

Abstracts

How Adults Can Learn More—Faster. Virginia B. Warren. 1961. 52 pp. Available from the National Association of Public School Adult Educators, 1201 Sixteenth Street, N.W., Washington 6, D.C. 50 cents.

Adult education *is* different. Research has discovered some interesting facts about the adult learner—for example, age is no barrier! Anyone interested in learning how to read faster, how to concentrate, how to listen, how to take tests and exams, or how to be a successful group participant will find this publication helpful.

Such information has dual usefulness to Extension personnel and other adult educators—as adult learners and as teachers of adults. There are more detailed and involved treatments of what is known about adult learners but this simply written, straightforward approach would be a good place to start in improving abilities and insights.

A Study of Two Methods for the Diffusion of Knowledge. John M. Welch and Coolie Verner. *Adult Education*, XII (Summer, 1962), 231-237. Available from Adult Education Association of the United States of America, 743 N. Wabash Ave., Chicago 11, Ill. Single copy \$1.25.

The authors declare that there is little if any valid scientific basis upon which the practicing adult educator can make wise choices among a variety of processes for diffusing information. A study of two diffusion processes and an attempt to measure the adoption of “clearly specified and identified learning” is reported in this article. Three diffusion methods were used in the study: (1) a group workshop method, (2) mailed bulletins, and (3) a combination of the two. These procedures are reported as similar to methods used by Extension.

The findings have implications, not only for work with the food service industry, but for the diffusion of information to any audience. Findings are presented in somewhat statistical terms but the discussion of the study design and conclusions provide a general and useful understanding of the undertaking.

4-H Impact. Burton W. Kreitlow and Robert F. Barnes. Special Bulletin 8, Agricultural Experiment Station, University of Wisconsin, July 1962, 4 pp. Available from Agricultural Bulletin Office, University of Wisconsin, Madison 6, Wisconsin. No charge.

In this recent bulletin authors Kreitlow and Barnes state that the value of 4-H Club work cannot be assumed automatically. Theoretically

present objectives can be accepted and supported, but whether or not objectives are being reached has not been ascertained. Part of a school reorganization study being conducted in Wisconsin, the statement concerns the most recent phase of a longitudinal study designed to examine the same group of young people at grades 1, 6, 9, 12, and five years following high school.

The present report deals with findings relating to 4-H Club work through grade 9. Such considerations as (1) why youngsters join, (2) why they drop out, (3) importance of parent interest, (4) personal and social development, and (5) intelligence and academic achievement are dealt with in this brief report. In addition, some important *key questions* are raised that deserve careful study by anyone concerned with 4-H Club work.

Review of Extension Research: January through December 1961. Darcie Bern. Extension Service Circular 541 (September, 1962), Federal Extension Service. 95 pp. Review copies available from state leaders in agriculture, home economics, and 4-H, key specialists, Extension workers, leaders of Extension studies and training and agricultural colleges and experiment station libraries.

More than 300 Extension research items are brought to the attention of the Federal Extension Service staff annually. This review provides representative rather than complete review coverage of these studies. Priority is given to studies likely to have limited circulation (i.e., type-written graduate research reports and miscellaneous publications of sub-college departments).

Reviews are categorized under such topics as functions and duties of staff, public relations, working conditions, training, organization of people to participate in Extension, program content and planning procedure, general effectiveness and progress of Extension work, teaching and research methods, and research reporting devices.

This publication provides an excellent review of much of the information being accumulated from research on Extension.

Education in a World of Change. Ralph W. Tyler. *Journal of Home Economics*, LIV (September, 1962), 527-533. Available from American Home Economics Association, 1600 20th Street, N.W., Washington, D.C. Single copy 60 cents.

Although change is not new to the educational system of this country, there are new aspects to the present-day process. These are outlined along with other matters of particular relevance to Extension, including dimensions of the relation of current change to curriculum and conditions for effective learning. Even though the article is devoted principally to public school education, it has particular import to Extension and other informal educational programs.

The Leader Looks at Self-Development. Malcolm S. Knowles. 1961. 12 pp. Available from Leadership Resources, Inc., 1025 Connecticut Ave., Washington 6, D.C. \$1.50.

