

# Writing and Communication Skills Research Guide

## Books in the Legislative Library

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### General Writing

**Business Writing Today: A Practical Guide.** 2<sup>nd</sup> ed. Natalie Canavor.  
Sage. HF 5718.3 .C36 2016

**Garner's Modern English Usage.** Bryan A. Garner. 4<sup>th</sup> ed. Oxford University Press. REF PE 2827 .G37 2016

**HBR Guide to Better Business Writing.** Bryan A. Garner. Harvard Business Review Press. HF 5718.3 .G37 2012

**How to Write & Give a Speech.** Joan Detz. St. Martin's Griffin.  
PN 4121 .D388 2014

**On Writing Well: The Classic Guide to Writing Nonfiction.**  
William Zinsser. Harper Perennial. PE 1478 .Z56 2016

**Revising Business Prose.** Richard Lanham. 4<sup>th</sup> ed. Longman. PE 1479 .B87 L36 2000

**Style: Ten Lessons in Clarity and Grace.** Joseph M. Williams. 5<sup>th</sup> ed. Longman.  
PE 1421 .W545 1997

**Writing on Both Sides of the Brain: Breakthrough Techniques for People Who Write.** Henriette Anne Klausner. Harper San Francisco. PN 145 .K59 1987

### Legal Writing

**ALWD Citation Manual.** Darby Dickerson. 3<sup>rd</sup> ed. Aspen. REF KF 245 .A45 2006

**Black's Law Dictionary.** 10<sup>th</sup> ed. Thomson Reuters. 2014.  
REF KF 156 .B62 2014

**The Bluebook: A Uniform System of Citation.** 20<sup>th</sup> ed. 2015  
REF KF 245 .B58

**Guidelines for Drafting and Editing Legislation in Conjunction with The Uniform Law Commission.**  
Bryan A. Garner. RosePen Books. KF 4950 .G37 2016

**Legal Writing Style.** Antonio Gidi & Henry Weihofen. West Academic.  
KF 250 .W4 2018

**Plain English for Lawyers.** Richard C. Wydick. 5<sup>th</sup> ed. Carolina Academic Press. KF 250 .W9 2005

## Speaking

**Fearless Public Speaking.** Patrick King. PN 4129.15 .K56 2017

**People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts.** Robert Bolton. HM132 .B65 1986

**Simply Said: Communicating Better at Work and Beyond.**

Jay Sullivan. Wiley. HF 5718 .S855 2017

**Spy the Lie: Former CIA Officers Teach you How to Detect Deception.**

Philip Houston, Michael Floyd, & Susan Carnicero. St. Martin's Griffin. HV 8078 .S69 2012

**Verbal Judo: The Gentle Art of Persuasion.** George J. Thompson & Jerry B. Jenkins. William Morrow. BF 637 .C45 T46 2013

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## Websites

**Purdue Online Writing Lab** (<https://owl.english.purdue.edu/owl/>)

One of the premier online guides to writing style. Covers the writing process, grammar and mechanics, and specific disciplines such as journalism, social sciences, engineering, literature, and healthcare. The MLA and APA style guides are thorough and up-to-date.

**Grammar Girl** (<https://www.quickanddirtytips.com/grammar-girl/>)

What does “dilly dilly” mean? What is the difference between “illegal” and “unlawful”? Where did the expression “the proof is in the pudding” come from? This site is an excellent guide to tricky grammar and usage questions. It is also available as a podcast.

**Grammarly** ([www.grammarly.com](http://www.grammarly.com))

A free downloadable app that automatically detects potential grammar, spelling, punctuation, word choice, and style mistakes in writing. Integrates with Chrome or Office products.

**150 Writing Resources** (<https://oedb.org/ilibrarian/150-writing-resources/>)

This list has everything! Citation and grammar guides, specialty dictionaries, fact-checking sites, news digests, composition software—everything you need to step up your writing game.