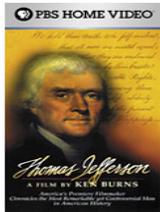


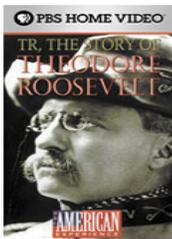
### 1. The Living Edens: Big Sur: California's Wild Coast (VHS)

It has been called the greatest meeting of land and sea in the world. A sometimes violent yet fragile place, Big Sur challenges the senses. Here, air, water and land combine in spectacular fashion and provide refuge for a host of creatures, including condors, falcons, blue whales, great white sharks and elephant seals.



### 2. Thomas Jefferson 2PK (VHS)

Revered as author of the Declaration of Independence yet condemned as a slaveowner, Thomas Jefferson's controversial heritage endures. Ken Burns' penetrating film portrays a young man transformed by the American Revolution yet torn between career and family life at Monticello and faced with heartrending loss. Jefferson becomes U.S. minister to France, enters national politics, fulfills his destiny as president, and enters a busy retirement.



### 3. TR, The Story of Theodore Roosevelt 2PK (VHS)

He personified America at the turn of the last century--confident, exuberant, involving-but suffered from hidden demons. He was Teddy Roosevelt, or TR, heroic figure of boundless energy and bleak emotions. Family letters and diaries, authentic film footage and interviews with family members and others profile an ambitious man: fearless in combat, loving and generous with family, and unafraid to take on powerful financial interests.



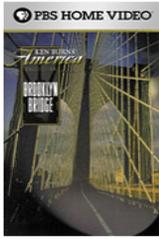
### 4. Great Lodges of the National Parks 4PK (VHS)

GREAT LODGES OF THE NATIONAL PARKS explores grand lodges in the western U.S. parks, showcasing a pivotal era of American craft and design. Each lodge is unique, with masterful architecture blended with its natural surroundings, and artistic features reflecting the history and special characteristics of the region. The sheer majesty of the surrounding parks includes dramatic vistas, abundant wildlife, and impressive rivers and lakes.



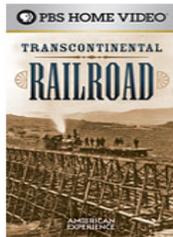
### 5. Abraham and Mary Lincoln: A House Divided (VHS)

From award-winning filmmaker David Grubin, this miniseries weaves together the troubled lives of a dirt-farmer's son and a wealthy Southern slave-owner's daughter. Together, Abraham and Mary Lincoln ascended to the pinnacle of power at the most difficult time in the nation's history, the Civil War. Abraham Lincoln's legacy as the Great Emancipator reshaped the nation while his tragic death left Mary reclusive and forgotten.



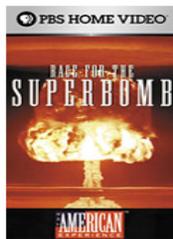
### **6. Brooklyn Bridge, The (VHS)**

This award-winning film by Ken Burns recaptures the drama, struggles, and personal tragedies behind the greatest of all achievements of America's industrial age, THE BROOKLYN BRIDGE. Largest bridge of the era, its construction entailed enormous problems and ingenious solutions. Witness the human heroics behind the bridge that seized America's imagination in the 1880s. Discover the enduring charm and beauty of a granite-and-steel masterpiece.



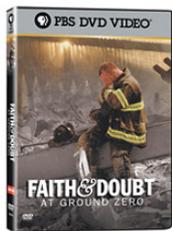
### **7. Transcontinental Railroad (VHS)**

Go behind-the-scenes of one of the greatest engineering feats of the 19th century: the building of a transcontinental railroad across the United States. Completed in only six years by unscrupulous entrepreneurs, brilliant engineers, and legions of dedicated workers, the Transcontinental Railroad left a horde of displaced, broken Native Americans in its wake. See how the railroad helped shape the politics and culture of mid-19th century America.



