

**WE  
WILL EITHER  
FIND A WAY,  
  
OR  
MAKE ONE.**

**Hannibal (247-182 B. C.)  
Carthaginian General**

Knowledge  
is the mother  
of all virtue;

all vice  
proceeds  
from ignorance.

Anonymous Proverb

Deliberate  
often—  
decide once.

Latin Proverb

One seeing  
is better than  
a hundred  
times  
telling about.

Japanese Proverb

You may be  
**disappointed**  
if you fail, but  
you are **doomed**  
if you don't try.

Beverly Sills (1929- )  
Opera singer

Things may come  
to those who wait,  
  
but only  
the things left  
by those  
who hustle.

Abraham Lincoln

A problem  
is a chance  
for you  
to do  
your best.

Duke Ellington (1926-1993)  
Musician

To  
believe  
a thing  
is impossible  
is to make it so.

French Proverb



*One lie  
spoils  
a thousand  
truths.*

*West African Saying*

Not to know  
is bad;  
  
not to  
wish to know  
is worse.

West African Saying

God  
gave  
burdens,  
also  
shoulders.

Yiddish Proverb

You can't build  
a reputation  
on what  
you're  
*going*  
to do.

Henry Ford (1863-1947)  
American automobile pioneer

It is not enough  
to have a  
good mind.

The main thing  
is to use it well.

Rene Descartes (1596-1650)  
French mathematician & philosopher

Put away  
from you  
crooked speech,  
and put  
devious talk  
far from you.

Proverbs 4. 24

WHEN THE  
WILLINGNESS  
IS GREAT,  
THE DIFFICULTIES  
CANNOT BE  
GREAT.

Niccolo Machiavelli (1469-1527)  
Italian statesman and political philosopher

Our life  
is what  
our thoughts  
make it.

Marcus Aurelius (121-180 AD)  
Roman Emperor



Don't be afraid  
to take  
a big step  
if one is indicated.

You can't  
cross a chasm  
in two small jumps.

David Lloyd George (1863-1945)  
British statesman and Prime Minister

Learning  
is a treasure  
which  
accompanies  
its owner  
everywhere.

Chinese proverb

**The right  
(wo)man  
is the  
one  
that  
*seizes*  
*the moment.***

Johann Wolfgang von Goethe (1749-1832)  
German author

With time  
and patience  
the  
mulberry leaf  
becomes  
a silk gown.

Chinese Proverb

There is nothing  
noble about being  
superior to some  
other person.

The true nobility is  
in being superior to  
your previous self.

Hindu Proverb

Once  
you say  
you're going to  
settle for second,  
  
that's what  
happens to you  
in life...

John F. Kennedy (1917-1963)

Today  
is

**NOW-HERE!**

Tomorrow  
is

**NO-WHERE!**

UNKNOWN

The person  
who is  
afraid of asking  
is ashamed  
of learning.

Danish Proverb



If  
you  
tell the truth  
you  
don't have to  
remember  
anything.

Mark Twain

Fall  
seven times,  
STAND  
UP  
EIGHT!

Japanese Proverb

## Chinese Proverb

IF  
YOU  
DON'T WANT  
ANYONE  
TO KNOW IT,  
don't do it.

# Listen

or

your tongue

will

keep you deaf.

Native American Proverb

**Thinking**  
**is like**  
**loving and dying**

**-each of us**  
**must do it for**  
**him(her)self.**

Josiah Royce (1855-1916)  
American philosopher

Give the  
historians  
something  
to write  
about.

Sextus Propertius  
Roman poet

***THE MORE WE***

***DO,***

***THE MORE WE***

***CAN DO!***

Sign on a classroom wall  
at Marva Collins' Westside Preparatory School

We are  
what we  
repeatedly do.

Excellence...  
is not an act,  
but a habit.

Aristotle (384-322 B. C.)  
Greek philosopher and teacher



# Job Survey Form

Are you happy in your current job?

Yes or No

Will you be happy working at your current job for the next 35 years?

Yes or No

Will your current job's salary be enough for you to marry, raise a family, buy a house, food, pay for college, take vacations, etc.?

