

# Book Reviews

SAMUEL B. MAGILL, Editor

## A CITIZEN'S COURSE IN FREEDOM VS. COMMUNISM: THE ECONOMICS OF SURVIVAL

Chamber of Commerce of the  
United States  
Washington, D. C.

Course consists of:

Discussion Leader's Manual	\$8
Set of Problems and exercises	\$4
Boxed set of eight pamphlets	\$4 to \$3
depending on quantity ordered	

As articulate leaders of thought in their communities, training men often have a voice in local affairs. Therefore, it is newsworthy to report that a new eight-session program entitled, "Freedom vs. Communism" has been prepared by the Chamber of Commerce of the United States for use in discussion groups and informal meetings.

The training materials consist of boxed sets of eight pamphlets for each participant, a discussion leader's manual, and a supply of problem sheets. This is a well packaged program and shows professional training skill.

The material was shown to a well-known public figure who has spent the past several years actively working against communism, and he judged the text to be well presented, truthful, and persuasive.

If logical discussion can overcome the communist menace, this course should be a great forward step. Even for those who do not intend to conduct the course, it would pay to look over the material.

The boxed set of pamphlets will be a valuable addition to any library.

(Editor's Note: See page 40 for a report on actual use of these materials.)

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## SUPERVISORY TRAINING FOR STATE PERSONNEL

A Review of the Subject Matter Titles  
of Course Outlines Employed in  
Supervisory Training Problems  
Bulletin No. 9, April, 1961

Siegmar F. Blamberg  
Labor-Management Institute  
Div. of Continuing Education Services  
University of Connecticut  
Storrs, Connecticut

\$1.00                      65 pp.

This mimeographed report from the University of Connecticut describes a research program aimed at discovering the extent to which supervisory training courses are used by governments of the various states. One of the four steps of the program was to obtain a list of titles of these courses together with outlines where available, and the material thus obtained forms the content of the booklet. Forty-five states replied and twenty-five sent material. The correspondence is also reproduced.

This study will be of value to program planners both in and out of government, and should be a good start for more effective use of training techniques in these areas.

S. B. M.

## THE PROCESS OF MANAGEMENT

by

William H. Newman

and

Charles E. Summer, Jr.

Prentice-Hall, Inc.

Englewood Cliffs, New Jersey

1961

\$10.60

675 Pages

Reviewed by HERBERT E. WISSMAN

Training Supervisor

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Stainless & Strip Division

Detroit, Michigan

The stated purpose of the authors was to try to integrate, by using simple non-technical language, new insights from the behavioral sciences and decision making theory with well established ideas concerning the work of managers. Skill was demonstrated in accomplishing this task.

The authors have divided what is considered to be the management process into the following major topics: organizing, planning, leading, measuring and controlling. The topics of organizing and planning cover 19 of the 28 chapters. This emphasis reflects thoroughness. It also reflects support for the opinion that the "designing" phase of the management process (organizing and planning) is the key to success in the other topics and in the success of any enterprise. These two topics, organizing and planning, are particularly well done. The other topics have not been neglected. They are covered well and the authors have skillfully brought the whole process back together for the reader.

If a training program is being planned or anticipated on the management process, this book could be considered to be not only a good source book but a guide of considerable value. Its structure lends itself well to development requirements for a management training program. Material is furnished in such a manner that the design requirements of (1) role and definition of the topic, (2) illustrative material, (3) examples, (4) topic summaries, (5) questions for discussion, and (6) sufficiently involved cases, are met. The many divisions and subdivisions of the book result in ease of location of specific areas of interest as well as provide a useful outline which can be adopted for use in a training program.

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## THE ELECTRIC POWER BUSINESS

by Edwin Vennard

McGraw-Hill Book Company

New York City

Price \$6.00

280 pp.

This is a delightful little book, interesting, informative, and easy to read. The author, who is Managing Director of the Edison Electric Institute, wrote it as a text for training employees of utility companies, and this mission is accomplished very well. Among the topics covered are pricing, forecasting, planning, power pooling, and the effects of taxation upon utility operations, as well as satisfying explanations of electrical terms such as demand, load factor, and reserve capacity. Over one hundred and fifty charts are scattered

throughout the text, and these help greatly to make things clear.

The book explains difficult matters so simply that it is only when one inspects the index, consisting of sixteen columns of topical references that one fully realizes the degree of compression which has been accomplished.

It is this very appearance of being just another book about electricity which will keep many people from knowing about it unless they are urged. Many people outside of the utility field can use it profitably—laymen who wish to know more about the business, leaders of thought such as educators, legislators, and labor leaders; and training men who wish to pick up ideas on how to present technical matters effectively. The blending of charts and text is masterful, and the book deserves a wide reading audience.

S. B. M.

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### BASICS OF ANALOG COMPUTERS

Thos. D. Truitt and A. E. Rogers

400 pages \$12.50

John F. Rider Publisher, Inc.  
New York, N. Y.

Written as a companion text to "Basics of Digital Computers," this three-volume in one cloth binding training course presents the concepts, devices, and applications of the analog computer. More than 400 illustrations are used. Beginning with the simple ideas, it steps through the basic types of analog devices, introduces the reader slowly to the mathematical concepts involved, explains in detail the working of modern general-

purpose electronic analog computers, and rounds off the course by presenting practical applications of the computer.

Questions are included at the end of each section to enable the reader to test his comprehension of the subjects presented. A glossary of terms has been included at the end of the book.

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### BASICS OF INDUCTION HEATING

(2 volumes)

Chester A. Tudbury

Vol. 1—140 pages; Vol. 2—144 pages

Vol. 1 (soft cover) \$3.90

Vol. 2 (soft cover) \$3.90

Set of 2 (soft cover) \$7.80

Cloth binding \$8.90

John F. Rider Publisher, Inc.  
New York, N. Y.

Basics of Induction Heating presents the fundamental principles underlying the induction heating art, as well as the application of induction heating equipment, using the "pictured text" approach. This style of presentation makes it readily understandable to any reader who is familiar with the basic laws of electricity. The electrical and thermal aspects of induction heating, and the mechanical problems associated with fixturing, are explained.

The author has given numerical examples that use practical numbers which tie the contents to the daily requirements of the person who is, or eventually will be, working with induction heating equipment. Review questions are given at the end of each section, and a glossary is included in each volume for reference.