

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

Recertification

Book Report Guidelines

PURPOSE

The purpose of a book report for recertification is to allow a seasoned clerk to read new material and incorporate what was read into his or her professional and personal pursuits. The hope is that the book can inform the way the clerks does his or her job. The information contained in the book may cause the clerks to try something new or may affirm for the person that the current work process is the best approach. The written book report will allow the clerk to refine their professional writing skills, increase their ability to edit information in a concise and informative way, and enhance their ability to ponder an issue from a new perspective. 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 "lifelong 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 the material. Then write, proofread, and then rewrite and polish your submission. Keep it simple. Use your own words. Be complete, concise, and clear. Book reports should be no fewer than 3 and no more than 7 double-spaced typed pages.

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: (first 1-3 paragraphs)
 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 (2-5 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 (final 1-3 paragraphs)
 1. Summarize the theme of the book
 2. State your opinion about the theme of the book and your personal applications, if any