

Handbook of Technical Writing, Tenth Edition

By Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu

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Now in its tenth edition, this classic book remains the complete technical-writing reference for students and professionals alike. Alphabetically organized and easy-to-use, its nearly 400 entries provide guidance for writing all the most common types of professional documents and correspondence, including reports, proposals, manuals, memos, and white papers. Abundant real-world sample documents and visuals throughout the book demonstrate effective technical communication, reflecting current practices for formatting documents and using email. In addition, advice for organizing, researching, writing, and revising complements thorough treatment of grammar, usage, style, and punctuation to provide comprehensive help with writing skills.

This edition has been thoroughly revised to include updated advice for analyzing the context of different writing situations, using and integrating visuals, and dealing with ethical concerns in technical writing. Expanded coverage of the latest types of writing for the Web discusses FAQs and blogs as forms of collaborative writing and business promotion. New Digital Tips focus on using technology to assist with writing tasks, such as using wikis for collaborative documents.

Entries throughout the book have been revised, updated, consolidated, and streamlined to provide the most accurate and accessible information. Comprehensive yet concise, the *Handbook of Technical Writing* remains the quick reference faithful users have come to appreciate.

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Review

“I love the accessibility, brevity of entries, and layout of this book. Many of my students keep the text long after the course is over to have a handy and accurate reference on the shelf at work.” ?Nancy Schneider, University of Maine – Augusta

“I have found this book to be an excellent resource for finding answers to a variety of technical writing questions both simply and quickly. The wide range of topics covered also makes the handbook useful as a general reference across many disciplines.” ?Cynthia Raisor, Texas A&M University

“This handbook has kept up with the increasing focus on technology and electronic research and with the typical components of a variety of professional documents. Once students discover this book's usefulness, they consult it in conjunction with every writing assignment, saving me time and encouraging them to participate more fully in their own learning.” ?Karen Welch, University of Wisconsin – Eau Claire

“I choose the Handbook of Technical Writing because I want students to have a single, reliable, versatile and broad-ranging text that will serve them well in a variety of circumstances.” ?Ralph Batie, Oregon Institute of Technology

“The Handbook of Technical Writing is written clearly and the information in it is accessible. It's a valuable companion in any technical writing classroom.” ?Natalie D. Segal, University of Hartford

About the Author

Gerald J. Alred is professor of English at the University of Wisconsin – Milwaukee, where he teaches courses in professional writing and directs the Graduate Certificate Program in International Technical Communication. He received the 2004 Jay R. Gould Award for Excellence in Teaching Technical Communication from the Society for Technical Communication. He is also the author of the annotated bibliography "Essential Works on Technical Communication," which appeared in the 50th anniversary issue of *Technical Communication.*

Charles T. Brusaw is a business-writing consultant for corporations worldwide. He worked for twenty years as a technical writer for the NCR Corporation and has also worked in advertising, public relations, and curriculum development.

Walter E. Oliu until recently served as Chief of the Publishing Services Branch at the U.S. Nuclear Regulatory Commission. He is a communications consultant in the Washington, D.C., area and has taught at Miami University of Ohio, Slippery Rock State University, and Montgomery College.

All three are co-authors of *The Business Writer's Handbook, Eighth Edition* (Bedford/St. Martin's, 2006); *The Business Writer's Companion, Fourth Edition* (Bedford/St. Martin's, 2005); *Writing That Works, Eighth Edition* (Bedford/St. Martin's, 2004); and *The Technical Writer's Companion, Third Edition* (Bedford/St. Martin's, 2002).

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