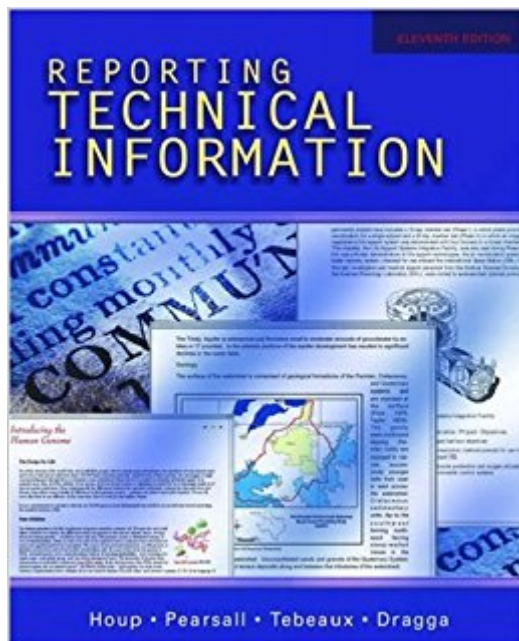The book was found

Reporting Technical Information

Synopsis

BETTER WRITING AND SUCCESS AT WORK BEGIN IN YOUR CLASSROOM WITH REPORTING TECHNICAL INFORMATION, ELEVENTH EDITION, A CLASSIC TEXT WITH THOROUGHLY CONTEMPORARY CONTENT.One of the leading texts in technical writing, Reporting Technical Information introduces students to all aspects of effective professional communication, including letters, proposals, progress reports, recommendation reports, research reports, instructions, and oral reports. FEATURES OF THE ELEVENTH EDITION:* A fully integrated companion website--www.oup.com/us/houp--that offers:Additional practical resources for students: chapter overviews, sample writings, self-tests, "current topic" annotated links and additional resources, interactive tutorials, key terms and concepts, downloadable versions of important question checklists from the book, and a collaborative network Resources for instructors: an Instructor's Manual and downloadable PowerPoint files for use as lecture aids (also available on CD), links to online resources, and writing assignments instructors have shared for "Better Writing--Success at Work" Three different types of icons throughout the book that direct students to the website for additional resources: sample documents, exercises, and further reading * New, broader approach that prepares students in a variety of science, health, business, engineering, and technical majors to develop the types of documents they will need to write in their prospective work environments* Strong focus on the rhetorical nature of writing, helping writers to understand their readers and the contexts in which their documents will be read and used, define their purpose in writing, and design documents using these issues as critical guidelines* Updated and additional coverage of current technology, including thoroughly revised chapters on document design and usability that take into account web-based documents and platforms* New opening scenarios for each chapter that demonstrate the impact of technical communication in the real world* New chapters on content management, versatility and creativity for reports, and using design and format to achieve clarity in documents* Increased coverage of ethics and international and global workplace issues* Many new example documents--more than half of the sample documents in the text are new--and more illustrative figures* More end-of-chapter exercises, including projects that encourage student interaction and collaboration, several of which are linked to an online component on the companion website

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Customer Reviews

"Well laid out text that takes note of rapidly changing technology as well as changes in the business community, especially globalization and the need for business communications that respect cultural differences. Thoroughly up-to-date and also useful to students outside and beyond the classroom."--Margery L. Brown, State University of New York, Farmingdale --This text refers to an out of print or unavailable edition of this title.

Key Benefit: Any living language is a growing, flexible instrument. Its rules are constantly changing by virtue of the way it is used by its live, independent speakers and writers. Nevertheless, at any point in a language's development, certain conventions of usage are in force, and violating them can brand writers as uneducated and make their communications difficult to interpret. With a clear, readable style, this book discusses every major aspect of technical writing. Additionally, as electronic technology becomes more widely available and continues to dominate the workplace, people have a growing need to understand and work with electronic communication. Key Topics: From report writing to document design, from job hunting to giving oral reports, this book sets the standards for writing and reporting technical information in the workplace. This handy guide explores the world of electronic communication, from e-mail and electronic discussion groups to file transfer protocol (ftp) and World Wide Web sites in the workplace. Market: This is the ideal resource for anyone who has to write any kind of report in their profession, especial those in technical fields. --This text refers to an out of print or unavailable edition of this title.

