

## Book Reviews

### HOW TO STUDY AND TAKE EXAMS

Lincoln Pettit

John F. Rider Publisher, Inc., New York

\$1.00 96 pages - 80 printed

Reviewed by C. R. RUSTEMEYER

Safety and Training Co-ordinator  
Canadian Forest Products, Ltd.  
Vancouver, B. C.

This is a 5½" x 8½" x ¼" glossy covered paper back at a price that makes mass distribution possible.

This book is written in readable interesting layman's English in short sections with a minimum number of charts and graphs.

The reason for exams, the approach to exams and the 'advice' to students with emphasis on growth for future placement is of practical use to every Training Director.

The 28 pages devoted to "How to Study" should be required reading for everyone taking an industry program of self development requiring study outside the class room. The sections on note taking, distractions and work planning are excellent in this regard.

The section on taking exams (some 20 pages) gives details regarding the different types of exams (essay and objective) and methods of approaching and dealing with the various types of exams.

The book concludes with about twenty pages on "The Thinking Process" and as the author admits, "some information (about the thinking process) however incomplete, is better than none at all." This section is somewhat heavier reading but is well worth the effort to discover such expressions as "This is the

mental basis of prejudice" and then re-reading the whole section on "assumptions."

The eight steps of critical thinking and the section on facts and opinions conclude the book.

Your reviewer would suggest that this book should be in your Training Book Library and should be in the library of every senior high school and college. This would make a valuable gift to the winners of your company-sponsored scholarships.

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### BASIC GRAPHICAL KINEMATICS

Harold B. Kepler

McGraw-Hill Book Company

Price \$6.00 314 Pages

Reviewed by WARE MYERS

Training Engineer

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Monrovia, California

"Kinematics" sounds like a science of the nuclear age, but actually it has been around for several hundred years. The author calls it the "study of motion without regard to the forces that cause it." It is a branch of dynamic mechanics within the general field of physics.

Kinematics deals with the position, displacement, velocity and acceleration of parts of machines. The parts may be links, cranks, levels, gears, cams, chains, and belts. Put together and placed in motion, they become mechanisms and machines.

In the present volume, the treatment is *basic*: the subject is presented in an elemental, step-by-step fashion, and should be relatively easy to understand.

In textbooks on mechanisms and machine design, these fundamental points are sometimes assumed. Professor Kepler details them in text and numerous illustrations (272 to be exact).

The treatment is also *graphical*, as the title states. The analytical methods which may be used in kinematics are kept to a minimum. Even the calculus concept of double differentiation of displacement to get acceleration is handled graphically.

If the industrial training director has read this far, however, he is probably asking himself what this text means to him. Two things, possibly:

*First*, it could be used to up-grade draftsmen and designers, and even engineers, whose original course in kinematics has grown rusty. To be frank, however, most training directors will rely on the schools for this level of training.

*Second*, if the training director is involved in industry-education cooperation, this book could be referred to high school teachers of geometry as a source of information on how the principles of geometry are usefully applied in industry.

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## BUSINESS RESPONSIBILITY IN ACTION

Dan H. Fenn, Jr.

McGraw-Hill, New York

\$4.75 159 pages

Reviewed by MILTON WOITO

Training Director  
Link-Belt Speeder Inc.  
Cedar Rapids, Iowa

To what degree is the businessman responsible to society? What should be his attitude and approach to community

effectiveness? How far should he and his company go into politics?

These, and many similar questions of modern business responsibility covered in this book, are brought into focus as a result of the 29th Annual Harvard Business Conference.

The book is divided into five major aspects of business responsibility:

Your company family and its in-laws.

Your company and your community—the lesson of Pittsburgh.

Your company and politics—should businessmen ring doorbells?

Your company and its place in world affairs.

The businessman's responsibility as a leader in society.

One's horizon is broadened through the experiences of management men who have faced the challenge of social and economic action. Were they successful? Would they repeat the results of the past? The lesson of Pittsburgh answers these questions and others, as guideposts are established for future direction.

The final chapters focus the eye of introspection on personnel and training people to: the changing character of our existing society—the effect of mass pressure groups within the economic framework—the appearance of trends contrary to the nation's ideals and morals.

The answers are obscure—but the reading of the book gives us a more sympathetic understanding of the problems and conflicts that make it difficult for responsible businessmen to act appropriately as trustees for stockholders, as employees, and as competitors for the consumer dollar, while fulfilling their role as corporate citizens.