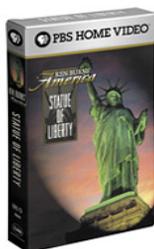
### **8. Race for the Superbomb (VHS)**

Viewers must hang on to their seats in this harrowing, firsthand look at the race to build a weapon of mass destruction. It is August 1945, and U.S. and Soviet scientists seek to build an hydrogen bomb. Inventor Edward Teller defends it as a deterrent to attack, while Robert Oppenheimer and Enrico Fermi call it a monster of mass destruction. Military footage and Soviet archival sources portray a world perched on the brink of destruction.



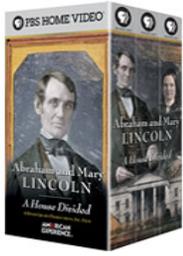
### **9. Faith and Doubt at Ground Zero**

Ground Zero in Manhattan has become a site of pilgrimage. Thousands of people visit the site, looking for consolation and questioning the events of September 11. There is a profound quiet to their meditations. Starting here, FRONTLINE sets out on a quest to find out how peoples' faith has been challenged, and how they are coping with difficult questions of good and evil, religion and apostasy, and the frailty of human life.



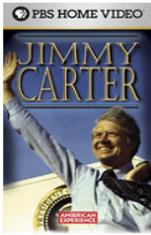
### **10. Statue of Liberty (VHS)**

Filmmaker Ken Burns presents the definitive portrait of this great lady of the American imagination, in a program that won nominations for both an Academy Award and an Emmy. Follow her life, from her creation by French sculptor Auguste Bartholdi, through her painstaking construction and accident-prone dedication in 1886. Interviews with ordinary Americans reveal a deep understanding of the unique place the statue holds in our hearts.



### **11. Abraham and Mary Lincoln: A House Divided (VHS)**

From award-winning filmmaker David Grubin, this miniseries weaves together the troubled lives of a dirt-farmer's son and a wealthy Southern slave-owner's daughter. Together, Abraham and Mary Lincoln ascended to the pinnacle of power at the most difficult time in the nation's history, the Civil War. Abraham Lincoln's legacy as the Great Emancipator reshaped the nation while his tragic death left Mary reclusive and forgotten.



### **12. Jimmy Carter (VHS)**

Jimmy Carter ran for president on a wave of post-Watergate disaffection with Washington politics. But inexperience, inflation, recession, and the Iran hostage crisis, derailed his presidency dramatically. His crowning achievement, the Camp David Accords, created a framework for Middle East peace, inspiring his life since. The film traces his ascent from Plains, Georgia, to the Oval Office and explores the role of religion in his career.



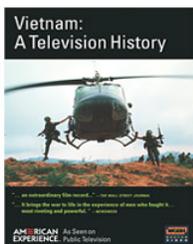
### **13. Jazz 10PK (VHS)**

JAZZ celebrates America's greatest original art form. Ken Burns' 10-part documentary opens at the dawn of the 20th century, incorporating American culture and historical events that interact directly with the music. From the 1890s through the ferment of the Harlem Renaissance and the Jazz Age, to the Great Depression, New Deal, Second World War, and beyond, JAZZ paints an astounding portrait of a nation and its improvisational core of music.



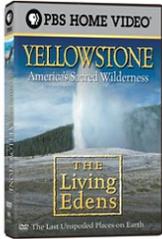
### **14. Ken Burns' America 7PK: (VHS)**

Seven documentaries by Ken Burns offer an anthem to the nation and its people. "Brooklyn Bridge" and "Statue of Liberty" recalls the building of two New York edifices. "Empire of the Air" recounts the creators of radio, while "The Congress" depicts a unique American institution. Artist "Thomas Hart Benton" and politician "Huey Long" emerge in compelling biographies, while "The Shakers" is a moving tribute to an enduring religious experiment.



### **15. Vietnam: A Television History**

As another foreign war dominates today's news, the Vietnam conflict has once again become a hot political topic. This Emmy Award-winning history of the first American war to be widely televised traces the history of U.S. intervention in Southeast Asia and the stories of the soldiers on both sides. From Roots of a War to The End of the Tunnel, the series offers a detailed chronicle of the war that changed everyone involved.



