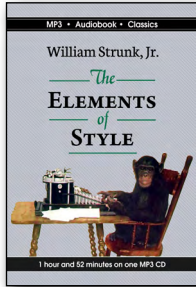


Self-Help



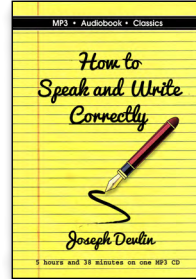
The Elements of Style

Author: William Strunk, Jr. (1869 – 1946)
 Read by: Nicholas James Bridgewater
 Length: 1 hour and 50 minutes
 Format: MP3 CD in DVD case
 Genre: Education, Reference, Self-Help

The Elements of Style is a guide to writing American English written in 1918 by Cornell University English professor William Strunk, Jr. for use in the university. It was published in 1920 and became an indispensable tool for writers of all stripes. It consists of "eight elementary rules of usage, ten elementary principles of composition," a few matters of form, a list of 49 words and expressions commonly misused, and a list of 57 words often misspelled. "Originally a short 52-page manual,

Catalog: DB-1115
 UPC: 0683422134326
 MSLP: \$9.99

it was eventually revised by New Yorker writer E. B. White and sold over ten million copies in three editions. This audiobook is a reading of the original 1920 edition. Perhaps the highest praise came from American poet Dorothy Parker once proclaimed, "If you have any young friends who aspire to become writers the second-greatest favor you can do them is to present them with copies of *The Elements of Style*. The first-greatest, of course, is to shoot them now, while they're happy."



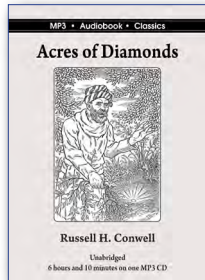
How to Speak and Write Correctly

Author: Joseph Devlin
 Read by: Multiple readers
 Format: MP3 CD in DVD case
 Length: 5 hours 38 minutes
 Genre: Education, Reference, Self-Help

How to Speak and Write Correctly (1910) is one of the most enduring and useful guide books to effective communication ever written, an unpretentious handbook for those who have neither the time nor the inclination for in-depth study of the intricacies of grammar and composition. Devlin covers the essentials in plain language with a focus on practical application. Topics include the three essentials of speech – purity, propriety and precision; the elements of grammar; analysis of sentence structure and rules for coherent sentence construction; proper punctuation and common punctuation errors; and the use of figurative language. The author gives significant space to the many idiomatic terms and expressions peculiar to the language and to common errors made by even the finest writers and speakers. The book includes background material on the history of the language and tips on letter writing and sample letters. Whatever your involvement with speaking and writing, the time spent with this volume will yield insights that can't help but improve your ability to communicate.

Catalog: DB-1097
 UPC: 0683422134258
 MSLP: \$9.99

So read the copy for advertisements for *The Art of Money Getting*; or, *Golden Rules for Making Money*, a concise guide to the principles of sound business and financial management written by P. T. Barnum and published in 1880 as a 96-page paperback at the height of his worldwide popularity. The book consists of an introduction on the general subject followed by twenty concise chapters on Barnum's rules of success, and is considered by many as the first and possibly the manual for effectively using advertising, promotion and public relations as essential tools of getting the message to the public as a critical factor in business development.



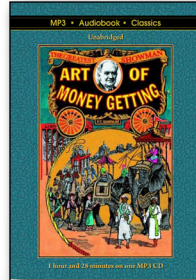
Acres of Diamonds

Author: Russell H. Conwell (1843 - 1925)
 Read by: Phil Chenevert and Scott Dahlem
 Format: MP3 CD in DVD case
 Length: 6 hours and 10 minutes
 Genre: Non-Fiction, Education, Self-Help

Acres of Diamonds by Russell H. Conwell was published in 1890 as a document of a lecture by the same name that he gave over 6,000 times to audiences all over world. The title derives from a story Conwell heard from an Arab guide in the Middle East concerning a farmer so eager to find diamonds that he sold his land and went off to search for them in vain. In the meantime, the buyer of his property was fortunate to discover a diamond mine on the property. The central idea is that all that is necessary to achieve good things is present in one's own community.

