

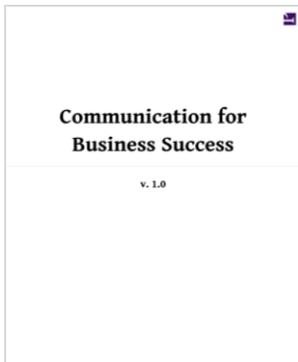


## Faculty Review of Open eTextbooks

The [California Open Educational Resources Council](http://www.cool4ed.org) has designed and implemented a faculty review process of the free and open etextbooks showcased within the California Open Online Library for Education ([www.cool4ed.org](http://www.cool4ed.org)). Faculty from the California Community Colleges, the California State University, and the University of California were invited to review the selected free and open etextbooks using a rubric. Faculty received a stipend for their efforts and funding was provided by the State of California, the William and Flora Hewlett Foundation, and the Bill and Melinda Gates Foundation.

Textbook Name:

### Communication for Business Success



License:



*Communication for Business Success* by Scott McLean is licensed under [Creative Commons Attribution-NonCommercial-ShareAlike](https://creativecommons.org/licenses/by-nc-sa/4.0/)

Find it: [eTextbook Website](#)

Textbook Authors:  
Scott McLean

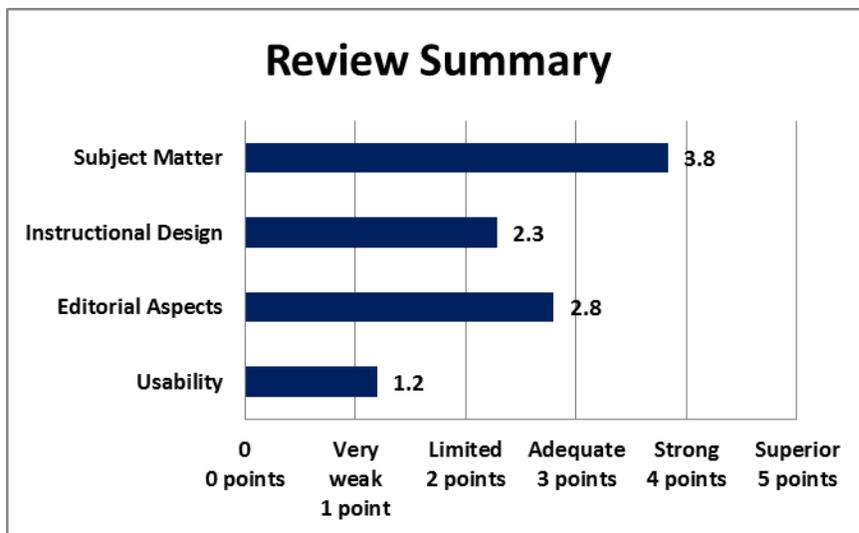
Reviewed by:  
Paul Glanting

Institution:  
California State University,  
San Francisco

Title/Position:  
Professor

Format  
Reviewed:  
[Online](#)

A small fee may be associated with various formats.



Date Reviewed:  
December 2015

### California OER Council eTextbook Evaluation Rubric

CA Course ID: [BUS 115](#)

Subject Matter (30 possible points)	N/A (0 pts)	Very Weak (1pt)	Limited (2 pts)	Adequate (3pts)	Strong (4 pts)	Superior (5 pts)
Is the content accurate, error-free, and unbiased?					X	
Does the text adequately cover the designated course with a sufficient degree of depth and scope?					X	
Does the textbook use sufficient and relevant examples				X		

to present its subject matter?						
Does the textbook use a clear, consistent terminology to present its subject matter?					X	
Does the textbook reflect current knowledge of the subject matter?					X	
Does the textbook present its subject matter in a culturally sensitive manner? (e.g. Is the textbook free of offensive and insensitive examples? Does it include examples that are inclusive of a variety of races, ethnicities, and backgrounds?)					X	

Total Points: 23 out of 30

Please provide comments on any aspect of the subject matter of this textbook:

- What I really liked about this book was the sequence. At first it was perplexing that it has nearly ten chapters just on the writing process but I actually really like this approach!

