# Background Readings Related to Analytical Thinking, Organized Reasoning, Argument and Communications

[note to those downloading this document. This resource list was written to accompany workshops in Organized Reasoning and classes in Analytical Thinking. This draft is current as of May 2016.]

**Information available**

The list of references below will give you some printed resources about background knowledge concerning argument, organized reasoning and related abilities. They can get you started with the knowledge and skills to support increased abilities with organized reasoning. I have added annotations to the first set, as I think you are most likely to use them in the short or medium term.

If you are unsure where to start, it might be helpful to look at Weston (2009) for a short overview of argument, Williams and Colomb (2007) and Rottenberg and Winchell (2014) for approaches based on creating arguments in writing and Herrick (2015) for an approach based on understanding the structure of arguments. My own work, under the second heading, is in progress but not currently available. You can find updates of its status at the website www.glennbrown.ca.

**Writing Skills**

Aaron, J. 2015. *The Little, Brown Compact Handbook* (9th edition) 600 pp. Longman Company. And the larger *Little, Brown Handbook (13th edition)* 900 pp. by Fowler and Aaron, 2015. Both are comprehensive and well known reviews of grammar, style, research, composition, and other features of writing, for students or the rest of the world.

American Psychological Association. 2009. *Publication Manual of the American Psychological Association*. (6th edition) APA: Washington. It has useful reminders about style and writing process as well as data presentation and (especially!) formatting references. As the title reminds you, it was initiated as a guide for people preparing journal articles for publication, which is a pretty narrow specialty.

Bailey, Edward. (2005). *Writing and speaking at work: A practical guide to business communication*. (4th edition) Prentice-Hall. There are many guides to technical writing that target the business audience. This one is simple—mostly a style guide like Strunk and White, but in more detail—and it has several chapters on oral presentations as well.

Faigley, L. 2015. *Writing: A Guide for College and Beyond*. 4th edition. Longman. This is a comprehensive and well prepared text to support university student writers in all aspects of research, composition, style and grammar and the latest edition is expensive. Earlier editions are more reasonably priced.

Graff, G. & Birkenstein, C. 2014. *They Say, I Say: The Moves that Matter in Academic Writing*. 3rd edition. New York: Norton and Company. This book is devoted to encouraging explicit consideration of ‘other voices’ in academic writing. Their goal is broader than ‘argument’ as we use it, and they do not use the terms dialectic, counter-argument or consider rhetorical history. However, their approach is consistent with argument for professionals. They do give explicit templates—phrases that can be used in your writing—to guide the reader. Their target audience is undergraduates who write required essays but the application is much broader.

Olsen, L. & Huckin, T. 1991. *Technical Writing and Professional Communication.* 2nd Edition. McGraw-Hill. Although out of print, this is a well-recommended text, available used at very low cost. Their earlier book, from 1983, is even more specific, as its title says: *English for Science and Technology: A Handbook for Nonnative Speakers* by Huckin and Olson. It is specifically supportive for technical writers who do not have English as their first language. It is also available very inexpensively as a used book.

Olson, R., Barton, D., & Palermo, B. 2013. *Connection: Hollywood Storytelling meets Critical Thinking.* Los Angeles CA: Prairie Starfish Productions. This book is particularly interesting for scientists, since Olson was a tenured biology professor who quit his job to go to Hollywood and produce documentary films. He has messages about clear communication, especially for getting technical ideas to ordinary people in writing. (Tell stories!).

Strunk, W. & White, E. 2000. *The Elements of Style.* (4th edition). New York: Longman. This is a classic. Very short and to the point. If you get only one book for tips about writing, this is it.

VanderMey, R., Meyer, V., Van Rys, J. & Sebranek, P. 2011. *The College Writer: A Guide to Thinking, Writing, and Researching*. (4th edition). Cengage Learning. With over 700 pages, this is a comprehensive guidebook, like Faigley, to all aspects of researching, thinking about, composing, editing and presenting material.

Weston, A. 2009. *A Rulebook for Arguments*. (4th Edition). Indianapolis IN: Hackett. This is also a classic. Its principal constraint is that it is written very simply, for undergraduates perhaps fresh out of high school, who are writing assigned essays for class. However it covers useful material.

Williams, J. & Colomb. 2013. *Style: The Basics of Clarity and Grace. 4th Ed.* (note this is a shorter version of the similarly titled Williams, J. & Bizup, J. 2013. *Style: Lessons in Clarity and Grace.* 11th Edition. Longman.) I think the shorter one is all you need, but the longer one clearly has more information, and an earlier edition can be purchased for very little.

Zinsser, W. 2006. *On Writing Well: 30th Anniversary Edition. The Classic Guide to Writing Nonfiction.* Harper Perennial: New York. He takes the idea of ‘nonfiction’ in the broadest sense, meaning all magazine and book writing about nonfiction topics. He means especially nonfiction written by journalists and professional writers-that is, non-specialists who must research and write about a topic they are not originally familiar with*.* This too is an often-recommended classic.

Amazon.com. For other options and to find perspective, look at their list of best selling books in the category “writing skills reference” and ‘academic and commercial writing reference’.