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## "INFORMATION AND DECISION PROCESSES"

Edited by Robert E. Machol

McGraw-Hill Book Company  
\$5.95 - 185 pages

Reviewed by SOLOMON HOBERMAN  
Director, Personnel Relations  
Department of Personnel  
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New York 7, N. Y.

"Information and Decision Processes" is an outgrowth of a symposium of information and decision processes, held at Purdue University in April, 1959. The book contains twelve chapters each of which is the contribution of an outstanding man in the field.

All the articles deal in one way or another with the problem of building mathematical models of the thought processes connected with information and decision making. As has been noted by many competent observers, these are areas in which the most provocative work in business and administration theory is being carried on today.

The book contains much material which should be of interest and value to a non-technical person interested in the field. For example, George Brown's reflections on the nature, state and prospects of the art of applying mathematics to the making of decisions and Merrill Flood's examples of a few "decisioning science" concepts and techniques may very well stimulate new thoughts on current operations and a deeper interest in the entire area. However, most of the articles are written for persons who have some technical knowledge. These assume that the reader has a fair command of mathematics especially mathematical statistics. I fear that a knowledge of

mathematics will be expected to a greater and greater degree from administrative theoreticians. The administrative theoretician of tomorrow will be a competent mathematician.

In a rapidly changing field this type of book fills the void between the shorter, more technical articles which assume great reader background in the field and treatises which give the complete development of a subject.

Training Officers should find this a valuable book to add to their technical libraries and to call to the attention of the scientific, engineering, operations-research, and systems engineering staffs in their organizations. It is a good substitute for organizations which find that they cannot send their technical people to symposia such as that conducted by Purdue University.

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## THE HEALTH OF PEOPLE WHO WORK

Edited by Albert Q. Maisel

The National Health Council, Publisher  
New York  
\$4.50 268 pages

Reviewed by ROBIN E. JONES  
Training and Development Department  
Bank of America N.T.&S.A.

"The Health of People Who Work" offers valuable information and suggestions on occupational health programs to both management and to those who are involved in protecting the health of employees.

Published by the National Health Council, the book is based upon reports of discussions at the 1959 National Health Forum. It outlines the goals of occupational health programs and the

manner in which these goals can be accomplished.

The book points out that although big industrial firms have realized the value of extensive health programs, smaller plants and businesses have been slow in adopting full-range occupational health programs. The health problems confronting smaller industrial firms are dealt with at length and suggestions and recommendations are presented as possible solutions to these difficulties.

Interrelation between the health and safety conditions of the community and industrial health programs is discussed, stressing the interdependence and interaction between the living and working environments.

An especially interesting portion of the book discusses the value of placing workers in positions in relation to their physical, mental and emotional capacities. This section also elaborates upon the special problems encountered in the hiring and retention of the physically handicapped plus an effective way to organize pre-retirement programs.

An appendix lists some principal organizations that will provide educational material and other assistance for occupational health programs in industry.

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### THE MANAGER'S JOB

Edited by: Robert T. Livingston and  
William W. Waite

Columbia University Press  
\$10.00            459 pages

Reviewed by JOHN S. NORTH  
Supervisor General Personnel Activities  
Michigan Bell Telephone Co.

This is a collection of papers presented at the Utility Management Work-

shops held at Arden House from 1956 to 1959. As on any tray of hors d'oeuvres there is a wide variety and there should be some material useful to anyone in the field of personnel. The book is divided into six sections, the most useful of which to ASTD members should be "Development of Managers." The first paper in this section, "New Horizons for Managers" by the editors was adapted from a talk given to the Connecticut ASTD Chapter in May, 1959.\*

This book is not a treatment of any aspects of management which may be unique to utilities. Training directors in any industry will find the discussions applicable to their company's operation. This may be a weakness of the book. Many of the papers are too general. There seems to be much in the way of surveys-of-the-area, frameworks, guidelines, etc. Many of Livingston's articles are, in his words, "a model for further analysis and study." On the other hand, articles of this type can be helpful to someone designing a training program. This material should be useful as an outline for areas to be studied, as a stimulant for discussions, or as an aid in formulating objectives for a management development course.

Kendrick Porter's "An Appraisal of Available Management Techniques" offered more thought-provoking ideas than any other article. Porter not only tells why "... personnel management can be accused of bankruptcy" but by indirect example suggests directions which management development courses might take to recreate a condition of solvency.

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\*See *Journal of the ASTD*, March 1960, p. 16.