How to Read a Book: Making the Most of Your Time and Your Textbook
Learning Objectives

Understand the role that libraries and librarians play in society

Identify parts of a textbook and their function

Use study and reading strategies to perform better on open book exams
Libraries and Society

Libraries have been around for thousands of years: since 2000 to 3000 BCE

Ancient libraries were only available to members of the elite:
  - Royalty
  - Wealthy families
  - Religious groups

Libraries and Society

Ancient Greek and Roman texts were copied and preserved by Muslim scholars in the 8th and 9th century.

Monks in monastery libraries also copied and preserved ancient texts, disseminating knowledge throughout the Middle Ages.

http://en.wikipedia.org/wiki/Scriptorium

In the 1440s, Johannes Gutenberg experiments with moveable type, and literacy as we know it changes dramatically. Book manufacture no longer depended on copying manuscripts by hand.
The printing press changed everything

- Books were produced quickly and cheaply, which put books in private hands and let them circulate widely.
- As printed books spread, so did literacy.
- Books were still expensive, but no longer out of reach for common people.
Libraries and Society

Soon, academic and government libraries started to be founded:

1602: Bodleian Library at Oxford University (England)

1638: John Harvard donates books to what will become Harvard University

1800: Library of Congress (started with Thomas Jefferson’s books)
Libraries and Society

1602: Bodleian Library (England)

1800: Library of Congress

These two libraries receive one copy of every new book published in the country. Libraries are crucial to the preservation of knowledge and creative production.
Libraries and Society

1602: Bodleian Library (England)

1800: Library of Congress

The Library of Congress is even creating an archive of tweets!
Libraries and Society

As printing and literacy increased, libraries opened to the public. Benjamin Franklin founded The Library Company in 1731 and lent books on a subscription basis.

But the first public library as we know it (tax-supported) opened in 1833 in Peterborough, NH.
Businessman Andrew Carnegie spent millions building public libraries around the world in the late 19th / early 20th century.

Libraries were granted money on the conditions that the town help fund the library and that it was open to the public.

Carnegie Library in Houston, 1899 (now demolished)
Libraries and Society

Public libraries are a cornerstone of democracy: they provide free access to information for all.

Public libraries are essential to enriching communities with free educational, cultural, and leisure activities.

https://www.flickr.com/photos/hcplebranch/14888141599/in/photostream/

https://www.facebook.com/houstonlibrary/photos/pb.8575665644.-2207520000.1409421568./10152592127405645/?type=3&theater
Libraries and Society

Services provided by public libraries:

- Job training
- Employment services
  - Resume and interview help
  - Job fairs
- Technology classes
- Language classes
- Storytime and enrichment for young children
- Social workers and community resources for the homeless
- Libraries lend more than just books!
  - Videos and music
  - Ebooks and audio books
  - Musical instruments
  - Museum passes
  - Power tools
  - Cake pans
  - Art
  - Seeds
  - Toys
  - Rocks
  - Bone sets
  - Electronics
Libraries and Society

Other types of libraries:

- Academic (colleges)
- School (K-12)
- Medical
- Law
- Corporate

Your access to libraries may be conditional on your location and status: to get full access to college libraries, you must be a current student.

A TexShare card will give you access to most public and academic libraries in Texas.
Librarians and Society

Librarians have been around as long as libraries have existed

Librarians are required to have Master’s degrees (sometimes more than one!)

http://www.rationalavenue.com/gallery/7-greatest-libraries-of-the-world/
Librarians are committed to upholding important principles:

Providing value to the community
Freedom of information
Open access to information
Fighting censorship

Our professional values are outlined in the *Library Bill of Rights* (1939)
I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
Librarians and Society

Librarians fight censorship and privacy infringements

Banned Books Week

Internet filters

USA PATRIOT Act
Librarians help you research and use the library efficiently

Choose / narrow your topic

Find / evaluate research sources

Format / cite in APA and other citation styles
Contact a Librarian

Walk in: no appointment necessary
Email: reference.librarian@sjcd.edu
Phone: 281 998 6150 x 3307 or x 3526
Text message: 281 809 9928
Instant message: sanjac.edu/library

Only available when the library is open
Open-book exams

True or False?

