Resources Available at the Library: Business 14

Library Home page: http://www.chabotcollege.edu/library/

Search Strategy Handout: http://tinyurl.com/yplpr5

Catalog Lookup by Cross Reference
Search topics related to the subject BUSINESS LETTERS
COMMERICAL CORRESPONDENCE

Subject Headings

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
Business Writing
Communication in Management
Commercial Correspondence
Communication in Organizations
Memorandums
Communication—Sex Differences
Business Announcements
Intercultural Communication
Business Report Writing
Interpersonal Communication
Proposal Writing in Business
Interpersonal Relations
English Language—Business English
Body Language
Authorship—Style Manuals

Business Etiquette
Online Etiquette
Communication in Management
Business Presentations
Communication in Organizations
Business Meetings
Communication—Sex Differences
Computer Conferencing
Intercultural Communication
Resumes (Employment)
Interpersonal Communication
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/3dpn6u

Newsletters 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 Search. See Your Search Strategy for more information on phrasing a search statement.

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)

- 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/
- 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
- University of Northern Business Communication http://www.cba.uni.edu/buscomm/
- 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


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

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

- Google (Limited to PDF) http://tinyurl.com/5f294
- Google (limited to .org) http://tinyurl.com/6ypp9
- SearchEDU http://www.searchedu.com
- 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