

Word Processing: A Systems Approach to the Office. Helen McCabe and Estelle Popham. Harcourt Brace Jovanovich, Inc. 1977. 180 pp.

*Reviewed by Gretchen N. Vik
San Diego State University*

Word Processing is aimed at secretarial science students, but business students in other areas could learn a lot through a reading of this book.

Word processing is discussed first historically, and the emphasis is on the changing position of secretaries with the addition of the new electronic equipment, but Chapter 6, "Word Processing Case Studies," goes beyond professional studies material into some very interesting management background on how 12 major companies automated their word processing. These case studies show a range of problems and detail the solutions. This material would be helpful to any student who will ever work in an office, as well as to secretaries and word processing employees.

The final 60 pages of the book outline computer development. This up-to-date section is augmented by many photographs of equipment and some discussion of how systems can be developed. The most valuable part of the book remains the 20 pages of case studies, so well done that they could serve as models for cases in other types of texts. The book is a useful overview of the current state of word processing no matter what your field. The authors are in the process of producing a more comprehensive text on word processing—look for it.

Practical Communication. Nell Ann Pickett. Harper's College Press, 1975. 259 pp.

*Reviewed by Gretchen N. Vik
San Diego State University*

Practical Communication, also published as a series of pamphlets, is an excellent basic text on communicating on the job. Pickett, from Hinds Junior College in Mississippi, teaches in a modular department which offers students choices of mini-courses during a semester. Apparently even some literature

Practical Communication Harper Studies In Language And Literature

Michael Brown



Practical Communication Harper Studies In Language And Literature:

Practical Communication Harper Studies In Language And Literature Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Practical Communication Harper Studies In Language And Literature**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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