This text is being used for my Advanced Business Communications course at a college that has an

equal number of traditional and non-traditional students. The information provided in the book is good, but the tone is not appropriate for anyone who has work experience. There are many statements about how "life is different after college". The majority of people taking this course are non-traditionals who are very aware that there is a difference between school and work. Also, considering that the subject matter is communications, there are an inordinate number of grammatical and typographical errors. I would recommend this book to for a course targeted at introductory level business students in a traditional college setting, but not for experienced non-traditional students. I would recommend that the authors place more emphasis on editing their own work in the next edition. Some of the errors make it very difficult to interpret what they are trying to say and slow down the reading process.

Perfect

I bought this as a textbook for a non-elective class. It is good for anyone who has never written a memo; otherwise, it is a lot of very obvious material.

Unless you are given assignments directly related to information in the book, DO NOT GET IT! The examples are terrible. You are much better off looking at templates from Google searches.

The writing is very user-friendly and easy to understand. The copy I received was a good, strong and clean book.

This is a very informative and well structured approach to technical writing. The online resource is a great an additional resource.

This was in good contrition and was what required for my class. I saved money.

I used this book in one my communication classes and I found it very honest, and it was very instrumental in my progress in the class mainly due to how the class was structured so not much credit given to the book on that part. I did enjoy and appreciate the unbiased tone.

Bisk CPA Review: Financial Accounting & Reporting - 43rd Edition 2014 (Comprehensive CPA Exam Review Financial Accounting & Reporting) (Cpa Review ... and Reporting Business

Enterprises) Reporting Technical Information Wiley IFRS 2014: Interpretation and Application of International Financial Reporting Standards (Wiley Regulatory Reporting) Bisk CPA Review: Financial Accounting & Reporting - 41st Edition 2012 (Comprehensive CPA Exam Review Financial Accounting & Reporting) (Cpa ... Enterprises) (Bisk Comprehensive CPA Review) FATCA Reporting Handbook: This book provides step by step guidelines for FATCA reporting Reporting Research in Psychology: How to Meet Journal Article Reporting Standards Looking for Information: A Survey of Research on Information Seeking, Needs, and Behavior: 4th Edition (Studies in Information) Looking for Information: A Survey of Research on Information Seeking, Needs, and Behavior (Studies in Information) Fundamentals Of Information Systems Security (Information Systems Security & Assurance) - Standalone book (Jones & Bartlett Learning Information Systems Security & Assurance) Common Reporting Standard: Survivor's Guide to OECD Automatic Exchange of Information of Offshore Financial Accounts Financial Reporting and Analysis: Using Financial Accounting Information (with Thomson ONE Printed Access Card) A Practical Guide to Graphics Reporting: Information Graphics for Print, Web & Broadcast Coaching Volleyball Technical & Tactical Skills (Technical and Tactical Skills Series) Technical Manual, 18th edition (Technical Manual of the American Assoc of Blood Banks) The Technical Director's Toolkit: Process, Forms, and Philosophies for Successful Technical Direction (The Focal Press Toolkit Series) Coaching Baseball Technical and Tactical Skills (Technical and Tactical Skills Series) Coaching Football Technical and Tactical Skills (Technical and Tactical Skills Series) Oral Presentations for Technical Communication: (Part of the Allyn & Bacon Series in Technical Communication) Technical Editing (5th Edition) (The Allyn & Bacon Seriesin Technical Communication) Technical Writing Process: The simple, five-step guide that anyone can use to create technical documents such as user guides, manuals, and procedures