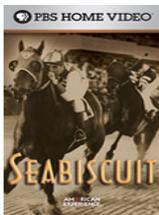
### 16. Yellowstone: America's Sacred Wilderness

High in the wild heart of the American Rockies, Yellowstone is a place of extraordinary landscapes and geysers. Created by the largest volcanic explosions in the planet's history -- the Earth's greatest thermal spectacle -- it became the world's first national park. Now that the wolves have been returned, it has become a world-class wildlife sanctuary -- the best place to see wolves and grizzly bears chasing elk.



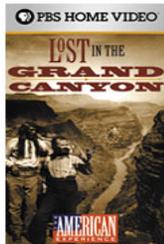
### 17. Congress, The (VHS)

Ken Burns profiles a durable American institution in his elegant, penetrating portrait of the U.S. Congress. Narrated by David McCullough, the film uses historic footage and interviews with "insiders" David Broder, Alistair Cooke, and Cokie Roberts to detail the first 200 years. The film chronicles careers of notable members and charts the continuing growth of the Capitol building, in readings from diary entries, letters, and famous speeches.



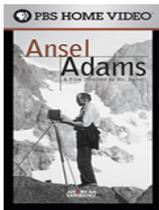
### 18. Seabiscuit (VHS)

Despite his boxy build, stumpy legs, scraggly tail and ungainly gait, Seabiscuit was one of the most remarkable thoroughbred racehorses in history. His fabulously wealthy owner Charles Howard, his famously silent and stubborn trainer Tom Smith, and the two hard-bitten, gifted jockeys who rode him to glory turned Seabiscuit into a national hero.



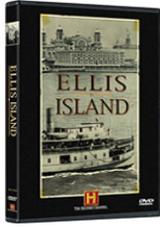
### 19. Lost in the Grand Canyon (VHS)

It's 1869, and a one-armed civil war veteran has just led a caravan down the Colorado River through the Grand Canyon. John Wesley Powell is on the last important exploration of the continental United States, a 10-year trek. Unwrap Powell's private world against the backdrop of dramatic clues to Native American history, and learn why, as director of the U.S. Geological Service, he would later argue against overdevelopment of the West.



### 20. Ansel Adams (VHS)

Few American artists have enjoyed more widespread popularity while alive than Ansel Adams. A visionary photographer, pioneer in technique, and environmental crusader, Adams took part in a revolution in photography, and in the ways he saw "the continuous beauty of the things that are." Ric Burns' film biography of Adams is an intimate portrait of a man for whom life and art were inextricably connected with photography and wilderness.



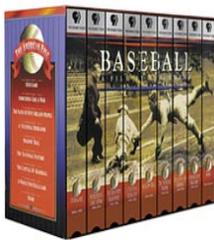
### **21. Ellis Island: The Immigrant Experience VHS**

Mandy Patinkin hosts this documentary tribute to the Isle of Hope which welcomed millions of America's immigrants for half a century. For most Ellis Island was once America's Golden Door. Interviews from the Ellis Island Oral History Project recount the trials, joys, and sadness of immigration experiences, including the possible rejection on entry, while historians explore the island's history, symbolism, and sometimes insensitive policies.



### **22. New York: A Documentary Film: (VHS)**

Witness New York's spectacular growth from a tiny outpost on the edge of an empire to the global center of commerce and creativity. See how waves of immigrants contribute to the metropolitan melting pot, skyscrapers rise to unprecedented heights, and watch New York become the nucleus of cultural activity blazing with glamour and excitement. For the first time this set includes the post-September 11th chapter 8: New York: Center of the World.



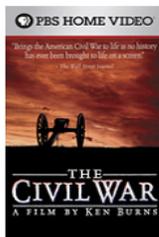
### **23 Baseball: A Film by Ken Burns 9PK (VHS)**

Ken Burns' marvelous epic of American history, BASEBALL, unfolds in nine innings, narrated by John Chancellor with the voices of Paul Newman, Jason Robards, and Billy Crystal, spanning 150 years from baseball's beginnings, one degree above mayhem, to America's national pastime. Decades of glory, record-setting achievements, scandals, bigotry, and big money mirror America itself: the passions, prejudices, and ambitions that shaped a nation.



