

Resources Available at the Library: Business 14

Library Home page:

<http://www.chabotcollege.edu/library/>

Search Strategy Handout:

<http://tinyurl.com/yp1pr5>

Subject Headings

Catalog Lookup by Cross Reference

Search topics related to the subject **BUSINESS LETTERS**

COMMERCIAL CORRESPONDENCE

Sometimes instead of searching by keywords, you may have better luck finding materials by consulting the Library of Congress Subject Headings (LCSH). This is important because you can sometimes get better search results. For example, articles, books, and web sites on Business Letters will usually be indexed under "Commercial Correspondence." To browse such headings, they are in the five thick red volumes on the reference shelves, on the left side of the reference desk.

Business Communication
Communication in Management
Communication in Organizations
Communication—Sex Differences
Intercultural Communication
Interpersonal Communication
Interpersonal Relations
Body Language

Business Writing
Commercial Correspondence
Memorandums
Business Announcements
Business Report Writing
Proposal Writing in Business
English Language—Business English
Authorship—Style Manuals

Business Etiquette
Online Etiquette
Business Presentations
Business Meetings
Computer Conferencing
Resumes (Employment)
Cover Letters

Library Subscription Databases: <http://www.chabotcollege.edu/Library/abby/dblist2.html>. —To find articles related to your topic that originally appeared in magazines, journals, and newspapers. Originally published in **print form**.

Mainly Magazines and Journals

[EbscoHost Academic Search Elite](#)

A multi-subject database, covering the social sciences, humanities, general science, multi-cultural studies, education, and much more! Tutorial available at:

<http://tinyurl.com/58ysq>

[Business Communications Journals](#)

<http://tinyurl.com/3dnp6u>

Newspapers and Business Newsletters

[Lexis-Nexis Academic:](#)

News (General): <http://tinyurl.com/22dgo8>

News (Business): <http://tinyurl.com/2pywo3>

[ProQuest Diversity Databases](#)

Alt-PressWatch, Ethnic NewsWatch, and GenderWatch.

Library Catalog—Finding Books and Videos: <http://tinyurl.com/8mo5z>

Search the library catalog for books related to a topic of your interest. Select a topic and create a search statement. Find a book and then its call number.

Searching the Catalog: Make sure **words or phrase** is selected underneath **Search For** and narrow your search down to **Chabot College** if you only want to find books available at Chabot. Combine different terms such as: Intercultural Communication AND Business. Enter your terms with AND in between and then click on .

See [Your Search Strategy](#) for more information on phrasing a search statement.

intercultural communication and business words or phrase Search

library: Chabot College
ALL
Chabot College
Las Positas College

Pamphlet Files— At the Library, we have several filing cabinets of articles and documents to many topics. Use the Card catalog that rests on TOP of the filing cabinet, and search by Library of Congress Subject Headings. Then find the folder that has the articles/documents related to your topic. You can check out up to five articles/pamphlets at the Check Out Desk.

Reference/Statistical Sources (Books, Databases and Web sites. Look also at [Resources by Subject](#) and [Reference Sources Online](#) from the Library Home page)

Business: The Ultimate Resource	Reference: HD 38.15 .B878 2002
Encyclopedia of Leadership	Reference: HD 57.7 .E53 2004
Dictionary of International Business Terms	Reference: HD 62.4 S524 1998
Kiss, Bow, or Shake Hands	Reference: HF 5389 .M67 2006
Resources by Subject: Business	http://www.chabotcollege.edu/Library/subjectindex/Business.htm
CountryWatch	http://tinyurl.com/6cxcq
Reference for Business	http://www.referenceforbusiness.com/
E.L. Easton—Business English	http://www.eleaston.com/biz/bizhome.html
Business Writer's Free Library	http://www.managementhelp.org/commskls/cmm_writ.htm
Workplace Writers	http://owl.english.purdue.edu/handouts/pw/index.html
CareerLab: Cover Letters	http://www.careerlab.com/letters/
Introduction: Business Letters	http://tinyurl.com/3xj09r
Intercultural Communication: Business Etiquette	http://tinyurl.com/2k4lj2
Netiquette, by Virginia Shea	http://www.albion.com/netiquette/book/index.html
University of Northern Business Communication	http://www.cba.uni.edu/buscomm/
Business Presentation Resources	http://www.lib.washington.edu/business/guides/pre.html
About: Career Planning: Communication	http://tinyurl.com/2myu2b

Web Resources

Use Web search engines (such as Google) last for your research, and if you do, be prepared to evaluate web sites with a very skeptical eye. Anybody can put anything on the web, and if you do not pay attention, you could be linking very questionable or misinformed sites. For example, a student created [an otherwise decent page on the literary author, Toni Morrison](#), but she linked to a web page that purported to be a research site on Martin Luther King that turned out to be a racist web site from a white supremacy group! Clearly she did not take the time to evaluate the web sites she selected, carefully. The Library has an effective web evaluation checklist available at: <http://www.chabotcollege.edu/Library/abby/evaluation.html>

World Wide Web: Academic Searching <http://www.chabotcollege.edu/Library/handouts/metasites.pdf>

Public WWW Sites Selected by Librarians	http://tinyurl.com/392a9x
Librarians' Internet Index	http://lii.org
INFOMINE	http://infomine.ucr.edu/

World Wide Web: General Searching <http://tinyurl.com/4ekxp>

Google (Limited to PDF) http://tinyurl.com/5f294	SearchEDU http://www.searchedu.com
Google (limited to .org) http://tinyurl.com/6yrp9	SearchGov http://www.searchgov.com/

Library Research Tips and Citing Responsibly

Searchpath: Chabot Library Tutorial	http://www.chabotcollege.edu/library/searchpathclassic/
You Quote It, You Cite It: How to Avoid Plagiarism	http://tinyurl.com/55azbs
MLA Works Cited Handout	http://www.chabotcollege.edu/Library/onlineref/cited.html