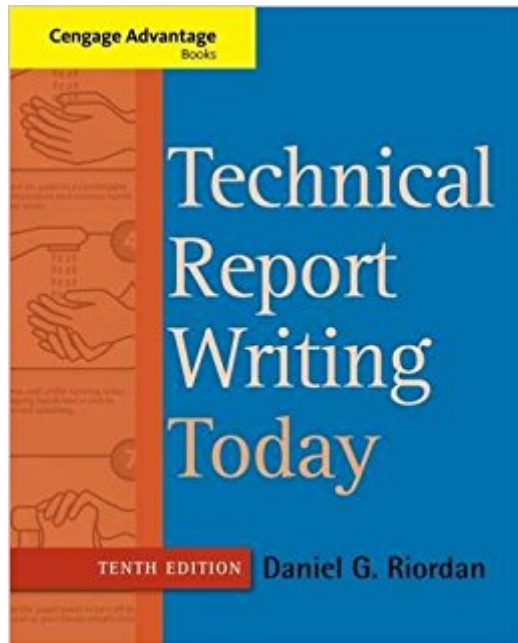




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# Technical Report Writing Today



## Synopsis

TECHNICAL REPORT WRITING TODAY provides thorough coverage of technical writing basics, techniques, and applications. Through a practical focus with varied examples and exercises, students internalize the skills necessary to produce clear and effective documents and reports. Project worksheets help students organize their thoughts and prepare for assignments, and Focus boxes highlight key information and recent developments in technical communication. Extensive individual and collaborative exercises expose students to different kinds of technical writing problems and solutions. Annotated student examples--more than 100 in all--illustrate different writing styles and approaches to problems. Numerous short and long examples throughout the text demonstrate solutions for handling writing assignments in current career situations. The four-color artwork in the chapter on creating visuals keeps pace with contemporary workplace capabilities. The Tenth Edition offers the latest information on using electronic resumes and documenting electronic sources and Ethics and Globalization sidebars that highlight these two important topics in the technical communication field.

## Book Information

Paperback: 640 pages

Publisher: Wadsworth Publishing; 10 edition (January 3, 2013)

Language: English

ISBN-10: 1133607381

ISBN-13: 978-1133607380

Product Dimensions: 1 x 7.2 x 9 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 stars 13 customer reviews

Best Sellers Rank: #61,945 in Books (See Top 100 in Books) #58 in [Books > Reference > Writing, Research & Publishing Guides > Writing > Technical](#) #603 in [Books > Textbooks > Humanities > Literature > Creative Writing & Composition](#) #727 in [Books > Reference > Writing, Research & Publishing Guides > Writing > Fiction](#)

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SECTION 1: TECHNICAL COMMUNICATION BASICS. 1. Definition of Technical Communication. 2. Profiling Audiences. 3. The Technical Communication Process. 4. Technical Communication Style. 5. Researching. 6. Designing Pages. 7. Using Visual Aids. 8. Describing. SECTION 2: TECHNICAL COMMUNICATION APPLICATIONS. 9. Sets of Instructions. 10. Memorandums and

Informal Reports. 11. Developing Websites. 12. Formal Reports. 13. Recommendation and Feasibility Reports. 14. Proposals. 15. User Manuals. SECTION 3: PROFESSIONAL COMMUNICATION. 16. Presentations. 17. Job Application Materials.

Daniel Riordan (Ph.D., University of North Carolina at Chapel Hill) teaches courses in technical writing at the University of Wisconsin-Stout.

Son used for class

I love doing technical reports on the job, but I never took a college course on the subject. This book made the course go very well. This book is a keeper for the rest of my career.

As textbooks go, it's fairly middle-of-the-road. Not terrible, but not impressive either. You can tell that this one is based on the same core format and been partially revised many times over the years. Despite that, it's not free of errors either; the sixth page of the first chapter has a critical (and hilarious) error that really hurts the credibility of the text right off the bat, but it's the only one of its kind that I can see. Because of the fact that it has been revised many times since its original publishing many years ago, some rather dated and odd-sounding verbage is left in for certain areas of the book that may confuse some folks, but it's not deal-breaking. At the end of the day, it's an acceptable book with some decent content despite its shortcomings, even if it is ludicrously overpriced. If you need this for class, I recommend renting it, as that means spending the smallest amount of money on something that isn't of much value outside of the course for which it is required.

I got this as required material for a technical writing class, but I really learned a lot from it. It is well written and organized. I would recommend for anyone who is interested in technical writing!

Was in great shape and exactly what was described

Can't complain; condition was as described.

Was exactly what I needed for my class

Very unorganized for a writing book, lot of redundancy!

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