Yes or No

*If you answered "No" to any of these questions  
you're in the right place.  
Your priority is here.*

# **PARTIAL Listing of Jobs Requiring Good Communications Skills**

airline pilot	teacher	hotel manager	truck driver
farmer	mechanic	astronaut	secretary
doctor	lawyer	minister	police officer
accountant	accountant	actor	fire fighter
waitress	programmer	nurse	soldier
author	newscaster	desk clerk	journalist
salesperson	singer	cashier	advertising agent
installer	carpenter	plumber	electrician
psychologist	radiologist	translator	designer
musician	acrobat	stock broker	baseball player
baker	model	coach	counselor
c. p. a.	veterinarian	photographer	archeologist
sculptor	priest	anthropologist	data processor
draftsman	chemist	biologist	judge
economist	engineer	linguist	parole officer
tutor	composer	historian	geologist
e. m. t.	golfer	geographer	horticulturist
broadcaster	social worker	travel agent	librarian
mathematician	physicist	analyst	word processor
philosopher	optician	paralegal	day care provider
politician	sociologist	scenic designer	real estate agent
sailor	trainer	insurance agent	college president
architect	undertaker	retail clerk	fire inspector
chef	landscaper	bailiff	hygienist
detective	masseuse	consultant	paleontologist
ticket agent	lithographer	editor	director
plumber	nun	scuba diver	air traffic controller
missionary	receptionist	market analyst	radio operator
teacher aide	c. a. designer	contractor	int. business person
x-ray technician	chauffeur	florist	corrections officer
pathologist	county agent	ambassador	refrig. air, heat worker
meteorologist	astronomer	banker	postal worker
navigator	director	guide	loan officer
fashion designer	publisher	taxidermist	human resources officer

**COMPLETE Listing of Jobs  
*NOT* Requiring  
*Good Communications Skills***

Get the picture?  
You're in the right place.  
Your priority is here.

Don't be satisfied.

**Be  
Your  
BEST!**

# **The Plan:**

**Nobody**

Drops Out!

**Everybody**

Passes!

**Everybody**

Learns!

***We help each other!***

# A Simple Multiple Choice Quiz

## Question # 1:

If you don't thoroughly learn the material being taught in this course, who will compete at a disadvantage for the rest of his/her life?

- A. You
- B. You
- C. You
- D. All of the above.

## Question # 2:

Who is the only individual who can commit you to thoroughly learning the material in this course?

- A. You
- B. You
- C. You
- D. All of the above.

Like I said, it's a **SIMPLE** multiple choice quiz.

Want to  
know a  
secret?

We miss you when you're not here.  
Come every class period.  
But don't tell anyone. Remember, it's a secret.



# ***It's No Fun Listening***

to a radio station that hasn't removed the static.

to an orchestra that hasn't tuned up.

to a play that hasn't rehearsed.

***to a speaker who hasn't  
practiced.***

Those of us who have to listen  
would appreciate your  
practicing your speech.

Please, for our sakes.

***We want to hear your best  
effort!***



# Life

gives no prizes  
for achieving  
mediocrity.

**Strive for  
excellence!**

You may find  
the worst  
enemy  
or best friend  
in yourself.

English Proverb

Being yourself  
is not remaining  
what you were,

or being  
satisfied with  
what you are.

It is a point  
of departure.

Sidney J. Harris

The great thing  
in this world  
is not so much  
where we stand  
as in what  
direction  
*we are moving.*

Oliver Wendell Holmes Sr.

The one thing  
that doesn't abide  
by majority rule  
  
is a person's  
conscience.

Harper Lee  
*To Kill a Mockingbird*

To know  
what is right  
and not do it  
is the  
worst cowardice.

Confucius

Nothing in life  
is to be feared.

It is only  
to be understood.

Marie Curie

You never  
know  
when you're  
making  
a memory.

Ricky Lee Jones  
*Young Blood*



Love and time –  
those are the  
only things in all  
the world and all  
of life that cannot  
be bought, but  
only spent.

Gary Jennings  
Aztec

**The way to gain a  
good reputation**

**is to endeavor  
*to be***

**what you desire  
*to appear.***

**Socrates**

Life  
is for  
one generation;  
  
a good name  
is forever.

Japanese Proverb

The reputation  
of a thousand years  
may be determined  
by the conduct  
of one hour.

Japanese Proverb

The principle  
mark of genius  
is not perfection  
but originality,  
the opening  
of new frontiers.

Arthur Koestler  
*The Act of Creation*

The work  
of the individual  
still remains  
the spark  
that moves  
mankind forward.

Igor Sikorsky

The  
most powerful  
weapon on earth  
is  
the human soul  
on fire.

Ferdinand Foch

I will permit no  
man  
to narrow and  
degrade my  
soul  
by making me  
hate him.

Booker T. Washington



**Not the  
fastest horse  
can catch a  
word  
spoken in  
anger.**

**Chinese Proverb**

A word spoken  
is not a sparrow.

