52295-4
IBM Version: 0-673-54187-8



Technically-Write! Canadian Fourth Edition

Author(s): Blicq, Ron S.

General Description:

University-level text covers the technical writing process from preparation to techniques of writing. Topics include reports, proposals, business correspondence, and oral presentations. Each chapter includes suggested assignments. Includes an extensive glossary of technical terms.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Pearson Education Canada*
26 Prince Andrew Place
Don Mills, ON M3C 2T8

Tel: (416) 447-5101 **Fax:** 1-800-563-9196

Toll Free: 1-800-387-8028/7851

Web Address: www.pearsoned.ca

Price: \$32.76

ISBN/Order No: 0-13-898834-X



Tools For Technical and Professional Communication

Author(s): Bell, Arthur H.

General Description:

American text describes the "what, why, and how" of communication in technical and business situations, and covers processes, models, and applications. Two appendices provide a guide to usage, grammar, and mechanics, as well as to documentation using MLA and APA formats. The college orientation of this text does not inhibit high school classroom use.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *NTC Publishing Group (McGraw-Hill in Canada)*
4255 W. Touhy Avenue
Lincolnwood, IL 60712

Tel: (847) 679-5500 **Fax:** (847) 679-2494

Toll Free: (800) 323-4900

Price: \$39.95

ISBN/Order No: 0-8442-5815-6



Virtual Reality

General Description:

Thirteen-minute video outlines the origins of virtual reality in military flight simulators and subsequent applications, including NASA simulators, architecture, medical techniques, and various games. This is a brief, useful introductory video for Technical and Professional Communications 12 when examining alternative methods of designing and presenting information for different audiences.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
		✓	✓	✓	✓	✓	✓	✓	✓		✓

Year Recommended in Grade Collection:

Supplier: *B.C. Learning Connection Inc.*
 #4 - 8755 Ash Street
 Vancouver, BC V6P 6T3

Tel: (604) 324-7752

Fax: (604) 324-1844

Toll Free: 1-800-884-2366

Price: \$20.00

ISBN/Order No: IT0001



Visions of Heaven and Hell: Information Technology and the Future

General Description:

Series of three 52-minute videos addresses positive and negative socio-cultural aspects of the diffusion of global computer-mediated telecommunications technologies. Includes interviews with leading-edge thinkers, commentators and technology developers. Teachers should be familiar with the entire resource in order to develop the necessary pre- and post-viewing questions and activities.

Cautions:

The second video, WELCOME TO THE JUNGLE, features a discussion on cybersex and briefly shows computer text referring to sex-focussed bulletin boards. Profanity is not heard but is evident. This portion of the video, commencing at approximately 300 on a standard video counter, is not appropriate for a student audience. This section also includes discussions of moral relativity, particularly as it pertains to "computer sex," some visuals of nudity, and references to "dangerous liaisons." Teacher previewing is essential.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Films for the Humanities and Sciences*
 P.O. Box 2053, Princeton, NJ 08543-205
 12 Perrine Road
 Monmouth Junction, NJ 08852

Tel: (609) 275-1400

Fax: (609) 275-3767

Toll Free: 1-800-257-5126

Price: \$22.00 each

ISBN/Order No: SS0180, SS0181, SS0182



Write Right! A Canadian Desk-drawer Digest of Punctuation, Grammar, and Style

Author(s): Venolia, Jan

General Description:

Canadian digest applies the conventions of standard written English: punctuation, grammar, and style.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
											✓

Year Recommended in Grade Collection:

Supplier: *Self-Counsel Press Ltd.*
 1481 Charlotte Road
 North Vancouver, BC V7J 1H1

Tel: 986-3366

Fax: 986-3947

Toll Free: 1-800-663-3007

Price: \$5.96

ISBN/Order No: 1-55180-000-4