### **24. American President, The: 5PK (VHS)**

Get to really know 41 of our nation's greatest leaders - powerful men like Truman, Kennedy, Lincoln, and Eisenhower. Each video depicts their triumphs, travesties, and legacies and expertly portrays how they left indelible marks on our nation. History buffs will be captivated by how each president used his power to build coalitions and resolve conflicts. View it all from the special perspective of the White House - a first of its kind!



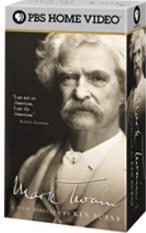
### **25. Civil War, The: 5PK VHS**

Digitally re-mastered for optimal video and audio quality, Ken Burns' original series THE CIVIL WAR was hailed as a landmark in historical storytelling. The epic documentary brings to life America's most destructive conflict, with enhanced images and new stereo sound. Relive the saga of celebrated generals and ordinary soldiers, a heroic president, and a nation split in two. Bonus: "Behind the Scenes: The Civil War Reconstruction."



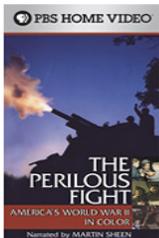
### **26. An Evening with Edgar Allan Poe (VHS)**

The Tell-Tale Heart continues to thrill with this stunning adaptation; A Journey in Verse breathes new life into the language of Poe's poetry; plus Stories & Tales I, a rare AudioTheatre collection, gives students a grand introduction to Edgar Allan Poe's works.



### **27. Mark Twain 2PK (VHS)**

Ken Burns' remarkable film biography tells the story of Mark Twain's extraordinary 19th-century life, full of rollicking adventure, stupendous success, crushing defeat, hilarious comedy, and almost unbearable tragedy. Interviews of Hal Holbrook, Arthur Miller, William Styron, and others and the words of the author tell the story of the contradictory genius, who said of himself, "I am not an American, I am the American."



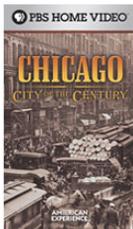
### **28. Perilous Fight: America's World War II in Color (VHS)**

World War II was the first war to be recorded extensively on color film, yet much of the footage remains unviewed. Narrated by Martin Sheen, this film brings America's wartime experiences, on battlefield and home front, to life, combining film footage with passages from diaries and letters. Footage from archives, museums, historical societies, and veterans' families has been digitally restored. DVD features include four original short films.



### **29. America 1900 2PK (VHS)**

As we approach the new millennium, The American Experience takes the time to look back at another pivotal year: 1900. Following a range of characters, from famous public figures to ordinary citizens, this three-hour program chronicles a year in the life of the nation by examining the forces of change that would ultimately shape the coming century.



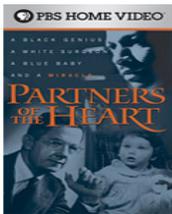
### **30. Chicago: City of the Century 3PK (VHS)**

Once a swampy, remote outpost of fur traders and Native Americans, Chicago rose to become the CITY OF THE CENTURY. The film chronicles its transformation into the quintessential 19th-century metropolis, amid political struggles, labor unrest, and racial conflicts. Tour the city from every angle, from distinctive architecture and dramatic skyline to conversations with eminent and ordinary Chicagoans, in this rich saga of the Windy City.



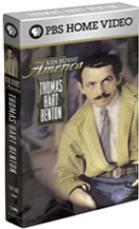
### 31. The Kennedys (VHS)

The legendary Kennedys seemed to have it all—money, power, charm, ambition. From Joe Kennedy's rise on Wall Street to the collapse of his last son's presidential hopes in 1980, the compelling tale of the Kennedy dynasty still fascinates Americans. American Experience presents the first comprehensive look at one man's elusive dream for his family and his nation, beginning in triumph and ending in tragedy.



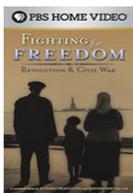
### 32. Partners of the Heart (VHS)

Witness the achievements of two men who came together in an unlikely time and place to leave the world a life-saving legacy. In 1930s Nashville, white surgeon Dr. Alfred Blalock and black carpenter's apprentice Vivien Thomas forged a partnership that changed the course of medical history. Discover how their pioneering shock research saved thousands of children's lives and crafted the beginnings of modern heart surgery.



