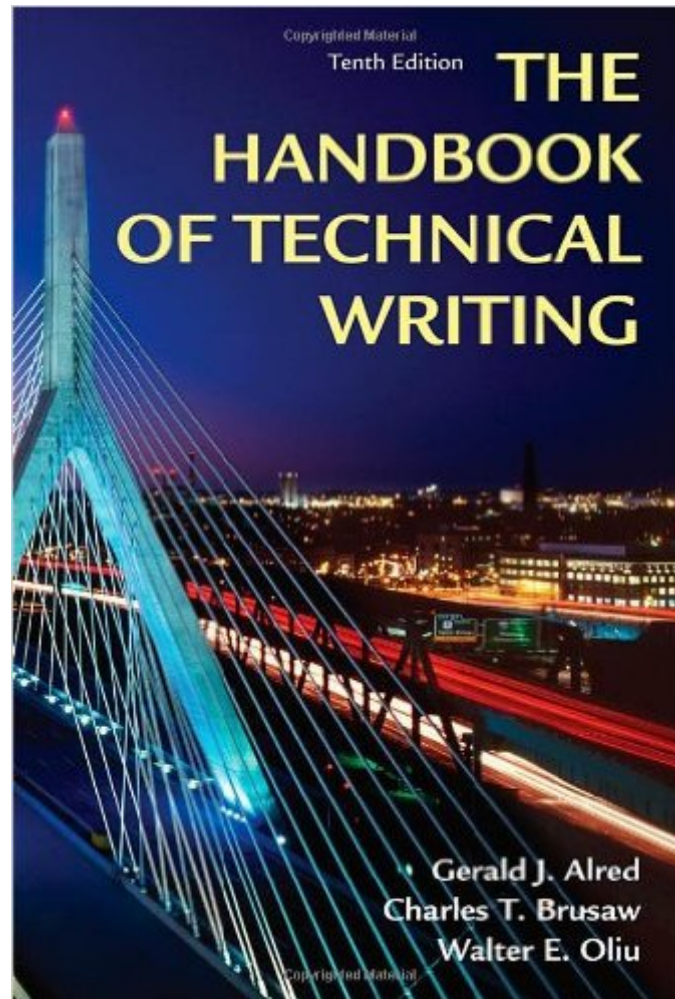# Handbook Of Technical Writing, Tenth Edition

Synopsis

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.

Book Information

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Customer Reviews

I've enjoyed having this book around since I first encountered it almost three decades ago now. It really isthe technical writer's "Swiss army knife" because of everything that the book talks about. Countless writing-related topics are discussed, some in great detail and as always in alphabetical order. Among the topics discussed are grammatical and punctuation issues, writing style tips, definitions of some terms, along with similar sounding words, as well as topics related to tech writing like grant writing, white papers, proposals and other types of formal reports. As with previous editions, there are sections on writing a cover letter, resume and how to handle yourself on a job interview and/or conducting a presentation or meeting.I liked the book's "web links," which are URLs describing helpful web sites related to the just described topic that are in small boxes. Another feature I liked were the "Writer's Checklists" also listed after various topics. These checklists call attention to important points not covered previously. Some important topics contain their own small 'Table of Contents,' which let you refer to a specific mini-topic.A short review like this does not do justice to this book. Suffice to say if you're a technical writer at any level you should have this book on your bookshelf.

As Director of Software Engineering at a medical device manufacturer, I write and review a lot of technical documents. No other book on technical writing even comes close to this book in terms of being helpful and specific. I've been using and recommending this book since I first encountered it in 1997 (5th edition). If you're involved in writing and/or reviewing technical documents, buy this book and you'll thank me.

I ordered this because it's a textbook for my technical and professional writing class. The book contains very useful sample documents and defines even the most basic terms. I'd be able to use this for almost any writing class in the future. I only wish the pages didn't jump around so much--turn to page xx for more on this, then turn to page xx for more on this.

While I can't yet comment on the actual content of this book I have to say that the way the book is laid out certainly isn't for me. Rather than a typical book arranged by topics, this book presents it's content alphabetically. Maybe this works for some but it flies in the face of how I want a reference book arranged - I want the alphabetized list as an index not as how the book is organized.

I love the format of this manual. I even gave it to my sister as a gift. I enjoy the easy formatting, quick reference and friendly explanations with examples. I would like to see in further editions the

author includes CD/digital version for PC or cell phones, for easy reference.

I rented this book in college when I did my internship. Whenever I had a question on how I should word a paragraph or how I should use proofreader's marks, the answer was in the book. When I graduated realized that I needed this book again so I ordered it from . I couldn't be happier wit my purchase.

Set up as a reference book, it's really easy to find what you are looking for. I will find use of this book for a long time coming. The information is very clear and helpful. I would not have passed my advanced technical writing course without this book.

Very straightforward book; it has material on just about every possible topic. Gives a very objective opinion on how one should write such things as well as how to plead your case. It's a good reference book!

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