Good books on how to read, write, and present

**Reading**

Mortimer Adler, *How to Read A Book* (later co-authored with Charles Van Doren). Not about speed reading *per se*, but much useful advice on how to read at different levels, from scanning to depth.

**Writing**


Jacques Barzun and Henry Graff, *The Modern Researcher*. An essential manual on the arts of research and writing; Barzun has written other useful books on similar themes, including *Simple & Direct: A Rhetoric for Writers*.

Frederick Crews, *The Random House Handbook*; Porter G. Perrin and Wilma R. Ebbitt, *Writer's Guide and Index to English*. Two standard works, but there are others on the mechanics of writing, to include grammar, but also outlining and structure.

Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. An abbreviated but serviceable version of the Chicago Manual of Style. You should own one or the other.


**Presentation**

Edward R. Tufte, *The Visual Display of Quantitative Information; Envisioning Information; Visual Explanations*. Three gorgeous, privately printed (but widely available) books on the use of graphics. Not manuals on how to use Power Point (which the author, a professor of political science at Yale, despises), but profoundly useful, particularly the last one.