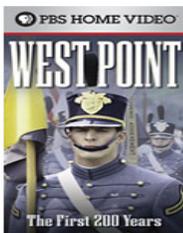
### 33. Thomas Hart Benton (VHS)

One of America's best-known, least-understood painters was Thomas Hart Benton. Ken Burns traces the pioneering artist's turbulent career in this bittersweet portrait, highlighting the fierce controversy over his work. The film combines rare archival material, commentary by those close to the artist, and a stunning selection of Benton's superb paintings and murals to create a moving profile of the 20th-century genius.



### 34. Freedom: A History of US

FIGHTING FOR FREEDOM recalls the forging place of American liberty, the Revolutionary War. British colonial subjects, certain Great Britain would eradicate their freedoms, staked everything on a risky war for liberty. Thus American freedom was "born in revolution," but the glaring contradiction of slavery undermined its "experiment in freedom." Only through four years of awful bloodshed—civil war—could America again emerge as land of the free.



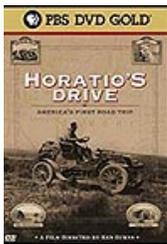
### 35. West Point (VHS)

Duty. Honor. Country. This two-hour documentary traces the stirring history of America's most revered military institution. The U.S. Military Academy at West Point, established in 1802, celebrates its 200th anniversary this year. Its career soldiers have become the nation's most admired citizens, from Presidents to moon-walking astronauts. Yet its fame has not always shielded it from criticism. Narrated by Andre Braugher.

## Abstracts not yet ready for the following video tapes:

1. GREAT AMERICAN FRONTIERS
2. AMERICA IN THE '40s
3. APOLLO: MISSION TO THE MOON 10, 11, 12, 13, 14, 15, 16, 17
4. AMERICAN CINEMA
5. THE LINCOLN ASSASSINATION
6. FRANK LLOYD WRIGHT
7. AMERICA'S POLITICAL PARTIES: THE REPUBLICAN PARTY: 1960-1992
8. AMERICA'S POLITICAL PARTIES: THE DEMOCRATIC PARTY: 1960-1992
9. THE NEW URBAN RENEWAL: RECLAIMING OUR NEIGHBORHOODS
10. THE AMERICAN
11. INSIDE THE WHITE HOUSE
12. GEORGE WASHINGTON: THE MAN WHO WOULDN'T BE KING
13. SURVIVING THE DUST BOWL
14. THE STORY OF ROCK & ROLL
15. AROUND THE WORLD IN 72 DAYS
16. FROM THE EARTH TO THE MOON
17. THE LIVING MARTYR
18. ISLAMIC WAVE

## DVDs

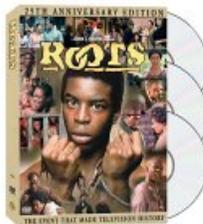


### 1. Horatio's Drive

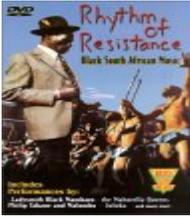


### 2. ROOTS OF RHYTHM

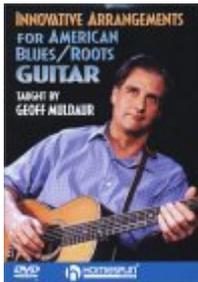
Harry Belafonte hosts this three-part documentary tracing the history of Latin music from its African and Spanish roots to its Caribbean and Cuban flowering and its continuing popularity in America. Features performance clips from the full spectrum of Latin-influenced performers such as Desi Arnaz, Tito Puente, Dizzy Gillespie, The Miami Sound Machine, King Sunny Ade, Irakere, Ruben Blades and more. Originally aired on PBS as "Routes of Rhythm."



