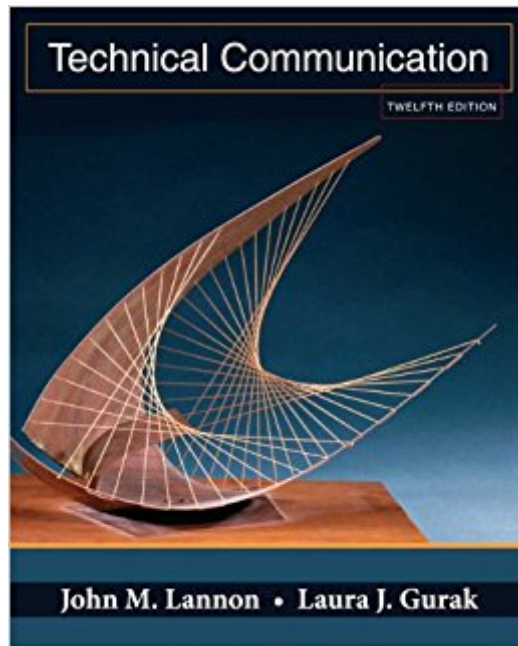


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# Technical Communication (12th Edition)



## Synopsis

Technical Communication offers complete coverage of technical communication, business communication, and professional writing in a user-friendly writing style. The topics move from basic foundational concepts, to chapters on research, visuals, style, document design, usability, and finally to specific documents (basic workplace correspondence to more complex documents, technologies, and oral presentations). The appendix includes thorough coverage of MLA, APA, and CSE (Council of Science Editors) documentation styles, and a handbook of grammar, mechanics, and usage. All descriptions of and instructions for creating technical documents are accompanied by clear, annotated model documents. In addition, graphic illustrations appear throughout the book to make abstract concepts easy to understand. Checklists and Projects provide plentiful opportunities to learn and reinforce chapter topics.

## Book Information

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Average Customer Review: 4.0 out of 5 stars See all reviews (106 customer reviews)

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## Customer Reviews

I took a technical writing class a few semesters ago and this book helped me alot. I passed the class with an A-. Lots of good stuff in here. From business writing to resume building this book is probably one of the only books I can say that has information you will actually need for the real world. Author did an excellent job.

From my own experience, all of the information provided by this book was either taught to me in high school, or is mostly basic, common knowledge. No offense meant, but it's more of a textbook

written by English professionals for Engineers, and it comes across as such. Honestly, I found a fair amount of information presented by the book to directly conflict with what I found to be very successful report writing in numerous engineering courses. If anything, this book would make good reference material, but I found myself using Google more often than it when I had to provide citations for a course. Unless you absolutely have to, I'd avoid buying this.

I had to have this book for a class. As text books go it was well organized; specific information was easy to locate. I found that it lacked some detail-it just skimmed the surface of many of the topics. The book contains lots of examples; they make it easy to complete homework because the text is very shallow.

I have rented this book but I am thinking about buying it despite its large price. There are so many useful and practical things in this book and I am not just saying this. Most of the time I only rent my books because most of the time I know I will only use it one or two times and the rest of my answers for my classes can be answered by google. This book is filled with tons of practical information that you can use in numerous situations for ex resume's, memo's, cover letters, instructions, definitions, brochures, and letters in general. The information in this book helped me get two job one as a supervisor and another as an office assistant (i'm only 20) and I have only had it for a few months. If your are thinking about renting this book and do have the money to buy it i highly recommend that you buy it to save yourself the trouble of deciding to buy it after rented it. whatever is your original intention you have for this book is well worth ( that is if your getting it to learn from it) if you are looking for fuel for a fire i would recommend something else that is cheaper like dried out pine needles though if it must be a book i would recommend twilight.

Great book for my class. Came as expected and in good shape. The book was for my online class. It contained everything I needed to know in that class. I rented the book for a very cheap price and returned it right after my class ended. Everything was great.

This book was nothing if not verbose. There were a few chapters I found useful but overall it was a chore to get through and most things seemed like common sense topics. Then again maybe that's what you're looking for.

The college had changed books to a custom edition after I ordered this rental. The instructor had

this same book, so I was able to complete my technical writing class using this book. Great information on writing technical papers. The book I received was in good condition. Very happy about this rental.

Clear and well organized. Some of the information might seem fairly obvious, but if you wanted a reference book or were taking an introductory course on technical writing [or any formal writing] I couldn't tell you any problems that I had with it. Generally clear and well laid out, the writing isn't dull. It does a good job of exhibiting the ideals and practices it espouses in each chapter and section; I can't really ask for more in a book about communication.

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