



ENG 1105: Technical Communications Library Resources Oakwood Campus



Contact the Library

Library Website: <http://www.laniertech.edu/library>

Ask a Librarian: (770) 531-6379 or ksummey@laniertech.edu

Start Your Research Here (Go to the [Library web site](#) and click for these resources)

Credo Reference Online Books *Use your student ID number to register as a new user*

- [American Heritage Abbreviations Dictionary](#)
- [American Heritage Dictionary of the English Language](#)
- [BUSINESS: The Ultimate Resource - Dictionary of Business and Management](#)
- [Dictionary of Human Resources and Personnel Management](#)
- [Roget's II: The New Thesaurus](#)
- [The Ultimate Business Library, Wiley](#)

GALILEO *Requires current GALILEO password*

The following databases are available online through GALILEO. Off-campus access requires a password, which may be picked up at the library each semester or requested by e-mailing your name and student ID number to ksummey@laniertech.edu.

Databases:

- [ABI/INFORM Complete \(at ProQuest\)](#) - Articles, business and management
- [Academic Search Complete](#) – Articles, some peer-reviewed
- [Business Source Complete](#) - Articles, some peer-reviewed, company information
- [ProQuest Newspapers](#) – Includes archival issues New York Times, Wall Street Journal
- [Regional Business News](#) - Newspaper articles, business, regional
- [Research Library \(at ProQuest\)](#) - Articles, all topics, peer-reviewed

Learning Express

Your username is your student ID #. Create an easy-to-remember password.

Practice your reading and writing skills with instant scoring and feedback. Vocational entrance and certification practice exams are also available.

eBooks at EBSCOhost (Over 26,000 e-books) *Requires current GALILEO password*

Click the link below to view full books online. Off-campus access requires a password, which may be picked up at the library each semester or requested by e-mailing your name and student ID number to ksummey@laniertech.edu.

- *Complete idiot's guide to terrific business writing*
- *Handbook for technical writing*
- *Improve your writing for work in 20 minutes a day*
- *Opportunities in technical writing and communications careers*
- *Persuasive proposals and presentations: 24 lessons for writing winners*
- *Technical writing: What it is and how to do it*
- *Writing at work: Professional writing skills for people on the job*
- *Writing in the workplace: New research perspectives*
- *Writing well at work: How to make an impact and get results with your business correspondence*

Useful Websites

- [Business.gov](#)
- [Business Writing Websites](#)
- [College Board Career Profile: Technical and Business Writing](#)
- [Entrepreneur's Reference Guide to Small Business Information](#)
- [Free Management Library: Management Tutorials](#)
- [HR Guide for Students and Professionals](#)
- [Microsoft Office Training](#) (Microsoft Office product tutorials)
- [Newbie Tech Writer](#) (Job search, resume tips and more)
- [Online Women's Business Center](#)
- [Society for Technical Communication](#)
- [What is Technical Communication?](#) (From Michigan Technological University)

Magazines in the Library (Oakwood Campus)

* Click links for magazine website

- [Business Week](#)
- [Entrepreneur](#)
- [Forbes](#)
- [INC Magazine](#)
- [Kiplinger's Personal Finance](#)
- [Office Solutions](#)

Searching the Library Catalog

The Library Catalog shows holdings at all LTC libraries. Go to the LTC Library home page and click on [Library Catalog](#). Start with a **Keyword Search**. You may also explore **Subject Headings** to find relevant materials.

Call Numbers to Browse

HF 5001-6182 – *Business and commerce*

HF 5381-5386 – Vocational guidance and career development

HF 5717 – 5746 – Business communication

PE 1001 – 1693 – Modern English language and writing

Some of the Reference Books at Oakwood Campus (May be used in Library)

- * Ask the librarian for assistance with reference materials, or browse by call number *
- | | |
|--------------------------------------|--------------------------------------|
| Craft of Research | R Q180.55 .M4.B66 2003 |
| Essentials of Business Communication | R HF5718 .G85 2004 ON RESERVE |
| Gregg Reference Manual | R PE1479 .B87 S23 2005 |