Catalog: DB-1171
 UPC: 0683422134906
 MSLP: \$9.99

The lecture was first given in 1869 became the most popular lecture of its time. He continued to deliver the lecture on the Chautauqua circuit until his death in 1925. This edition includes two readings of the *Acres of Diamonds* followed by a reading of *His Life and Achievements* by Robert Shackleton.



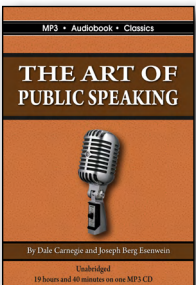
The Art of Money Getting

Author: Phineas Taylor "P. T." Barnum (1810 - 1891)
 Read by: D. S. Harvey
 Length: 1 hour and 28 minutes
 Format: MP3 CD in DVD case
 Genre: Economics, Education, Self-Help,

Learn The 20 Time Tested Business Rules To Attract More Money, More Prospects and More Customers To You From "The Father Of Marketing" - PT Barnum

Catalog: DB-1120
 UPC: 0683422134289
 MSLP: \$9.99

So read the copy for advertisements for *The Art of Money Getting*; or, *Golden Rules for Making Money*, a concise guide to the principles of sound business and financial management written by P. T. Barnum and published in 1880 as a 96-page paperback at the height of his worldwide popularity. The book consists of an introduction on the general subject followed by twenty concise chapters on Barnum's rules of success, and is considered by many as the first and possibly the manual for effectively using advertising, promotion and public relations as essential tools of getting the message to the public as a critical factor in business development.



The Art of Public Speaking

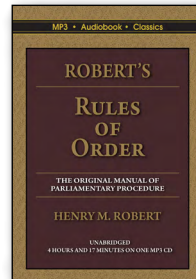
Author: Dale Carnegie (1888- 1955) & Joseph Berg Esenwein (1867 - 1946)
 Read by: Multiple readers
 Length: 19 hours and 40 minutes
 Format: MP3 CD in DVD case
 Genre: Education, Self-Help

Many people dread the prospect of having to speak in front of an audience. Dale Carnegie realized this a little over a hundred years ago and approached the YMCA in New York with an offer to give lessons in public speaking for a share of the gross. Within a few years he was making the equivalent of over a half million dollars a year at it. He joined forces with Joseph Berg Esenwein, a writer and editor, to formulate his principles in *The Art of Public Speaking*. First published

Robert's Rules of Order

Author: Henry M. Robert (1837 - 1923)
 Read by: Multiple readers
 Format: MP3 CD in DVD case
 Length: 4 hours and 17 minutes
 Genre: Education, Self-Help

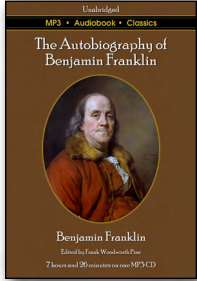
Robert's Rules of Order it is a collection of rules regarding parliamentary procedure that was written by U.S. Army Colonel Henry Martyn Robert, a military engineer. It has been the most widely used manual of parliamentary procedure for well over one hundred years. Originally published in 1876, it is a collection of rules regarding parliamentary procedure that was inspired by the author Henry Robert's disastrous performance in leading a church meeting in 1863, which had erupted into open conflict on the issue of abolition. Robert felt his inadequate knowledge of proper procedure was to blame, and so he assembled the book of rules loosely modeled after those in use in the United States House of Representatives, with adaptations in design for use in more ordinary societies outside of legislative bodies. While the book has no basis in either statutory law, common law, or court precedent, numerous organizations adopt it as their formal reference owing to its clarity and thoroughness. This reading is of the First Edition.



Catalog: DB3-1116
 UPC: 0683422134265
 MSLP: \$9.99

Catalog: DB-1130
 UPC: 0683422134319
 MSLP: \$11.99

in 1915, the book has been used by millions to improve their communication skills and remains relevant and effective today. It covers every side of the issue: confidence, emphasis, pitch, pace, pause, power, inflection, force, feeling, fluency, articulation, gesture, and the many ways of influencing an audience. Numerous examples are provided for study and practice. So, if you are stuck, scared, or just want to do better, listen up and learn how to get your audiences to do the same!