Once it flies out,  
you can't catch it.

Russian Proverb

He who is  
caught in a lie  
is not  
believed  
when he tells  
the truth.

Spanish Proverb

About the only  
thing  
that comes to us  
without effort  
is old age.

Gloria Pitzer

There are  
no shortcuts  
to any place  
worth going.

Beverly Sills

**Habits are  
first  
cobwebs,  
then  
cables.**

**Spanish Proverb**

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The very essence  
of leadership  
is that you have  
to have vision.

You can't blow an  
uncertain trumpet.

Theodore Hesburgh

We  
cannot become  
what we  
need to be  
by remaining  
what we are.

Max De Pree  
*Leadership is an Art*



There is no comparison  
between that which is  
lost  
by not succeeding  
and that which is lost  
by not trying.

Francis Bacon

Learning  
is not attained by  
chance.

It must be  
sought for with ardor  
and attended to with  
diligence.

Abigail Adams

Education is  
learning  
what you didn't  
even know  
you didn't know.

Daniel J. Boorstin  
Democracy and its Discontents

Be curious always!

For knowledge  
will not acquire  
you;  
you must acquire  
it.

Sudie Back

Man's mind  
stretched  
to a new idea  
never goes back  
to its  
original  
dimensions.

Oliver Wendell Holmes

Learning  
has liberated  
more people  
than all the wars  
in history.

Carl Rowan

You don't get to  
choose  
how you're going to  
die.  
Or when.  
You can only decide  
how you're going to  
live.  
Now.

Joan Baez

Tomorrow  
is often the  
busiest day of  
the week.

Spanish Proverb



The best thing  
about the future  
is that it comes  
only one day  
at a time.

Dean Acheson

Smooth seas  
do not make  
skillful sailors.

African Proverb

Start by doing  
what's necessary,  
then what's  
possible  
and suddenly you  
are  
doing the  
impossible.

St. Francis of Assisi

**Always bear in mind  
that your own  
resolution to  
succeed  
is more important  
than any one thing.**

**Abraham Lincoln**

There are no  
secrets to success.

It is the result of  
preparation,  
hard work,  
learning  
from failure.

Gen. Colin L. Powell

Success  
is often  
just an idea  
away.

Frank Tyger

You're  
not a loser  
until you  
quit trying.

Mike Ditka

Talk  
is cheap  
because supply  
exceeds  
demand.

Unknown



We're all  
in this  
alone.

Lily Tomlin

It's not  
what you are,

It's what you  
don't become  
that hurts.

Oscar Levant

***There ain't  
no rules  
here!***

***We're trying  
to accomplish  
something!***

**Thomas Edison**

I am here  
to live  
out loud!

Emile Zola

We judge ourselves  
by what we are  
capable of doing,  
while others judge us  
by what we have  
already done.

Henry Wadsworth Longfellow

*The successful person*

*is the individual*

*who forms*

*the habit of doing*

*what the failing person*

*doesn't like to do.*

*Donald Riggs*

The secret  
of success in life

is for a  
(wo)man  
to be ready

for her/his  
opportunity  
when it comes.

Benjamin Disraeli

The brave person  
carves out  
his/her fortune,  
and every person  
is the sum  
of his/her  
own works.

Miguel de Cervantes



What  
isn't  
tried  
won't  
work.

Claude McDonald

How many  
opportunities  
present  
themselves to a  
person without  
his/her noticing  
them?

Arab Proverb

Many things  
are lost  
for want  
of asking.

English Proverb

Great minds  
have purposes,  
  
others  
have wishes.

Washington Irving

Nothing  
is  
particularly hard  
if  
you divide  
it  
into small jobs.

Henry Ford

Always  
take an  
emergency  
leisurely.

Chinese Proverb

The mind is its  
own place,  
and in itself can  
make  
a heaven of hell,  
a hell of heaven.

John Milton

Pain  
is inevitable.

Suffering  
is optional.

Anonymous



The way of a superior person  
is three-fold:

**Virtuous,**  
*s/he is free from anxieties;*

**wise,**  
*s/he is free from  
perplexities;*

**bold,**  
*s/he is free from fear.*

Confucius

Happiness  
is something  
you get  
as a by-product  
of making  
something else.

Aldous Huxley

Make happy  
those who are  
near,  
  
and  
those who are far  
will come.

Chinese proverb

# Forgiving

means to pardon the  
unpardonable,

# faith

means believing the  
unbelievable, and

# hoping

means to hope when things  
are hopeless.

G. K. Chesterton

That which  
does not kill me  
makes me  
stronger.

