

THE BASICS OF COMMUNICATION - RESOURCES

GENERAL LEADERSHIP RESOURCES

Title	Author	Publisher	Year	Link
How to Win Friends and Influence People	Dale Carnegie	Pocket Books	1998	Link
HBR's 10 Must Reads on Communication	Harvard Business Review, Robert B. Cialdini, Nick Morgan, Deborah Tannen	Harvard Business Review	2013	Link
Brief: Make a Bigger Impact by Saying Less	Joseph McCormack	Wiley	2014	Summary
Communication in the Real World: An introduction to Communication Studies	Minnesota University	University of Minnesota Library Publishing	2013	Link
An Introduction to Interpersonal Communication: A Primer on Communication Studies		Creative Commons licensed, freely downloadable	2012	Link
Communication Barriers		Creative Commons licensed, freely downloadable	2012	Link
Nonviolent Communication: A Language of Life	Marshall Rosenberg	PuddleDancer Press	2015	Link
Mindfulness and Interpersonal Communication	Burgoon, J. K., Charles R. Berger, and Vincent R. Waldron	Journal of Social Issues, Volume 56, No. 1, pp 105-127	2000	Link
Nonverbal Communication		Creative Commons licensed, freely downloadable	2012	Link
Applications of non-verbal communications	edited by Ronald E. Riggio and Robert S. Feldman	Lawrence Erlbaum Associates	2005	Link

IGNATIAN RESOURCES

Title	Author	Publisher	Year	Link
Directions for Communication	Willi Lambert SJ	The Crossroad Publishing Company	2000	Link
Ignatian hints for a fruitful Dialogue	Society of Jesus	GC36	2016	Link
Spiritual Conversation: A privileged apostolic instrument of the Society of Jesus	German Arana	Review of Ignatian Spirituality, xxxvi, i	2005	Link
Decree 15: "Communication: A New Culture,"	General Congregation 34	The Portal to Jesuit Studies	1995	Link
Communication at the Service of an Authentic Culture of Encounter (World Communication Day)	Pope Francis		2014	Link
Communication, Cultural Form and Theology	Paul A. Soukup	The Way	1986	Link

QUOTES

- "The art of communication is the language of leadership." James Humes
- "Without communication, there is no community. Community is communication" Willi Lambert
- "Communication leads to community, that is, to understanding, intimacy and mutual valuing." Rollo May
- "Honest communication is built on truth and integrity and upon respect of the one for the other." Benjamin E. Mays
- "The single biggest problem in communication is the illusion that it has taken place." George Bernard Shaw
- The more technologically advanced our society becomes, the more we need to go back to the basic fundamentals of human communication. Angela Ahrendts
- "Between what is said and not meant, and what is meant and not said, most of love is lost." - Khalil Gibran
- 'We don't see the world as it is, we see it as we are' - Anaïs Nin
- "Miscommunication is always a two way street." — Sheryl Sandberg
- "I learned that effective communication starts with the understanding that there is MY point of view, (my truth), and someone else's point of view (his truth)." Sheryl Sandberg
- "If any think they are religious, and do not bridle their tongues but deceive their hearts, their religion is worthless." James 1:26
- "Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer everyone." Colossians 4:6