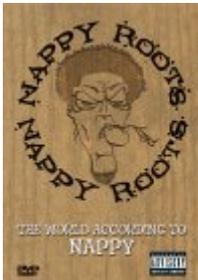
### 3. ROOTS



4. Rhythm of Resistance - Black South African Music



5. DVD-Innovative Arrangements For American Blues/Roots Guitar



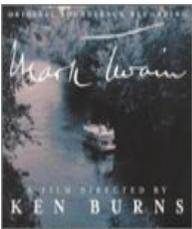
6. Nappy Roots - The World According to Nappy

7. Art in the twenty - first century

## CD - ROMs



1. Freedom: Songs from the Heart of America



2. Mark Twain: A Film Directed by Ken Burns

3. conserving earth's biodiversity
4. Civil war America's epic struggle
5. 2003 Grolier: multimedia encyclopedia
6. American identity
7. Thomas Register CD 2003
8. the American folk blues festival 1962-1966
9. African-American History Encyclopedia
10. American vista Atlas
11. The American Revolution
12. Journey Across America
13. Origins of the Constitution
14. Encyclopedia Britannica 2005
15. New York
16. The American multimedia Archive
17. United States Code

18. USA Presidents
19. Comparative Religions on File
20. Women in History on File
21. American History on File
22. American Government on File
23. African-American Experience on File
24. Historical Maps on File
25. Maps on File
26. Her Heritage
27. American Presidents & First Ladies
28. Thomas Register CD 2004
29. Landmark Documents in American History
30. Magazine of History
31. Inspiring business decisions
32. Media Internet Research Training Workshop (Tamale Dec. 16 2004)

## *Management/Leadership*



### **Effective Performance Management**

In any organization it is critical that all individuals work towards the same objectives and goals. They must know what they are expected to do; why they are to do it; and when it must be done. *Effective Performance Management: Building a Quality Organization* provides the tools necessary for any supervisor, new or old, to develop and implement a solid performance management system to ensure that everyone is working for the same results. This system will serve as the foundation and driving force behind all organizational decisions, work efforts and resource allocations.

**\$ 99.95**



### **Effective Teamwork**

When some people hear the word teamwork they immediately think of games-team sports; yet, teamwork is much more than this.

In businesses today the teamwork concept, rather than the old pyramid-

shaped organization-chart-process, is what makes them successful. Ideas and decisions are generated within teams and not from the top down as in the past.

With the “Effective Teamwork” how-to video training program you’ll learn:

- How to make the team concept work
- Why teams are important to you and your organization
- How to write a team constitution
- How to develop ideas and make decisions that the team can stand behind
- How to run a typical team meeting
- How to deal with conflict and team problems

After watching this video, and completing the exercises both on the video and in the book, your entire work force will know how to maintain a cooperative, creative and highly productive team environment. The skills learned will lead to greater success for you and your organization.

The how-to training program “Effective Teamwork”, comes complete with a video and audiocassette. Also included is a copy of the book “Effective Teamwork” by Michael D. Maginn, which is part of the Business Skills Express Series Published by The McGraw-Hill Companies.

PAL. 39 minutes. \$ 99.95



### **How to Supervise People**

Someone once said, "It's not the job that causes me problems, it's the people that work for me!" Well, sorry to say in many cases people feel just this way. But it does not have to be like this. Being a supervisor can be one of the most satisfying, productive and even enjoyable experiences anyone can have.

One of our best selling video programs, *How To Supervise People*, really takes the mystery out of being a supervisor. Complete with video, audiocassette and book, it makes it an enjoyable experience learning how to develop and improve the skills necessary to become an excellent supervisor and leader.

When you really think about it, leadership is the ultimate challenge in any job. It takes skill, toughness, and sensitivity sprinkled with that ever-so-important touch of common sense. In this video program you'll learn the how-to approach to supervising - some theory and a lot of "what to do if" answers.

*How To Supervise People* shows you the techniques to develop and inspire your people. It gives you the keys to teamwork and team building; techniques for dealing positively with conflict and compromise; strategies for dealing with change; the best method for cost control and methods improvement and much, much more.

Developed for the new supervisor, the soon-to-be supervisor or the long-time professional, *How To Supervise People* is a sure winner!

PAL. 42 minutes. \$ 99.95

## *Professional Growth*



### **Communicate and Win**

Eliminate those "failure to communicate" problems with the best-selling video training program *Communicate and Win*. Learn to persuade people to accept your ideas by understanding exactly what you are saying. This training program will help you become a better speaker, listener and writer. It's a must for anyone in business!

PAL. 48 minutes \$ 79.00



*How to Develop Effective Communication Skills* is a systematic, detailed training program that gives you a blueprint for effective communication; a formula for understanding. You will learn the skills needed in order to compete in the worldwide marketplace to make you and your company successful.

