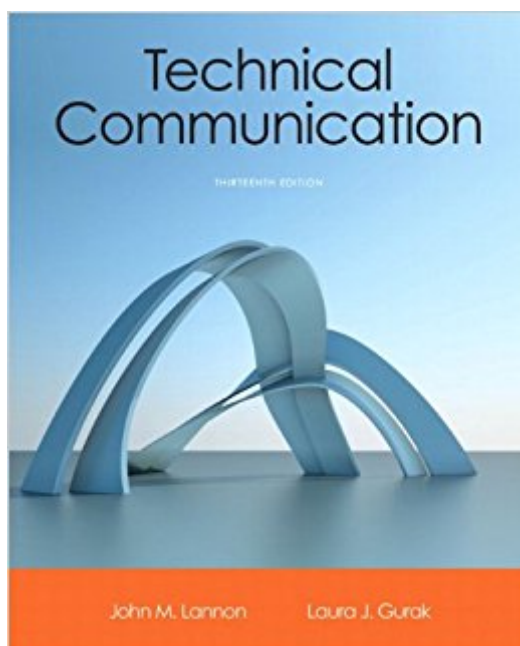


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# Technical Communication (13th Edition)



## 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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## Customer Reviews

John Lannon is Professor Emeritus and former Director of Writing at the University of Massachusetts Dartmouth, where he developed the undergraduate major in professional writing and later co-developed the M.A. program in professional writing. He has also taught at Cape Cod Community College, University of Idaho, Southern Vermont College, and University of Strasbourg. He has authored and coauthored five major textbooks in business communication, rhetoric, and technical communication, book reviews, filmstrips, and environmental documents and instructional software. He is the recipient of an NDEA Fellowship and Fulbright Lectureship. He holds a B.S.,

M.A. and Ph.D. from the University of Massachusetts Amherst. His initial training and work was in biomedical science and technology with the USAF. He has served as a communications consultant for various companies and government institutions. He worked seven years in medical laboratories. Laura J. Gurak is professor and founding chair of the Department of Writing Studies at the University of Minnesota. She holds an M.S. in technical communication and a Ph.D. in communication and rhetoric from Rensselaer Polytechnic Institute. She is author of two books from Yale University Press (1997, 2001), the earlier of which was the first book-length work to study online communities and Internet-based social actions. Gurak is also co-editor of several edited collections and author on numerous conference presentations and papers; she is a recipient of the Society for Technical Communication's Outstanding Article award. Gurak has authored and coauthored five textbooks in technical communication published by Pearson. She has worked as a technical writer and communications consultant for various companies and organizations.

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 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.

I rented this book used for a summer class, I never really used it, but it did have some good examples of resumes and letters.

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.

This text provides specific information about writing emails, memos, letters and reports in a professional setting. I've learned about "communication abuse" and other ethical issues. Examples are included regarding how to write and how not to write. I look forward to finishing the book; then perhaps my review will be more exciting!

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.

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.

;) )

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