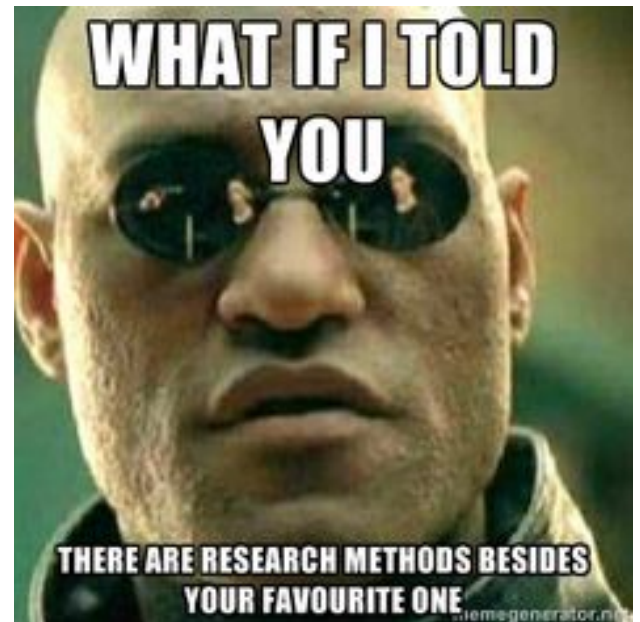


Lagniappe



[Professional organizations](#), list servs, other stuff related to getting to understand the big tent field

[Conferences list](#)

[Journals List](#) (opens in a new window)

Politics of Citation (opens in a new window)

[Structure of a research article](#) (opens in new page)

[Research tools](#)

[Bibliography on JEDI method/ologies](#)

GOOGLE

like a boss

Everything is more fun in Google, but not everything should have to be in the hands of it. Use the simple yet effective ways of mastering your Google search... like a boss!

- 1.1** **Quotation Marks**
Use quotes to search for an exact word or set of words. This is useful for searching books and song lyrics.

"To be or not to be"
- 1.2** **Quotes**
Put a dash before a word that you want to exclude or avoid search.

igator -animal
- 1.3** **Title**
Use a colon before a word to look for results with an attribute.

Christmas -desserts
- 1.4** **Site:query**
Use site to search within a specific website.

site:nytimes.com
- 1.5** **link:query**
Use link to search for sites that link to the specified site.

link:creatives.com
- 1.6** **Year Ranges**
Use two periods to narrow down results to a specific range of years like news, publications and photos.

movies 1990..1970
- 1.7** **related:query**
Use related to find sites that are related to the searched site.

related:apple.com

Reference

www.google.com/advancedsearch/AdvancedSearch

WHAT GREAT LISTENERS ACTUALLY DO

by JACK ZINGER, JOSEPH FOLKMAN

1 ASK QUESTIONS THAT PROMOTE DISCOVERY and INSIGHT

TWO WAY DIALOG

2 INTERACTIONS THAT BUILD SELF ESTEEM

CREATE A SAFE ENVIRONMENT

TO OPENLY DISCUSS ISSUES/ DIFFERENCES

3 A CO-OPERATIVE CONVERSATION

FEEDBACK FLOWS IN BOTH DIRECTIONS

CHALLENGE/ DISAGREE WITHOUT MAKING OTHER PERSON DEFENSIVE

4 MAKE SUGGESTIONS SKILLFULLY

THAT OPEN UP ALTERNATIVE PATHS

GOOD LISTENER IS NOT A SPONGE THAT ABSORBS BUT A TRAMPOLINE TO BOUNCE IDEAS OFF!

LEVELS OF LISTENING

1 CREATE A SAFE ENVIRONMENT TO DISCUSS

2 CLEAR AWAY DISTRACTIONS AND MAKE EYE CONTACT

3 UNDERSTAND THE SUBSTANCE ASK QUESTIONS, CONFIRM

4 OBSERVE NON-VERBAL CLUES

↳ 80% OF COMMUNICATION

5 UNDERSTAND EMOTIONS & FEELINGS ABOUT TOPIC

↳ EMPATHIZE

6 HELP OTHER PERSON TO SEE ISSUE IN DIFFERENT LIGHT

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