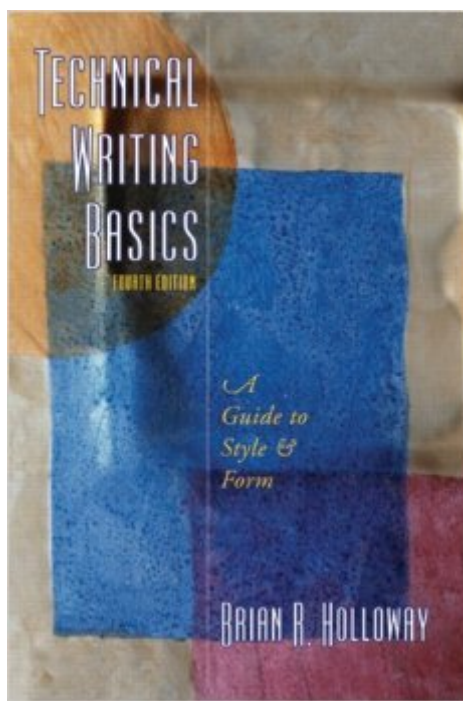


The book was found

Technical Writing Basics (4th Edition)



Synopsis

This concise and cumulative guide shows readers the art of technical writing for a variety of contexts and institutions. Using examples from the business and non-corporate world, the book emphasizes transactional writing through practical explanations, real-world examples, and a variety of role-playing exercises. Each section builds on the next as readers learn a variety of models of style and format. This edition features a stronger emphasis on electronic communication, integrated coverage of ethics, and more explanation of how to create technical documents that produce concrete results. Begins with the basics of technical writing (from fundamental components of technical communication, to templates of presentation, to construction of letters, memos, announcements and instructions) and then focuses on using these skills to construct short and long reports and a job search portfolio. Goes beyond the large corporate view to survey challenges within a variety of settings—e.g., small businesses, social services, the academy, the corporation. Anyone looking to improve their technical writing skills.

Book Information

Paperback: 240 pages

Publisher: Pearson; 4 edition (February 5, 2007)

Language: English

ISBN-10: 0132412551

ISBN-13: 978-0132412551

Product Dimensions: 5.9 x 0.5 x 8.7 inches

Shipping Weight: 11.2 ounces (View shipping rates and policies)

Average Customer Review: 4.8 out of 5 stars— See all reviews— (4 customer reviews)

Best Sellers Rank: #460,277 in Books (See Top 100 in Books) #225 in Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #1992 in Books > Engineering & Transportation > Engineering > Industrial, Manufacturing & Operational Systems #5974 in Books > Reference > Foreign Language Study & Reference

Customer Reviews

This book is a must for anyone working in a business environment, or want to learn how to properly communicate with a business. This book covers topics such as how to write a form letter, resume and cover letter, as well as tips for writing e-mails. The book is not long and makes a great reference tool for those who want to learn how to write professional documents.

I had to use this book for a college course in technical writing (of course). It is such a concise and useable book that I'm going to keep it for reference. No fluff, no filler, just the information you need. A quicker reference than picking through search results--well worth it.

I had to purchase this book for a Technical Communication class. The chapters were easy to understand and read through. The book provides many examples that you can reference when creating documents such as different forms of letters, etc.

I absolutely love this book! This was our text for Business school.

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