**Organized Reasoning and Argument** (Customized for environmental professionals but still in progress)

Brown, G. *Make your case: Organized reasoning for professionals.* Book in progress*.*

Hicks, T. and Brown, G. *Exploring the use and effectiveness of ‘argument’ in significance determinations from environmental assessments*. Journal article in preparation.

**Analytical Thinking and Argument** **(Speech Communication and Debate Perspective)**

Inch, E. & Warwick, B. 2010. *Critical Thinking and Communication: The Use of Reason in Argument*. 6th Edition. Boston: Allyn & Bacon

Rieke, R., Sillars, M. & Peterson, T. 2012. *Argumentation and Critical Decision Making*. (8th edition). Boston: Pearson.

Rybacki, K. & Rybacki, D. (2011). *Advocacy and opposition: An introduction to argumentation.* (7th ed.) Boston MA: Pearson.

**Argument** **(Logic and Informal Logic Perspective)**

Govier, T. 2010 *A Practical Study of Argument* (7th ed). Belmont CA: Wadsworth.

Herrick, J. 2015. *Argumentation: Understanding and Shaping Arguments*. 5th ed. State College PA: Strata Publishing.

Sinnott-Armstrong, W. & Fogelin, R. 2010. *Understanding Arguments: An Introduction to Informal Logic.* (8th edition). Belmont CA: Wadsworth Cengage.

**Argument (Language and Composition Perspective)**

Fulkerson, R. 1996. *Teaching the Argument in Writing.* Urbana, IL: National Council of Teachers of English.

Rottenberg A. & Winchell, D. 2014. *The Structure of Argument*. (8th ed) Boston MA: Bedford Books.

Williams, J. & Colomb, G. 2007. *The Craft of Argument*. (3rd edition). New York: Pearson Longman.

**Argument (Argumentation Theory Perspective)**

Van Eemeren, F., Grootendorst, R., Henkemans, F. et al. 1996. *Fundamentals of Argumentation Theory: A Handbook of Historical Backgrounds and Contemporary Developments.* Mahwah, NJ: Lawrence Erlbaum Associates.

**Argument (Public Rhetoric Perspective)**

Kennedy, G. 1998. *Comparative Rhetoric: An Historical and Cross-Cultural Introduction*. New York: Oxford University Press.

**Analytical Thinking (Critical Thinking Perspective)**

Browne, M.N. & Keeley, S. 2012. *Asking the Right Questions: A Guide to Critical Thinking*. (10th edition). New York: Longman.

Moore, B. & Parker, R. 2009. *Critical Thinking* (9th edition). Boston MA: McGraw-Hill.

Paul, R. & Elder, L. 2011. *Critical Thinking: Tools for Taking Charge of Your Learning and Your Life (3rd Edition).* Prentice-Hall*.*

**Judgment and Decision Making**

Hastie, R. & Dawes, R. 2010. *Rational Choice in an Uncertain World: The Psychology of Judgment and Decision Making*. (2nd edition) Sage.

Kahneman, D. 2011. *Thinking, Fast and Slow*. Doubleday.

**Learning and Teaching**

Bransford, J., Brown, A. & Cocking, R. (Eds.) 2000. *How People Learn: Brian, Mind, Experience and School*. (Expanded Edition) National Academy Press: Washington DC.

Ambrose, S. et al. 2010. *How learning works. Seven research-based principles for smart teaching*. Jossey-Bass.

**Expertise**

Bereiter, C. & Scardamalia, M. 1993. *Surpassing Ourselves: An Inquiry into the Nature and Implications of Expertise*. Open Court: Chicago.

Clark, R.C. 2008. *Building expertise: Cognitive methods for training and performance improvement*. 3rd ed. Pfeiffer.

**Problem Solving and Creative Thinking**

Fogler, H. & LeBlanc, S. 2008. *Strategies for Creative Problem Solving*. 2nd Edition. Prentice Hall: Upper Saddle River NJ.

Hicks, M. 2004. *Problem solving and decision making: Hard, soft and creative approaches*. 2nd ed. Thompson.

Rosenhead, J. & Mingers, J. 2001. *Rational analysis for a problematic world revisited: Problem structuring methods for complexity, uncertainty and conflict*. 2nd ed. Wiley.

**Decision Making**

Hammond, J., Keeney, R. and Raiffa, H. 1999. *Smart Choices: A Practical Guide to Making Better Life Decisions.* Broadway Books.

Harvard Business School Press. 2006. *Decision Making: 5 Steps to Better Results*. Harvard Business School Press: Boston MA.

**Decision Analysis**

Clemen, R. & Reilly, T. 2001. *Making Hard Decisions with DecisionTools.* Pacific Grove CA: Duxbury Thomson Learning.

Goodwin, P. & Wright, G. 2009. *Decision Analysis for Management Judgment*. 4th Edition. Wiley: Chichester UK.

**Contemporary Cognitive Psychology**

Sternberg, R. & Ben-Zeev, T. 2001. *Complex Cognition: The Psychology of Human Thought*. Oxford University Press: New York NY.

Halpern, D. 2014. *Thought and Knowledge: An Introduction to Critical Thinking.* 5th edition. Psychology Press: New York.