### **You'll learn to:**

- Build trust so you can communicate openly and freely with others
- Remove barriers to positive communication
- Communicate nonverbally as well as verbally
- Develop better relationships through listening
- Deal with conflict in the work place

*Skills you can put to work immediately.*

This video training program comes complete with a video, audiocassette and copy of the book, "Effective Interpersonal Relationships" by Robert W. Lucas, which is part of the Business Skills Express Series published by The McGraw-Hill Companies.

PAL 34 minutes. \$ 99.95



### **How to Get Things Done**

Too many people view the process of time-management as a survival exercise rather than a road map to success. They remember the old quote, "Time is money," and they panic! They are always just trying to survive, and not very well, the latest deadline crisis either in their office or at home.

Well, it doesn't have to be this way at all. We can all learn to make the best use of our time either in the office or at home by putting into practice the techniques and skills found in *How To Get Things Done*.

With this video, audiocassette and book, you'll learn fresh new ideas and techniques on how to master your time. You'll discover how to avoid procrastination; how to deal with the deadly crunch of meetings, phone calls and deadlines; the tactics to say "no" when you must in difficult situations; how to set meaningful goals; how to delegate and not worry about the job getting done and how to establish priorities at home as well as at work!

Loaded with graphics and vignettes, this video program is a must-purchase for all who need help with time management - and don't we all!

PAL. 48 minutes. \$ 99.95



### **How to Make Winning Presentations**

One of the greatest fears for nearly everyone is making a presentation. Whether it is to one person or one thousand people, the fear is real and for many it is devastating.

Don't be one of these people. Stand before the crowd feeling comfortable and confident. With the new *How To Make Winning Presentations* 30-minute training program you'll learn to develop the skills to make every presentation a success and feel comfortable and in control when giving it.

By using this program you'll learn the two basic key ideas on which to build presentations; how to overcome presentation jitters; why, how and when to adjust to the audience when giving a presentation; how to look and act composed; how to deliver what audiences expect; how to use action endings to tell listeners what to remember; how to be idea-conscious, not self-conscious; and much more!

Lee Iacocca, former Chairman of Chrysler, once said, "The most important thing I learned in school was how to communicate." And you too can learn to communicate even better with this new video training program!

PAL. 45 minutes. \$ 99.95



### **Overcoming Stress at Work**

Had enough STRESS? ...Ughhh! This training program reveals valuable information about the human mind and body that can help turn you into an "Anxiety Analyst" and control much of the stress you feel everyday at work and at home. *Overcoming Stress At Work* defines stress, helps you identify your own stresses, teaches you the physical symptoms of stress- and relays positive mental-changing techniques to overcome non-positive stress once and for all.

PAL \$ 99.95



### **Time Management**

It's 6:00 in the morning and you're already at your desk. In a desperate attempt to be productive, you plan to work – uninterrupted – until the frenzy of regular business hours begin. You don't have to

rise before dawn to be effective at work. You just need the new video training program *Time Management: Get the Most out of Your Time*. You can take hold of your time. You can take hold of your schedule. You can manage your job more effectively.

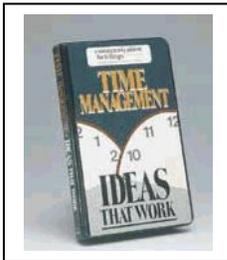
**This time-saving video training program will help you:**

- Use the simple ABC System to prioritize your jobs
- Deal with and conquer time-wasting procrastination tactics
- Block off time each day for uninterrupted work
- Plan for and shorten phone calls to cover only necessary information
- Understand the importance of saying “no” to save your time
- Carefully organize meetings to reduce their time and increase their effectiveness
- Utilize the quiet time of airline travel

Too many of us get bogged down in time-wasting activities. But you can change all of this. Remember, you’re in control!

Comes complete with a video, audio and copy of the book *Time Management* by Marc Mancini, which is part of the Business Skills Express Series published by The McGraw-Hill Companies.

PAL. 39 minutes. \$ 99.95



### **Time Management: Ideas That Work**

How do you use your time? Could you make better use of it? In the video training program *Time Management: Ideas That Work* you'll learn time-management techniques to help make you more effective both on and off the job.

