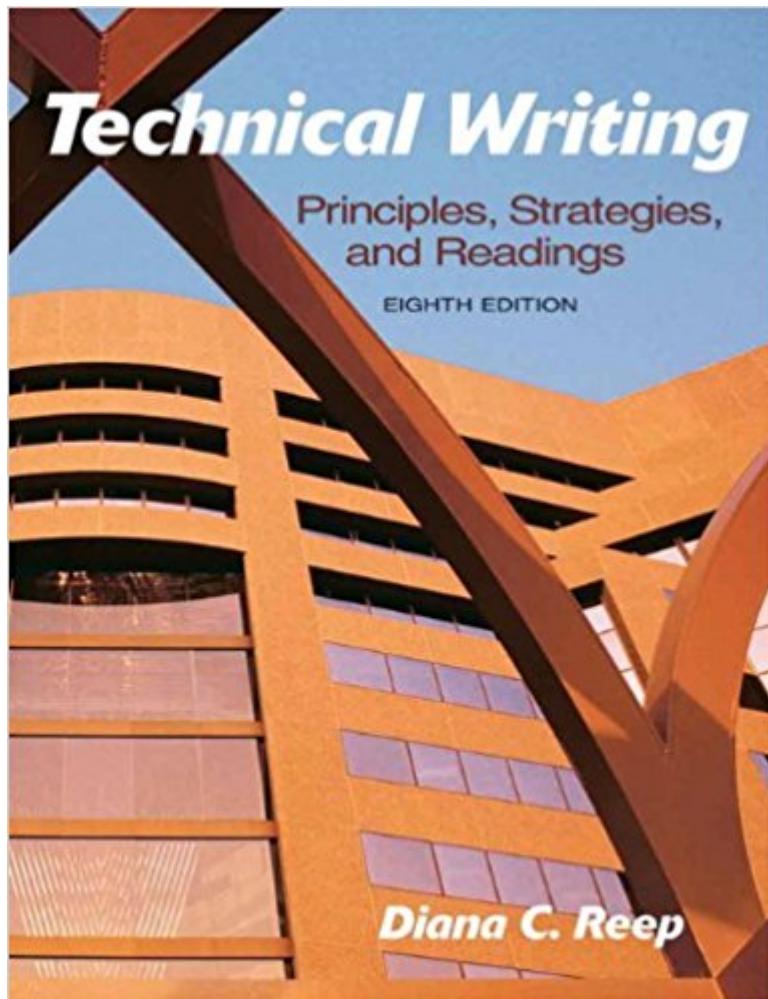


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# Technical Writing: Principles, Strategies, And Readings (8th Edition)



## **Synopsis**

Technical Writing: Principles, Strategies and Readings offers a flexible combination of instructional chapters and readings that reflect today's technical writing classroom. The fifteen instructional chapters offer a comprehensive introduction to technical communication, while articles from professional journals and Web sites which comprise about one-fourth of the text offer insight and advice on specific communication topics, including writing for the Web. Each concise, self-contained instructional unit includes extended models and exercises which can be used in class or for collaborative or homework assignments. Students who study technical writing as part of their career preparation in science, business, engineering, social services and technical fields will find this text particularly useful.

## **Book Information**

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## **Customer Reviews**

I used this book as a student in a technical writing class. The book was EXCELLENT, and served all levels of writers well. It starts with general good writing practices -- outlining, avoiding jargon, writing clearly (especially using proper grammar), being accurate, using parallel construction, writing for mixed audiences, using appropriate style and tone, and using good document design (both logical and format-wise). It moves through intermediate topics -- how to use line drawings and other graphics, writing various types of descriptions (chronological, spatial, and so forth), when to use the various types of definitions, and formatting numbers, measurements, and lists. This continues through advanced concepts -- writing instructions, writing for the web, writing in a group, formal

report writing, and giving presentations and oral reports. Some of the strongest points in this book (besides the no-nonsense writing itself) are: \* "models" (examples of writing) at the end of each chapter, \* "Advice From the Workplace" (excellent articles about workplace writing), \* Appendix A (grammar, punctuation, and mechanics -- including numbers and abbreviations), \* and Appendix B (frequently confused words). Excellent examples are also part of the text throughout the book. Sadly, many college students today do \*not\* have English skills that should be \*required\* to graduate high school! It's partly due to the large number of non-native English speakers attending college, but mostly it's just poor schooling. This book \*does\* provide the tools to help college students (who would probably \*not pass\* a standardized test) to improve their English as well as their writing, if they were given a free pass out of high school.

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