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Briefing in Conference Techniques

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BOOKS

Loney, Glenn M. *Briefing in Conference Techniques*. New York, McGraw-Hill, 1959. 194 p.

This book is excellent for study, reference and guidance, incorporating in one volume the important elements of speech preparation and delivery, including fundamentals governing audio-visual aids. The individual without previous training will find it particularly helpful when faced with the problem of lecturing or briefing.

Moscow, Alvin. *Collision Course*. New York, Putnam, 1959. 309 p.

This book is written by an Associated Press reporter who covered the four months of court hearings in connection with the controversial collision at sea of the Andrea Doria and the Stockholm, and later interviewed the officers and crews of both ships, the passengers, the personnel engaged in the rescue and salvage work, and the lawyers and officials of both steamship lines. This definitive account is an excellent study of modern travel on the commercial sea routes of the Atlantic and gives argumentative support to the need for revision of the International Rules of the Road for present-day radar equipped ships. The tale is cleverly developed by switching the commentary from bridge to bridge as the ships close for their tragic meeting. This is a book of great interest to all seafaring men.

Schneider, Ronald M. *Communism in Guatemala, 1944-1954*. New York, Praeger, 1959. 350 p.

Lenin's "Communist Principle of Insurrection" states "Success at the point of overthrow depends upon the revolutionaries being able to endow their minority group with the effective strength of a majority." Dr. Schneider's carefully documented case study of the ten-year rise to power of Communism in Guatemala serves to prove that Lenin's precepts are still valid and are still being applied by practicing Communists. This book offers a detailed history of the means by which less than four thousand Communists in a nation of three million