

Paralegal Reference Library Collection List

#	Title	Author	Publisher	Copyright Date	Edition	Category	Cover Type	Pages	Condition	Shelf Location
1	The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success	Barbara Pachter	McGraw-Hill Education	7/30/2013	1st	Etiquette	Paperback	256	New	Kern 718-A
2	Etiquette: A Guide to the Most Common Etiquette Rules and Social Situations where Etiquette Matters	Niel Schreiber	CreateSpace Independent Publishing Platform	12/16/2015	1st	Etiquette	Paperback	48	New	Kern 718-A
3	Paralegal Career For Dummies	Scott & Lisa Hatch	For Dummies	7/31/2006	1st	Paralegal	Paperback	384	New	Kern 718-A
4	Spanish for Attorneys and Paralegals with Audio CDs	William Harvey	Barron's Educational Series	10/1/2009	Pap/Com	Paralegal	Paperback	312	New	Kern 718-A
5	Paralegal Study Guide: Test Prep and Practice Questions for the CLA-CP Exam	Paralegal CLA-CP Team	Trivium Test Prep	5/19/2014	1st	Paralegal	Paperback	148	New	Kern 718-A
6	What Color Is Your Parachute? 2018: A Practical Manual for Job-Hunters and Career-Changers	Richard N. Bolles	Ten Speed Press	8/15/2017	2018	Career	Paperback	368	New	Kern 718-A
7	Find Your Fit: A Practical Guide to Landing a Job You'll Love	Sue Kaiden	Association for Talent Development	10/20/2016		Career	Paperback	280	New	Kern 718-A
8	Public Speaking for Success: The Complete Program	Dale Carnegie	TarcherPerigee	5/4/2006	Updated	Public Speaking	Paperback	464	New	Kern 718-A
9	The Art Of Saying NO: How To Stand Your Ground, Reclaim Your Time And Energy, And Refuse To Be Taken For Granted (Without Feeling Guilty!)	Damon Zahariades	Independently published	8/23/2017	1st	Personal Development	Paperback	170	New	Kern 718-A
10	Business plan template and example: how to write a business plan: Business planning made simple	Alex Genadinik	CreateSpace Independent Publishing Platform	12/7/2015	1st	Business	Paperback	146	New	Kern 718-A
11	How to Work a Room, 25th Anniversary Edition: The Ultimate Guide to Making Lasting Connections--In Person and Online	Susan RoAne	William Morrow Paperbacks	12/31/2013	Updated	Personal Development	Paperback	400	New	Kern 718-A
12	Think Like Einstein: Think Smarter, Creatively Solve Problems, and Sharpen Your Judgment. How to Develop a Logical Approach to Life and Ask the Right Questions	Peter Hollins	CreateSpace Independent Publishing Platform	5/19/2017	1st	Personal Development	Paperback	206	New	Kern 718-A
13	Grammar Girl's Quick and Dirty Tips for Better Writing	Mignon Fogarty	St. Martin's Griffin	7/8/2008	1st	Grammar	Paperback	240	New	Kern 718-A
14	The Only Grammar Book You'll Ever Need: A One-Stop Source for Every Writing Assignment	Susan Thurman & Larry Shea	Adams Media	5/1/2003	1st	Grammar	Paperback	192	New	Kern 718-A

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15	Unlimited Memory: How to Use Advanced Learning Strategies to Learn Faster, Remember More and be More Productive	Kevin Horsley	TCKPublishing.com	3/26/2016	1st	Personal Development	Paperback	188	New	Kern 718-A
16	What to Say in Every Job Interview: How to Understand What Managers are Really Asking and Give the Answers that Land the Job	Carole Martin	McGraw-Hill Education	12/31/2013	1st	Career	Paperback	224	New	Kern 718-A
17	Business Grammar, Style & Usage: The Most Used Desk Reference for Articulate and Polished Business Writing and Speaking by Executives Worldwide	Alicia Abell	Thomson West, Aspatore Books	4/1/2003	1st	Grammar	Paperback	140	New	Kern 718-A
18	How to Take Smart Notes: One Simple Technique to Boost Writing, Learning and Thinking – for Students, Academics and Nonfiction Book Writers	Sönke Ahrens	CreateSpace Independent Publishing Platform	2/24/2017	1st	Study	Paperback	176	New	Kern 718-A
19	The Presentation: A Story About Communicating Successfully With Very Few Slides	Andrew V. Abela	CreateSpace Independent Publishing Platform	8/30/2010	1st	Presentations	Paperback	78	New	Kern 718-A
20	Improve Your People Skills: Build and Manage Relationships, Communicate Effectively, Understand Others, and Become the Ultimate People Person	Patrick King	CreateSpace Independent Publishing Platform	8/29/2017	1st	Public Speaking	Paperback	200	New	Kern 718-A
21	4 Essential Keys to Effective Communication in Love, Life, Work--Anywhere!: Including the "12-Day Communication Challenge!"	Bento C. Leal III	CreateSpace Independent Publishing Platform	5/14/2017	1st	Public Speaking	Paperback	112	New	Kern 718-A
22	How to Study, 25th Anniversary Edition	Ron Fry	Career Press	1/26/2015	8th	Study	Paperback	256	New	Kern 718-A
23	The Etiquette Advantage in Business, Third Edition: Personal Skills for Professional Success	Peter Post & Anna Post & Lizzie Post & Daniel Senning	William Morrow	5/13/2014	3rd	Etiquette	Hardcover	252	New	Kern 718-A
24	Strategic Business Letters and E-mail	Sheryl Lindsell-Roberts	Houghton Mifflin	10/20/2004	1st	Career	Paperback	374	New	Kern 718-A
25	slide:ology: The Art and Science of Creating Great Presentations	Nancy Duarte	O'Reilly Media	8/12/2008	1st	Presentations	Paperback	296	New	Kern 718-A
26	Grammar Girl Presents the Ultimate Writing Guide for Students (Quick & Dirty Tips)	Mignon Fogarty	St. Martin's Griffin	7/5/2011	1st	Grammar	Paperback	304	New	Kern 718-A
27	Business Class: Etiquette Essentials for Success at Work	Jacqueline Whitmore	St. Martin's Press	7/1/2005	1st	Etiquette	Hardcover	192	New	Kern 718-A
28	How to Write It, Third Edition: A Complete Guide to Everything You'll Ever Write	Sandra E. Lamb	Ten Speed Press	8/30/2011	3rd	Study	Paperback	432	New	Kern 718-A

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29	Knock 'em Dead Job Interview: How to Turn Job Interviews Into Job Offers	Martin Yate	Adams Media	12/18/2012	1st	Career	Paperback	256	New	Kern 718-A