If you have an open-book exam, you don’t need to study or read the textbook.

Discuss with the person next to you.
Open-book exams

False!

Reading the textbook and understanding its structure will help you do your best on open-book exams.
Anatomy of a Book

Knowing the parts of your textbook will help you take notes and find information quickly and effectively on test day!

- Spine
- Cover
- Title page
- About the Author
- Preface
- Table of contents / chapter headings
- Chapter extras / chapter review
- Answers to Awareness Check Quizzes
- References
- Index
Anatomy of a Book: Spine

Information on the spine helps identify the book immediately.
Anatomy of a Book: Cover

Title

Author

Edition
Anatomy of a Book:
About the Author

Author’s credentials:
Title and affiliations
Areas of study
Publications
Awards
Biography

CHERYL HAMILTON, an author well known for her writing style and award-winning teaching, understands the importance of oral and written communication as a lifelong skill. Also the author of two other texts—The Essentials of Public Speaking and Communicating for Success—she has conducted a number of research studies, including one published in the Community College Journal of Research and Practice. Dr. Hamilton has presented more than 40 papers at professional conventions, including those sponsored by the National Communication Association, Southwest Educational Research Association, Western Communication Association, and Texas Speech Communication Association. She has conducted seminars for groups such as the National Property Management Association, Bell Helicopter Textron, U.S. Postal Department, North Central Regional Police Academy, and LTV Aerospace. A native of Illinois, Dr. Hamilton received her bachelor's degree from Eastern Illinois University in Charleston, Illinois; her master's degree from Purdue University in West Lafayette, Indiana; and her doctoral degree from the University of North Texas in Denton, Texas. She is a professor of speech communication at Tarrant County College—NE Campus, which is an urban college district with over 50,000 students on five campuses in and around Fort Worth, Texas. She is active in college affairs where she has served as chair of the faculty senate and president of the faculty association. Although she has taught more than ten different communication courses at both two-year and four-year colleges, her favorite courses remain business communication, public speaking, and fundamentals. Her love of teaching is shown by the numerous teaching awards she has received including the Chancellor's Award for Exemplary Teaching.
Preface describes content of book and how it differs from the previous edition

Promotes additional study materials online

Acknowledgments
Anatomy of a Book

Knowing the parts of your textbook will help you take notes and find information quickly and effectively on test day!

- Spine
- Cover
- Title page
- About the Author
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- Table of contents / chapter headings
- Chapter extras / chapter review
- Answers to Awareness Check Quizzes
- References
- Index
Count off to 5 to make 5 groups:

1. Table of contents / chapter headings (pages vii-x)
2. Chapter extras / chapter review (Chapter 2)
3. Answers to Awareness Check Quizzes (pages 463-466)
4. References (pages 467-496)
5. Index (pages 497-509)

With your group, examine your assigned section of the book and answer three questions you’ll report back to the class:

1. What do you think is the purpose of this section?
2. How do you think this section could help you while studying?
3. How do you think this section could help you during open-book exams?
Anatomy of a Book: Table of contents

Outlines the info covered in the book

Page numbers help you find sections easily

When you get a question on an open-book exam, try to match words from the question to a chapter section to find the answer
Anatomy of a Book: Chapter headings

Conflict and culture definitely affect the success of organizations in the workplace. But just as important to success are the development and maintenance of relationships, which are mutual liking and interests between people. Regardless of your status in it, your organization’s success is influenced by the quality of your relationships with your coworkers (Williams, 2011), supervisors, and customers. The quality of employee relationships affects (a) job satisfaction, (b) trust, (c) ability to meet others’ communication needs, (d) absenteeism and turnover, (e) creativity and innovation, (f) productivity, and (g) commitment to and knowledge of the organization (Conrad & Poole, 2012, pp. 142–146; Feeley et al., 2008; Yager, 1997).

The quality of supervisors’ relationships is equally important. Studies conclude that 40% of newly hired managers remain less than 18 months in their jobs mainly because of their “failure to build good relationships with peers and subordinates” (Fisher, 1998, p. 3). Managerial characteristics that are important to “high-quality” boss–subordinate relationships include praise, understanding, trust, friendliness, honesty, and openness to subordinates’ disagreement (Goldhaber, 1993, p. 11).

