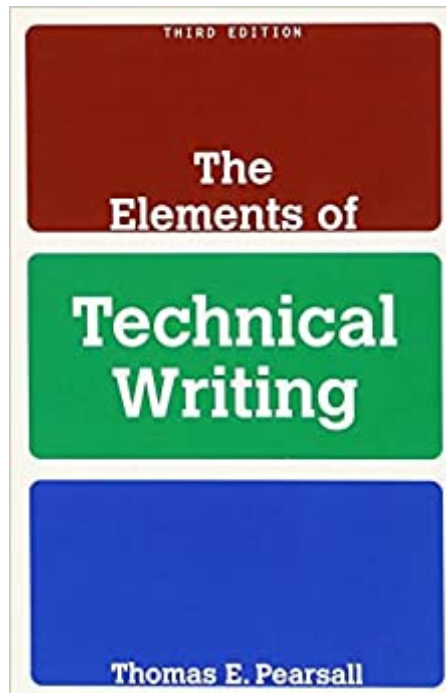




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# The Elements Of Technical Writing (3rd Edition)



## Synopsis

One-quarter the length and price of conventional textbooks, this popular introduction to technical writing teaches the essentials with remarkable economy, clarity, and authority. The Elements of Technical Writing provides students with precisely the information needed to produce effective technical documents and no more.

## Book Information

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One-quarter the length and price of conventional textbooks, this popular introduction to technical writing teaches the essentials with remarkable economy, clarity, and authority. "The Elements of Technical Writing" provides students with precisely the information needed to produce effective technical documents and no more.

I ordered this book for a class. Nothing wrong with the book itself; very informative. Received it in a timely manner--much sooner than estimated delivery date. However, I was disappointed to discover it's a used book. I prefer to purchase new books so I can mark-up and make notes in for my own reference. I do not recall anything indicating that my book was a used book. Also, a few days after I received my book, I received another package from the same seller. Turns out it's another used book--a book on psychology! I never ordered a psychology book. In fact I never ordered anything else from this seller! Could not find any contact info for the seller, so I could let her know that she sent me the Psychology book in error. Seller needs to be more cognizant about the

way she markets her used books, and the be more conscientious with her mailing procedures.

Just what I needed for class! I loved seeing the notes left in there from another. So glad I bought this here and not from my school!

Good book

Good

Not much to say, my son found it helpful as recommended by his instructor. He was glad to have it.

Review by Mark Jaworski (Vancouver InDesign User Group)Being a technical writer and translator of technical and legal documents into (and from) the Polish language, I read this book with great interest. I also gave it to my son who is graduating with Honors in English at the private High School St.George's in Vancouver. His teacher also found it interesting and useful. We were all trying to figure out who could benefit from this book and decided that anybody from High School and College students to professional writers working on computer manuals or any other subject. I was specially impressed with Chapter 7 WRITE ETHICALLY. This could apply to people writing school assignments, preachers as well as writers of a State of the Union Address.That should be a compulsory reading to all writing more than signatures. Considering cultural differences is mentioned, but I would add that if a technical manual is going to be localized into various languages, an original may have to be modified to match not only contents but also a syntax. In English questioner often makes a statement and asks "Isn't that true?"In Polish every question must start from a proper word like What? Where? How much? And so on.I know from personal experience that many computer programmers lack social skills and for this very reason they went into working with things, rather than dealing with people. They feel much more comfortable thinking and speaking in binary C+ rather than in any human language. I would like to see in a future editions of this book, some advice to the technical writers on a subject of art of extracting information from not very talkative programmers or designers. I use questions like: Could it do (blank)? If the answer is YES! I say why didn't you say so in a your product specifications? It sometimes takes days or even weeks to write good manual for the new or improved product, which is worth reading, according to the old adage: When everything else fails -- read the manual!! am sure that this book will make many manuals to be more useful. 4 pages of CONTENTS, 4 pages of PREFACE and 6 pages of INDEX

(in a fine print), for about 150 pages booklet, are excellent examples of work done well, to the benefit of the reader, who is saving time. It's the Authors -- Thomas E. Pearsall and Kelli Cargile Cook, who took lots of time to make it easy to read and remember.

As a teacher of professional writing and a former technical writer, I find this book is just enough for my students. It supplements the materials I create for my students with clear, concise discussions of the main formats used in professional settings. My students are not going to be hard-core technical writers, but most will have to be familiar with the day to day writing in offices, schools, and businesses. This book is just the ticket. Ralph Wahlstrom's *The Tao Of Writing: Imagine. Create. Flow.*

It looked as though it was photocopied. Not really helpful.

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