Body Language in the Work Place
By Allan & Barbara Pease
Pease International, $18.69 w/o GST (Pansing)
It's not what you say. It's how you stand, shake hands, position your chair, maintain eye contact and dress that can make or break a deal. As always, the Peases manage to entertain while informing, making their book a fun read. Besides sharing how to present yourself at meetings, presentations, interviews, you learn to read other people's movements and poses. They back their advice up with research – their own, and from other sources. Certainly conversation fodder even if you don't intend to consciously use it. – Tan Shee Lah

Boo – The Life of the World's Cutest Dog
By J.H Lee
Chronicle Books, $16.71 w/o GST (Pansing)
Superlatives are often exaggerations, but not in the case of Boo – ask his Facebook fans! Buy for a grouchy friend who likes dogs, and you will bring on a smile. I flip through the book whenever I feel an attack of the blues. Just looking at the round-headed Boo – quizzical, playful, sleepy – triggers endorphins. Truly! – Tan Shee Lah

The Seeds of Love, Growing Mindful Relationships
By Jerry Braza
Tuttle, $14.95 w/o GST (Periplus)
"Practice mindfulness by stopping, calming and looking deeply at what is happening now, in the present moment." Jerry Braza’s book is ideal for any busy individual to feel more centred amidst their multitude of thoughts and actions. As he puts it, "It is a practice of controlling our wandering minds." Mindfulness can be achieved through meditation – the book offers a simple guide. Sprinkled with wise gems imparted by his Zen Master Thich Nhat Hanh, what you take away most from his book is that one should inculcate metta or loving-kindness while remaining open-minded at all times. Other metaphors feature the Pygmalion effect which can be used to clear doubts in our hearts and minds. As we are gardeners of our intellect, we can sow positive seeds to dispel anger, fear and jealousy and overcome any challenges we face in life, and essentially, achieve inner happiness. – Ira Hidayah