The need for strong interpersonal relationships is especially important in the new organization models—the multiunit and the virtual organizations—in which electronic commerce, globalization, cyberspace offices, and constant change can cause employees to feel both physically and emotionally isolated. In Organizational Communication, Eisenberg, Goodall, and Trehwey (2010) note the following:

It is highly likely that the development of virtual teams will increase exponentially with the development of more realistic telepresence and absorption of younger people into the workplace … From an employee perspective, members of the “millennial” generation are much more comfortable than their predecessors with multitasking and multiple, mediated forms of communication. (p. 218)

Although technology-driven organizations often believe that the key to success is the number of messages sent, the key is actually using the media to build relationships and trust (Tapscott, Tiscoll, & Loy, 2000), which in turn affects our work environments and may even influence our lives at home. Research analyzed up to 1991 concluded that job satisfaction spills over into life satisfaction (Rain, Lane, & Steiner, 1991). Thus, you need to be careful in selecting the organization for which you work because its atmosphere can directly affect your communication style, your relationships, and your communication behavior. Likewise, the organization must be careful about the type of person it hires because the way employees relate to others can affect the organization’s communication success and even its culture, as Southwest Airlines indicated in the discussion in Chapter 2.

Keys to Building and Maintaining Relationships

In the relationships that we develop with people at work (or anywhere, for that matter) fulfill a need for us. As long as the relationships are mutually satisfying, they will endure; if not, they will deteriorate. In developing and maintaining relationships, it is important to keep in mind several relationship issues, which include expectations, the reciprocal nature of relationships, trust, and technology.

Every person in a relationship has certain expectations of other people and the job. If employers, employees, and even customers make their expectations clear from the start, job satisfaction and quality relationships have a better chance of developing (Chell & Tracey, 2005). For example, if we join an organization expecting a warm, social working environment but find a task-oriented, no-talking environment, we are likely to react with frustration and anger, and the quality of our working relationships will deteriorate or never develop and we may leave the job or get fired. This is illustrated by a UPS distribution company that had a turnover rate of 50% because the job was part-time and temporary. Yet this information was not initially communicated to the employees because this could be met by the next few weeks. Once the job was no longer temporary, it was often looking for full-time employees and the turnover rate dropped (Kepes, 1999, p. 150) because the employees expected the job to be temporary and what was expected of the job. Expectations not only do most expectations for others in the organization continually change and expectations less likely” (p. 150).

Making expectations clear to virtual team members and to managers is essential. Various team members are not aware of the free text messaging IM) and “disable virtual coworkers’ telephone” (Carter-Jackson, n.d.)

We’ve had more challenges with real-life coworkers, but we also had advantages over other teams, including improved relationships and the ability to avoid endless, pointless meetings.” (Carter-Jackson, n.d.)

INTERPERSONAL RELATIONSHIPS IN THE WORKPLACE

CHAPTER 3 CONFLICT, CULTURE, AND RELATIONSHIPS

CHAPTER

Section

Subsection

Subsection

Organization:
Anatomy of a Book: Chapter headings

Organize your notes:

INTERPERSONAL RELATIONSHIPS IN THE WORKPLACE

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Keys to Building and Maintaining Relationships

Make Expectations Clear

Every person in a relationship has certain expectations of other people and the job. If employers, employees, and even
Anatomy of a Book: Chapter extras

Chapter extras:
- Figures and tables
- Comics
- Lists and quick summaries

Extras provide visual interest and quick bites of information
Anatomy of a Book: Chapter review

Key terms:
- explain without looking
- make flashcards

SUMMARY
To be an effective communicator in an organization, you need to be aware of both formal and informal communication as well as how organizations coordinate employees through mutual adjustment, direct supervision, and standardization. Understanding communication and coordination methods will help you identify which of five organization models a particular company follows. The traditional model can be scientific where each task and the selection of workers are carefully designed or bureaucratic where the efficiency of managers is formalized by the chain of command; all decisions and actions are put in writing, and relationships with employees are kept detached. The human relationships model emphasizes employee-employee relationships and believes that giving employees TLC will result in greater productivity. The human resource model focuses on employee-manager teamwork, built on both employee satisfaction and management control. The human resource model tries to select the management style that best meets the needs, expectations, and culture of the employees. And finally, the transformational model is a response to the change and the electronic media that characterize today's workplace. Both the human resource and the virtual organization are changing the way businesses operate.