**You'll learn to:**

- Eliminate those unexpected interruptions
- Tackle that mound of paperwork on your desk and make it go away
- Read and write more effectively
- Make the most out of the limited time you have

PAL. 45 minutes. \$ 79.00



### **Writing for Business Results**

If you write well, you will often do well. It's that simple. But many of us haven't taken a writing course since high school or college. When we sit down to write, we confront a frustrating, time-consuming task. Words and meaning elude us. Precious hours march by as we stare at a blank computer screen. Don't despair. You don't have to be a best-selling author to write clearly and effectively. You just need to follow the program in *Writing for Business Results*.

This clear-cut, non-threatening approach gives you the principles you need to make your writing powerful, interesting and relevant to the reader.

**You'll improve all aspects of your business writing – from memos to e-mails to detailed annual reports – by learning how to:**

- Put the “Five C’s” of effective writing to work
- Create a plan for letters, memos and e-mail
- Keep your messages short and simple
- Grab your readers with a strong opening line
- Provide the detail needed to support your writing
- Apply the Six Principles of The Writer’s Edge

Sharpen your pencils, fire up your computer, and write for results! This new training program comes complete with a video, audio and copy of the book *Writing for Business Results* by Patricia E. Seraydarian, which is part of the Business Skills Express Series published by The McGraw-Hill Companies.

PAL. 25 minutes. **\$ 99.95**

### **Effective Communication Skills**

Communication is one of the most important words in any business. If you can communicate, you and your business will move forward and most likely thrive. If you can't, the road to success is blocked with numerous obstacles, many of which are too difficult to cross.

## VIDEOS FROM THE CAO'S OFFICE

### PBS Videos

1. Held In Trust – The Story of Lt. Henry O. Flipper
2. Citizen King (American Experience)
3. The Morehouse Men
4. The Freedom You Will Take – 1985 – The Present
5. Marcus Garvey (American Experience)
6. Bright Like a Sun – 1935-1954
7. Flyers In Search Of A Dream
8. The Men Who Sailed The Liberty Ships
9. Thurgood Marshall: Portrait of an American Hero
10. Broadway: The American Musical
11. Jubilee Singers: Sacrifice and Glory
12. The First Person Singular: John Hope Franklin
13. Not A Rhyme Time 1963-1986
14. Without Fear or Shame 1920-1937
15. The Bicycle Corps: America's Black Army On Wheels
16. Lift Every Voice 1900-1924
17. Against The Odds
18. That Rhythm, Those Blues
19. The Dream Keepers
20. Held In Trust: The Story of Henry O. Flipper

## Others

1. A conversation with Gloria Naylor
2. Say Amen, Somebody
3. Islam In America
4. Bird: A film by Clint Eastwood
5. The Black Belt with Henry Louis Gates, Jr. (Part One, Tape A)
6. Ebony Towers with Henry Louis Gates, Jr. (Part Two, Tape A)
7. Covering Catastrophe: Broadcast Journalist Report 9/11
8. The Statute of Liberty
9. Best of 2004: CLIO GOLD PLUS
10. Ralph Cooper: The Duke is Tops – Swing Musical Sensation
11. They Made America
12. A Conversation with Charles Johnson
13. A Conversation with John Wideman
14. The Black Press: Soldiers Without Swords
15. White Nights
16. Saturday Night, Sunday Morning
17. The Color Purple
18. A Conversation with August Wilson
19. Take me to Chicago the Promised Land
20. A Tribute to Alvin Ailey
21. Out of Obscurity
22. Cross Roads of People, Cross Roads of Trade
23. Thomas L. Friedman Reporting: Searching for the Roots of 9/11
24. The amc Project: Hollywood & the Muslim World
25. HBO “BOYCOTT”
26. Cry the Beloved Country
27. Native Son
28. Solomon’s Northup’s Odyssey
29. Landmark American Trials: The Scottsboro Boys 1931

## DVDs

1. A Raisin in the Sun
2. Standing in the Shadows of Motown
3. The Color Purple
4. Ray Charles
5. U.S. Express: Art Video Culture