According to the author social science and practical experience tell us that (1) leaders are made, not born, and that (2) leadership is a matter of functions and not the role of an individual. He suggests guidelines for mapping and pursuing a program of self-development.

Though sketchy the information presented is easy to read and understand. Perhaps the most significant contribution of this monograph is a two-page outline on "Leadership Competencies and Where to Learn More About Them." Fifteen different references (with page numbers) are cited relating to 15 identified competencies. Even though the list of references is not exhaustive, those cited in this cleverly illustrated publication could provide an easily identifiable starting place for a study of leadership.

You Can Cure Overlapping Management. Charles A. Cerami. *Nation's Business*, L (October, 1962), 86-90. Available in reprint form from Nation's Business, 1615 H St., N.W., Washington 6, D.C. 15 cents per copy.

"Overlapping responsibility is one of the most universal business ills," the author declares. Failure to adjust responsibilities to shifting realities results in *double management*. He discusses four causes and suggests how to eliminate them. Overlapping responsibility results when, as a staff member moves up, "he keeps a much closer contact with the specific duties he has just left than with the other functions that come under his enlarged responsibilities." Three principles suggest how to improve this situation.

Educational organizations and agencies may be as susceptible as business. This could occur at the local (county), supervisory (district) or administrative (state) level.

The Leader Looks at Communication. Leslie E. This. 1961. 12 pp. Available from Leadership Resources, Inc., 1025 Connecticut Ave., Washington 6, D.C. \$1.50.

Emphasizing that "we are surrounded by communication breakdowns," the author enumerates reasons why the leader should study how to communicate more effectively. Barriers are identified and guidelines to improved communication are suggested. Six bibliographical references for further study are listed and annotated.

Because of its length this illustrated monograph is sketchy, but understandable. It can provide an overview for a more detailed study of the process.

Leadership and Participation in a Changing Rural Community. John Harding, Edward C. Devereux, Jr., and Urie Bronfenbrenner (issu

eds.). *The Journal of Social Issues*, XVI (No. 4, 1960), 86 pp. Available from the Journal of Social Issues, Acme Printing and Reproductions, 611 South Maple Rd., Ann Arbor, Michigan. Single copy \$1.50.

The lay citizen is presumed to have the opportunity and responsibility to play an active role in shaping the community in which he lives. This report focuses on the relationship of individuals and groups to the community—a study conducted by Cornell University's Department of Child Development and Family Relationships.

The people of the community, formal organizations, informal activities, and community participation and leadership are discussed in detail. Some of the report is in statistical and technical language but there is sufficient general and readable discussion to provide anyone a better insight into complicated community life.

Perception: Some Recent Research and Implications for Administration. Sheldon S. Zalkind and Timothy W. Costello. *Administrative Science Quarterly*, VII (September, 1962), 218-235. Available from Graduate School of Business and Public Administration, Cornell University, Ithaca, New York. Single copy \$2.00.

Recent research warns administrators to avoid arbitrary and categorical judgments and to seek reliable evidence before making judgments of others. This report suggests also that increased accuracy in one's self-perception can improve perception of others. The administrator needs to work hard to avoid seeing only what he wants to see and to guard against fitting everything into what he is set to see.

These suggestions evolve from a review of research relating to (1) factors influencing perception, (2) basis for forming impressions, (3) characteristics of perceiver and perceived, and (4) situational influences on perception. Even though directed toward administrators, the materials covered have relevance to anyone who must deal with and make judgments of others.

How to Help Groups Make Decisions. Edited by Grace L. Elliott. 1959. 64 pp. Available from Association Press, 291 Broadway, New York 7, New York. \$1.00.

Group thinking is not a process for turning ignorance into wisdom. However, productive group thinking can occur—ways are known for helping groups come to surer, wiser, sounder decisions. Conditions conducive to such, as well as the kinds of decisions groups can make, the roles involved, and the chairman's role, are discussed in this book.

The general approach to decision making as outlined should be understood by anyone concerned with program planning or other undertakings involving work with groups. The book was written for volunteer and lay leaders. The professional with no background might find this a good place to start—but more detailed and comprehensive treatments should also be studied.