Instructional Design (35 possible points)	N/A (0 pts)	Very Weak (1pt)	Limited (2 pts)	Adequate (3pts)	Strong (4 pts)	Superior (5 pts)
Does the textbook present its subject materials at appropriate reading levels for undergrad use?					X	
Does the textbook reflect a consideration of different learning styles? (e.g. visual, textual?)	X					
Does the textbook present explicit learning outcomes aligned with the course and curriculum?					X	
Is a coherent organization of the textbook evident to the reader/student?					X	
Does the textbook reflect best practices in the instruction of the designated course?	X					
Does the textbook contain sufficient effective ancillary materials? (e.g. test banks, individual and/or group activities or exercises, pedagogical apparatus, etc.)	X					
Is the textbook searchable?					X	

Total Points: 16 out of 35

Please provide comments on any aspect of the instructional design of this textbook:

- One of the items I look for when I'm selecting a textbook is how well the book will lend itself to lectures. I appreciate the learning outcomes both as a guide for teachers and for students to focus their attention on certain ideas.

Editorial Aspects (25 possible points)	N/A (0 pts)	Very Weak (1pt)	Limited (2 pts)	Adequate (3pts)	Strong (4 pts)	Superior (5 pts)
Is the language of the textbook free of grammatical, spelling, usage, and typographical errors?					X	
Is the textbook written in a clear, engaging style?					X	
Does the textbook adhere to effective principles of design? (e.g. are pages laid out and organized to be clear and visually engaging and effective? Are colors, font, and typography consistent and unified?)			X			
Does the textbook include conventional editorial features? (e.g. a table of contents, glossary, citations and further references)					X	
How effective are multimedia elements of the textbook? (e.g. graphics, animations, audio)	X					

Total Points: 14 out of 25

Please provide comments on any editorial aspect of this textbook:

Usability (25 possible points)	N/A (0 pts)	Very Weak (1pt)	Limited (2 pts)	Adequate (3pts)	Strong (4 pts)	Superior (5 pts)
Is the textbook compatible with standard and commonly available hardware/software in college/university campus student computer labs?	X					
Is the textbook accessible in a variety of different electronic formats? (e.g. .txt, .pdf, .epub, etc.)				X		
Can the textbook be printed easily?	X					
Does the user interface implicitly inform the reader how to interact with and navigate the textbook?				X		

How easily can the textbook be annotated by students and instructors?	X					
---	---	--	--	--	--	--

Total Points: 6 out of 25

Please provide comments on any aspect of access concerning this textbook:

- It's difficult to say how easy it will be to annotate/print this book. It has many pages so that could be difficult but other than that, it should be doable.

Overall Ratings						
	Not at all (0 pts)	Very Weak (1 pt)	Limited (2 pts)	Adequate (3 pts)	Strong (4 pts)	Superior (5 pts)
What is your overall impression of the textbook?					X	
	Not at all (0 pts)	Strong reservations (1 pt)	Limited willingness (2 pts)	Willing (3 pts)	Strongly willing (4 pts)	Enthusiastically willing (5 pts)
How willing would you be to adopt this book?				X		

Total Points: 3 out of 10

## Overall Comments

If you were to recommend this textbook to colleagues, what merits of the textbook would you highlight?

- I like that this book is centered around the concept that a business communication course is an English/composition course with a business bent and that it spends a good portion of its space reinforcing the basics of quality writing and it does it from an organic perspective. I like how the writer points students towards the forms of writing they will likely use regularly.

What areas of this textbook require improvement in order for it to be used in your courses?

- There could be a few more case studies, examples to support the points and maybe activities intermingled, as the writing (good as it is) can get dense.

We invite you to add your feedback on the textbook or the review to the [textbook site in MERLOT](#) (Please [register](#) in MERLOT to post your feedback.)



For questions or more information, contact the [CA Open Educational Resources Council](#).



This [review](#) is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International License](#).