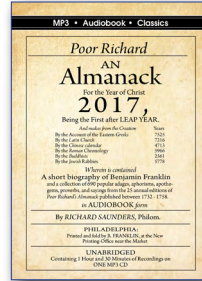


The Autobiography of Benjamin Franklin

Author: Benjamin Franklin
 Read by: Gary Gilbert
 Length: 7 hours and 25 minutes
 Format: MP3 CD in DVD case
 Genre: Biography, Autobiography & Memoir

In the words of biographer Walter Isaacson, Franklin was "the most accomplished American of his age and the most influential in inventing the type of society America would become." *The Autobiography of Benjamin Franklin* is Franklin's own record of his life, written between 1771 and 1790 and incomplete and unpublished at the time of his death. It languished until his grandson William Temple Franklin published the first three parts in London in 1818. Franklin's legacy of "firsts" continues to our time: *The Autobiography of Benjamin Franklin* was the first full-length recorded book in history, recorded by actor Michael Rye and released in 1969.

Catalog: DB-1071
 UPC: 0684758936516
 MSLP: \$11.99

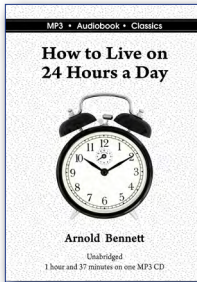


Poor Richard's Almanack

Author: Benjamin Franklin
 Read by: Michelle Fry
 Format: MP3 CD in DVD case
 Length: 1 hour and 30 minutes
 Genre: Humor, Philosophy

Poor Richard's Almanack was a yearly almanac published by Benjamin Franklin using the pseudonym Richard Saunders, the "Poor Richard" of the title. Almanacs offered an amalgam of weather forecasts, sunrises, sunsets, phases of the moon, and tides along with household tips, puzzles and other amusements. Both useful and entertaining, they were immensely popular, and none more so than Franklin's, which sold quite well, as many as 10,000 copies per year, and made him a wealthy man. Published for 25 years between 1732 and 1758, the pamphlet was known for its wordplay and extensive sprinkling of witty and wise sayings throughout, many of which have found their way into the American vernacular. Some 690 of these aphorisms and sayings are collected here.

Catalog: DB-1211
 UPC: 0701236969290
 MSLP: \$9.99

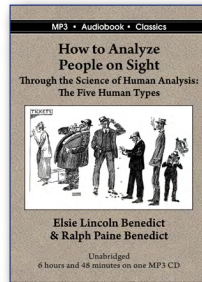


How to Live on 24 Hours a Day

Author: Arnold Bennett (1867 - 1931)
 Read by: Phil Chenevert
 Format: MP3 CD in DVD case
 Length: 1 hour and 37 minutes
 Genre: Non-Fiction, Education, Self-Help

How to Live on 24 Hours a Day (1910) offers practical advice on how to effectively use one's spare time to alter a humdrum existence into an interesting and rewarding life. Author Arnold Bennett targeted an audience of the large and increasing number of white collar workers stuck in jobs with little in the way of incentive or reward beyond an income that trapped them in a numbing daily routine. The simple advice is to find 90 minutes three times a week, usually in the evening, and use that time for self-improvement through reading, meditating, practicing self-discipline, or studying the arts. Bennett advises against proselytizing to others, rushing or attempting too much at first. He favors a balance between flexibility and rigid discipline and a slow but steady pace at the outset. The book was one of the first self-improvement works and has gained resurgence in recent years due to its ongoing relevance.

Catalog: DB-1170
 UPC: 0683422134890
 MSLP: \$9.99

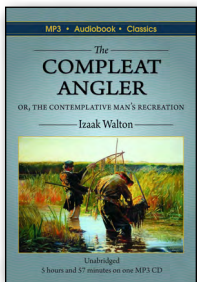


How to Analyze People on Sight

Author: Elsie Lincoln Benedict and Ralph Paine Benedict
 Read by: Multiple readers
 Format: MP3 CD in DVD case
 Length: 6 hours and 48 minutes
 Genre: Non-Fiction, Education, Self-Help

During the intense growth and transformation of the early 20th analysis and science seemed to be the obvious road to economic progress, which was felt to be the key to overall well-being. *How to Analyze People on Sight*, published in 1921, was very much a product of that time. The well-educated Benedicts brought the language of science and discipline of categorization to bear on human appearance, developing a system where five basic body types were used to define corresponding emotional and behavior patterns. The underlying premise is that the biology drives destiny, and with knowledge in hand, one can make better informed decisions about oneself and others. While it takes the subject matter seriously, it is done so with a light touch that allows for humor. The book has remained popular over the years. While most contemporary readers acknowledge that it is not really scientific as we know it today, and some find it biased and lacking in evidence, many others find it useful and insightful.