Friedrich Nietzsche

# The Seven Blunders of the World

1. Wealth without work.
2. Pleasure without conscience.
3. Knowledge without character.
4. Commerce without morality.
5. Science without humanity.
6. Worship without sacrifice.
7. Politics without principle.

Mohandes Gandhi

Don't  
compromise  
yourself.  
You are all  
you've got.

Janis Joplin

Let your speech  
be better than  
silence,  
  
or be silent.

Dionysius the Elder



Glory  
is fleeting,

but obscurity is forever.

Napoleon Bonaparte

A mirror reflects  
a person's face,  
  
but what s/he is  
really like  
is shown  
by the kind of  
friends  
s/he chooses.

Proverbs 27:19

**If you devote one  
hour  
of study per day  
to your  
particular subject,  
in five years,  
you will be  
a foremost expert  
on that subject.**

**Earl Nightingale**

Fear less,  
eat less,  
whine less,  
talk less,

hope more;  
chew more;  
breathe more;  
say more;

love more,  
and all good things  
will come to you.

## Swedish Proverb

**Opportunity  
is missed by  
more people  
because it  
has overalls,  
and looks like  
work.**

**Thomas A. Edison**

**He who fears  
something  
gives it  
power over  
him.**

**Moorish Proverb**

The difficulties  
and struggles of today  
are but the price  
we must pay for the  
accomplishments and  
victories of tomorrow.

William J. H. Boetcker

I may not  
amount to  
much,  
  
but at least  
I am unique.

Jean Jacques Rousseau



If I am not for myself,  
who will be for me?

If I am not for others,  
who am I for?

And if not now,  
when?

Talmud

The secret of health  
for both mind and body is  
not to mourn the past,  
not to worry  
about the future,  
not to anticipate troubles,  
but to live  
the present moment  
wisely and earnestly.

Buddha

If you do  
what you've  
always done;  
  
You'll get  
what you've  
always gotten.

Anonymous

All great things are simple,  
and many can be expressed  
in a single word:

freedom;

justice;

honor;

duty;

mercy;

hope.

Winston Churchill

It is never  
too late  
-in fiction or in life-  
to revise.

Nancy Thayer

We're still not  
where  
we're going,  
but we're not  
where  
we were.

Natash Jasefowitz

The hottest places  
in hell are reserved  
for those who,  
in a period  
of moral crisis,  
maintain  
their neutrality.

Dante Alighieri

Enjoy the  
little things,  
for one day  
you may look back  
and realize they  
were the big  
things.

Robert Brault



I believe...  
all that can be,  
will be,  
if people help.

Andre Gide

It is not easy to  
find happiness  
in ourselves,  
and it is  
not possible to  
find it  
elsewhere.

Agnes Repplier

Your future  
depends  
on many  
things,  
but mostly on  
YOU.

Frank Tyger

Problems  
are only  
opportunities  
in  
work clothes.

Henry J. Kaiser

If we can really  
understand  
the problem,  
the answer will  
come out of it  
because the answer  
is not separate  
from the problem.

Jiddu Krishnamurti (1895-1986)

If you have  
something  
of importance  
to say,  
for God's sake  
start at the end.

Sara Jeannette Duncan (1862-1922)

A quotation in a  
speech,  
article, or book  
is like a  
rifle in the hands  
of an infantryman.  
It speaks  
with authority.

Brendan Francis (1923-1964)

Most  
conversations  
are simply  
monologues  
delivered in the  
presence of  
witnesses.

*Margaret Millar (1915-1994)*



Never answer  
an angry word  
with an angry word.

It's the second one  
that makes  
the quarrel.

W. A. Nance

Do all the good you  
can,  
By all the means you  
can,  
In all the ways you can,  
In all the places you  
can,  
At all the times you can.

Anonymous

What do we  
live for  
if not to make  
life less difficult  
for each other?

George Eliot

**Before  
everything  
else,  
getting ready  
is the secret of  
success.**

Henry Ford

It isn't hard  
to be good from  
time to time....

What's tough  
is being good  
every day.

Willie Mays

Life's most  
persistent and  
urgent  
question is  
“What are you  
doing for  
others?”

Martin Luther King Jr.

A pessimist  
sees the difficulty  
in every  
opportunity;  
an optimist  
sees the  
opportunity  
in every difficulty.

Winston Churchill

Example  
is not the main  
thing  
in influencing  
others.  
It is the only  
thing.

Albert Schweitzer



Always do  
what you  
are afraid to  
do.

Ralph Waldo Emerson