

# TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

## Recertification

### Book Report Guidelines

#### PURPOSE

The purpose of offering a selection of books for the three books reports is to give you an opportunity to read material that relates to your personal goals of education and professional development. As Covey emphasized in *The Seven Habits of Highly Effective People*, it is vital to "sharpen the saw," especially for the long-term career person. As you read, think and write, the experience should inspire you to continue to explore new thoughts, processes, and techniques within your profession and to commit to remaining a "lifetime learner."

Begin your work early to take full advantage of the joy of the experience. Examine the books, the qualifications of the authors, and any additional reading material suggested by the books. Think about the theme and the main points of the book as they relate to your personal circumstances. Discuss the book with someone. Organize and plan your thoughts by outlining; write; proofread; and then, rewrite and polish. Keep it simple. Use your own words. Be complete, concise, and clear.

#### FORMAT

The reports should follow the following generic example:

- I. Title page
  - A. Name of book; author(s)/editor(s); publisher; date
  - B. Your name; position; and city
- II. Body of report
  - A. Introduction: beginning paragraph
    1. State the theme or purpose of the book (tell who, what, when, and why about the book and author)
    2. Briefly describe the order/organization of the paper (Tell how the report is structured; i.e.; 1) discussion of three (or appropriate number) main points; (2) discussion by chronological order of events; 3) discussion by presentation of pros and cons of main idea; 4) discussion by chapter topics; or 5) your choice of method.
  - B. Body of the paper (many paragraphs and pages)
    1. Use the method you selected in #2 above
    2. Add applications and examples from your knowledge and experience to support your ideas
  - C. Conclusion
    1. Summarize the theme of the book
    2. State your opinion about the theme of the book and your personal applications, if any