Catalog: DB-1172
 UPC: 0683422134913
 MSLP: \$9.99



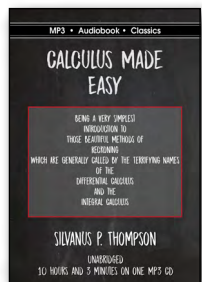
The Compleat Angler

Author: Izaak Walton (1593-1683)
 Read by: Nicole Lee
 Format: MP3 CD in DVD case
 Length: 5 hours and 57 minutes
 Genre: Education, Essays

The Compleat Angler, or, the Contemplative Man's Recreation (1653) is a unique classic work, a treatise that celebrates the art and spirit of fishing. The subtitle conveys its essence well, as the material ranges from technical tips to quotations, anecdotes, poems, songs, turns of phrase and musings on the nature of creation. Walton revised the work through five editions in the twenty-five years following its initial publication, during which time it grew from thirteen

Catalog: DB-1164
 UPC: 0683422134838
 MSLP: \$11.99

to twenty-one chapters. Originally structured with two speakers, Piscator and Venator, later editions added new companions who each discoursed on the aspects of his favorite pastime. Walton was a reputed master in the use of worms, frogs, and grasshoppers for bait fishing, but turned to humorist and retired cook Thomas Barker for the fly fishing section, which was added to and completed by his friend Charles Cotton in later editions. The book was thus a living thing, and developed much the way a blog might evolve in the present day.



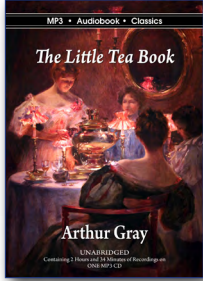
Calculus Made Easy

Author: Silvanus P. Thompson
 Read by: Multiple readers
 Format: MP3 CD in DVD case
 Length: 10 hours and 3 minutes
 Genre: How To and Self-Help, Mathematics

If you are one of the many people who are intimidated and baffled by mathematics, this book is for you. *Calculus Made Easy: Being a Very-Simplest Introduction to Those Beautiful Methods of Reckoning which Are Generally Called by the Terrifying Names of the Differential Calculus and the Integral Calculus* by Silvanus P. Thompson has been considered "a classic and elegant introduction to the subject" of infinitesimal calculus ever since its initial publication

Catalog: DB-1198
 UPC: 0701236969160
 MSLP: \$11.99

in 1910. Written for British students, the concepts are presented in simple, clear terms in an accessible, conversational style with a dash of wry humor thrown in for good measure. Each chapter is accompanied by problem sets that further illuminate the concepts and that students seem to enjoy working through. Many report that they are awakened to the genius of calculus and thoroughly delighted by their ability to finally understand an often intimidating discipline.



The Little Tea Book

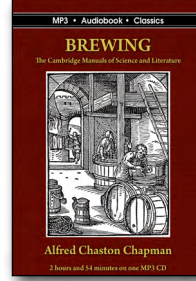
Author: Arthur Gray
 Read by: Multiple readers
 Format: MP3 CD in DVD case
 Length: 1 hour and 41 minutes
 Genre: Education, Culture, Crafts & Hobbies

The Little Tea Book is a one-of-a-kind book that makes an informative and amusing look at tea in all its flavors and styles. It delves into the history of tea, both Eastern and Western, and gleans stories, aspects of culture, quotes, and even poetry from a range of sources.

