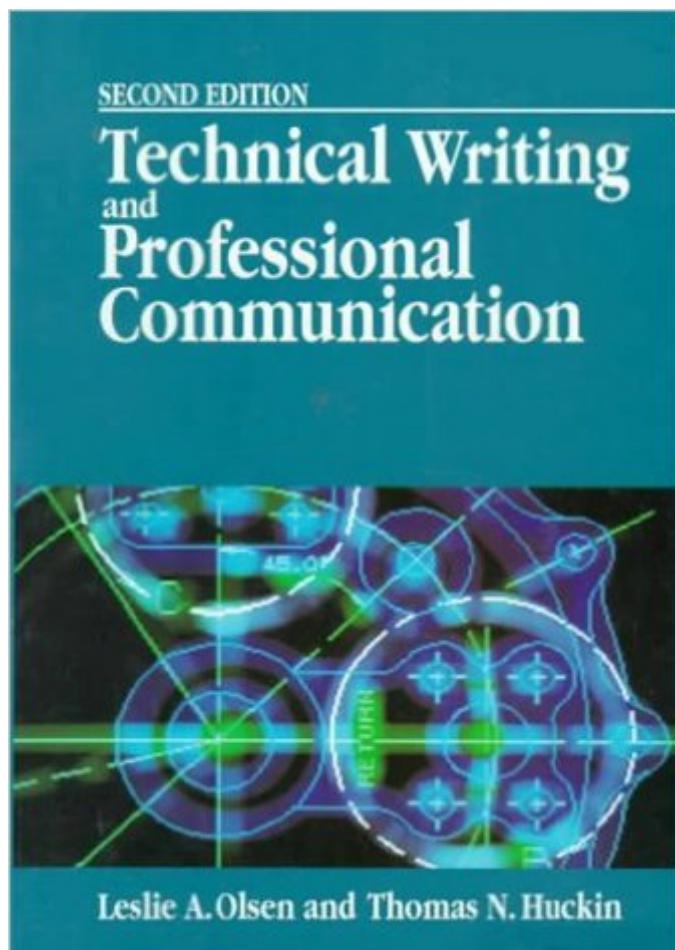


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# Technical Writing And Professional Communication



## **Synopsis**

Developed for Technical Writing and Communication courses for juniors, seniors, and graduate students, Technical Writing and Professional Communication, 2/e, places technical writing in its context, showing students how to consider their purpose and their audience when writing reports, memos, and correspondence. Formerly titled Principles of Communication for Science and Technology, the new edition features a case running throughout seven chapters, dynamically illustrating the writing process. The revision also provides complete coverage of the new computer technologies and the new attention the intercultural concerns in today's business world. A companion edition developed for non-native speakers of English is also available.

## **Book Information**

Paperback: 768 pages

Publisher: McGraw-Hill Humanities/Social Sciences/Languages; 2 edition (January 1, 1991)

Language: English

ISBN-10: 0070478236

ISBN-13: 978-0070478237

Product Dimensions: 6.3 x 1 x 9.1 inches

Shipping Weight: 12.6 ounces

Average Customer Review: 4.9 out of 5 starsÂ  See all reviewsÂ  (14 customer reviews)

Best Sellers Rank: #637,851 in Books (See Top 100 in Books) #81 inÂ  Books > Reference > Writing, Research & Publishing Guides > Writing > Academic & Commercial #287 inÂ  Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #2097 inÂ  Books > Textbooks > Humanities > Literature > Creative Writing & Composition

## **Customer Reviews**

I've seen a lot of (technical) writing books and most of them are just crap. You don't need a 50-page chapter to teach you how to put citations in your paper. You don't need double spaced text as if you are an elementary school student. But this book is different. It helps you focus on your article/report/book at any level you desire from the overall organization to the proper selection of words. It gives you sophisticated advice that is actually useful and time tested. I am an engineer, and I have used this book when writing my masters and PhD theses and a number of papers. I have used it when I wrote a patent application. My wife is a social scientist and she uses it for writing her thesis. I have been using this book for about 10 years now, and I assure you it will improve your writing at every level. This book should be number one seller in its category.

I bought this book by chance. But, I realized no other books cannot be compared with this book. other books say how I could rearrange the layout and order of my documents. This book teaches how I should write the sentences and paragraphs and the sections in scientific fields. This is very useful for nonnative speakers of english especially!

This book was recommended to me by a co-worker upon my request to have some help in teaching non-native writers avoid common mistakes. It's quite a tome, but the structure is excellent: the book moves from basic grammar and logic to writing specific types of documents. Most helpful to my colleagues have been chapters 25-30, which give many useful guidelines of structuring paragraphs and sentences. Almost each guideline is followed by an example from a very technical context, be it financial instruments or combustion engines. The title appears out of print, but I would go for a used copy (that's what I did) as I have not seen another book quite like it.

The best material ever and the in-text exercises are very helpful and I have been able to apply several of the suggested techniques in my project management studies. I highly recommend this book to any and all who require this type of structure in your business documents.

I taught tech writing out of this book (and the predecessor edition with the authors' names swapped) for about 14 years. I looked at a lot of books when initially selecting one for my tech writing course, and none of the others came close. Although I burned out on teaching tech writing over a decade ago, I still highly recommend this book to students, as the explanations of flow within and between paragraphs are among the best I've seen. For non-native speakers, the explanations of when to use definite and indefinite articles alone are worth the price of the book.

Technical writing is essential for all university students because if they can write efficiently and express themselves well and precisely, it will be easier for them to relay their ideas to others and hence find jobs easily, write well balanced reports, and more importantly perhaps know what they are writing and talking about. The more organized one's speech or writing is, the more effective one will be. Non-native speakers of English, however, do not think oral and written communication is that important but once they use this book in an English class under the guidance of their teachers, they ABSOLUTELY CHANGE THEIR IDEAS I recommend this book to all teachers of English teaching English at freshman or sophomore level.

This book is exactly what everybody needs, especially nonnative speakers. Among the many technical writing books that I have, this one is always provides me with the best information. I highly recommend it. It is easy, comprehensive, and excellent....

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