COMMUNICATING FOR RESULTS ONLINE
Before continuing to the next chapter, check your understanding of Chapter 2 at the Speech Communication CourseMate for Communicating for Results. CourseMate gives you quick and easy access to this text's resources to help improve your communication skills and prepare you for quizzes and exams. These resources include:
- Study tools such as the student companion workbook, digital glossary, flashcards, and review quizzes.
- Activities and assignments including Awareness Checks. Also, well as successfully communicating in any environment in which you may find yourself.

Additional info online
Group activities to explore and discuss content
Short chapter summary
Awareness Checks throughout the textbook allow you to test your knowledge. Take a practice run before exam day and check your answers. Check to see if there are similar questions on the exam.

Anatomy of a Book: Answers to Awareness Check Quizzes

Awareness Checks

1. The manufacturing problem is in Vietnam.
2. Nguyen was authorized to fire Barkley if appropriate.
3. Barkley was part of the Skype meeting.
4. Three managers are men.
5. J.R. found out about the problem during a meeting.
6. Barkley is in Taiwan.
Anatomy of a Book: References

Lists books and articles the author cites throughout the book

Use citations to find more sources of information and go deeper into material

References in APA format
Anatomy of a Book: Index

Two indices:
Author Index
Subject Index

List authors and key concepts that appear in the book, including page numbers terms appear on.

Very useful during open-book exams to pinpoint pages with relevant information.
Study strategies

Go around your group: each person should share a tip or habit they’ve used to read assignments for class

Choose one person to record the ideas

Discuss the pros and cons of each strategy and decide which one would be most helpful or effective in this class. Be prepared to share!
Study strategies

ENVIRONMENT  MATERIALS  TIME MANAGEMENT
Study strategies

ENVIRONMENT

Find your perfect reading spot
- Noise
- Comfort
- Third place

Find your perfect reading time
- When are you alert?
- When do you have time?
## Study strategies

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<th>ENVIRONMENT</th>
<th>MATERIALS</th>
<th>TIME MANAGEMENT</th>
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<tr>
<td>Find your perfect reading spot</td>
<td>Note-taking method</td>
<td>Keep all materials together in the same place,</td>
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<td>Noise</td>
<td>Longhand</td>
<td>easily accessible and transportable</td>
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<td>Comfort</td>
<td>Digital</td>
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<td>Third place</td>
<td>Note-taking supplies</td>
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<tr>
<td>Find your perfect reading time</td>
<td>Pens/pencils</td>
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<td>When are you alert?</td>
<td>Color coding</td>
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<td>When do you have time?</td>
<td>Highlighters</td>
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<td>Don’t cram!</td>
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<td>Noise</td>
<td>Longhand</td>
<td>To truly learn material, your brain needs to form strong neural networks</td>
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<td>Comfort</td>
<td>Digital</td>
<td>Quality of processing</td>
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<td>Third place</td>
<td>Note-taking supplies</td>
<td>Quantity of processing</td>
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<td>Find your perfect reading time</td>
<td>Pens/pencils</td>
<td>Read material more than once, in different ways</td>
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<td>When are you alert?</td>
<td>Color coding</td>
<td>Quick preview scan</td>
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<td>When do you have time?</td>
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<td>Deeper understanding</td>
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Suggestions or Questions?
One last thing

1. On a scale of 1 - 10, (1 being a waste of time and 10 being this was awesome!), how would you rate of this workshop?

2. What part of the workshop was most interesting or helpful for you? Why?
   - Libraries and Society
   - Anatomy of a Textbook
   - Study Strategies

3. Please share any other suggestions, comments, or questions you have about the workshop. We want to make it better!