This book is a must for tea enthusiasts everywhere. From the introduction... After all, tea is the drink! Domestically and socially it is the beverage of the world...

what other product can compare with tea in the high regard in which it has always been held by writers whose standing in literature, and recognized good taste in other walks, cannot be questioned? A glance through this book will show that the spirit of the tea beverage is one of peace, comfort, and refinement. The side-lights of history, customs, manners, and modes of living which tea plays in the life of all nations will be found entertaining and instructive... a leaf which can combine so much deserves, at least, a little human hearing for its long list of virtues; for its peaceful walks, talks, tales, tattle, frills, and fancies which go to make up this tribute to "the cup that cheers but not inebriates."

Catalog: DB-1223
 UPC: 0701236969429
 MSLP: \$9.99



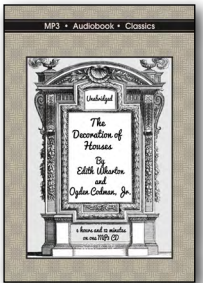
Brewing

Author: Alfred Chaston Chapman
 Read by: Elizabeth Klett
 Format: MP3 CD in DVD case
 Length: 3 hours and 20 minutes
 Genre: Education, Crafts & Hobbies

From the Preface...

Great as is the debt of gratitude which the brewing industry owes to the labours of scientific men, it has been more than repaid by the immense services which that industry has indirectly rendered to the advancement of modern science. It may be said without exaggeration that in respect of the number of scientific investigations of the first order of importance to which it has given rise, the brewing industry stands easily preeminent among the industries of mankind, and that without the stimulus furnished by the desire to arrive at the meaning of some of the more important phenomena connected with the brewing of beer, both chemical and biological science would probably be the poorer today by some of their most valued intellectual achievements... The brewing of beer is regarded by many as an operation of a simple and more or less mechanical description, which is not of sufficient importance to merit study or of sufficient interest to claim a share of their attention. It is in the hope of doing something, even though it be but little, to correct this widely spread impression, that I have most willingly accepted the invitation to contribute this little work to *The Cambridge Manuals of Science and Literature*.

Catalog: DB-1226
 UPC: 0701236969443
 MSLP: \$9.99



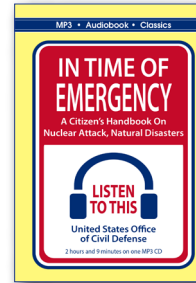
The Decoration of Houses

Authors: Edith Wharton (1862-1937)
 & Ogden Codman, Jr. (1863 - 1951)
 Read by: Multiple readers
 Format: MP3 CD in DVD case
 Length: 6 hours 19 minutes
 Genre: Education, Self-Help

Edith Wharton first achieved recognition for *The Decoration of Houses*, a manual on interior decoration produced in collaboration with architect Ogden, Codman, Jr. Prior to its publication, interior decoration had been a discipline much like dressmaking, which was reflected in the use of heavy drapery, overstuffed furniture and prominence of Victorian lace and bric-a-brac. Codman and Wharton argued that interiors should instead be approached with a classical sense of

simple lines, proportion, symmetry, and balance. In doing so they helped guide us away from the Victorian penchant for elaborate details, busy designs, and clutter and stuffiness. Organized in sixteen chapters, the first chapters outline general principles and the following chapters detail the suggested arrangement of specific rooms for maximum comfort and usefulness. *The Decoration of Houses* is considered a seminal work in the creation of the discipline of interior design.

Catalog: DB3-1129
 UPC: 0684758936738
 MSLP: \$9.99



In Time Of Emergency: A Citizen's Handbook On Nuclear Attack, Natural Disasters

Author: U. S. Office of Civil Defense
 Read by: Tricia G
 Format: MP3 CD in DVD case
 Length: 2 hours and 9 minutes
 Genre: Education, Self-Help

A major emergency affecting a large number of people may occur anytime and anywhere. It may be a peacetime disaster such as a flood, tornado, fire, hurricane, blizzard or earthquake. It could be an enemy nuclear attack on the United States. In any type of general disaster, lives can be saved if people are prepared for the emergency, and know what actions to take when it occurs.

Catalog: DB-1215
 UPC: 0701236969337
 MSLP: \$9.99

This handbook, "In Time of Emergency" (1968), contains basic general information on both nuclear attack and major natural disasters. This general guidance supplements the specific instructions issued by local governments. Since special conditions may exist in some communities, the local instructions may be slightly different from this general guidance. In those cases, the local instructions should be followed. (Summary from Introduction)