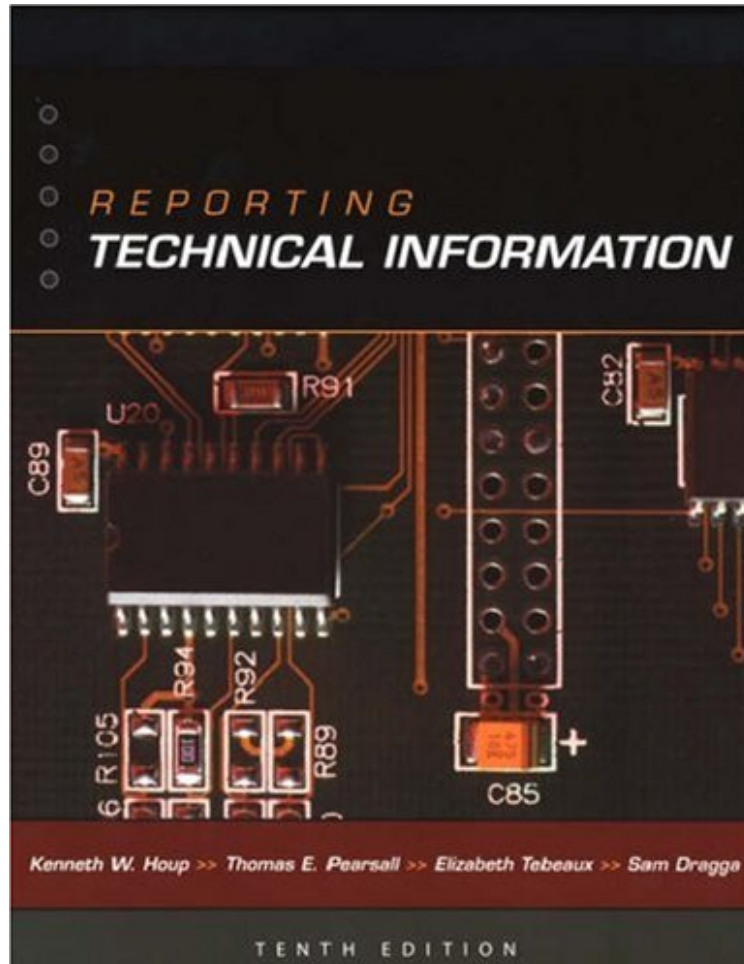


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Reporting Technical Information

Kenneth W. Houp, Thomas E. Pearsall, Elizabeth Tebeaux, Sam Dragga
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#2534817 in Books 2001-08-23 Original language: English PDF # 1 7.50 x .90 x 9.30l, #File Name: 0195146123720 pages | File size: 34.Mb

Kenneth W. Houp, Thomas E. Pearsall, Elizabeth Tebeaux, Sam Dragga : Reporting Technical Information before purchasing it in order to gage whether or not it would be worth my time, and all praised Reporting Technical Information:

3 of 3 people found the following review helpful. A good guide, if a bit pedantic By C. Grimm 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. 0 of 0 people found the following review helpful. GreatBy CustomerPerfect0 of 0 people found the following review helpful. Very obvious materialBy CustomerI 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.

The leading text in technical writing, *Reporting Technical Information* introduces students to all aspects of technical communication, including letters, proposals and progress reports, recommendation reports, research reports, instructions, and oral reports. Continuing the esteemed tradition of its predecessors, the tenth edition provides students with a solid foundation in technical communication and adds material on the most recent developments in the field. Through accessible language, challenging exercises, and realistic examples, *Reporting Technical Information*, 10/e, begins with the basic strategies of composing and writing, progresses to techniques of technical communication, and closes by applying those techniques to document creation and design. Documentation instructions include Chicago and APA styles, as well as a guide for citing the Internet as a source. The book also offers detailed coverage of the latest technology in electronic communication, including material on writing collaboratively via e-mail, synchronous discussions, and FTP sites. The tenth edition features four new chapters: * Chapter 6, *Writing Ethically*, provides realistic exercises dealing with ethical dilemmas, guides students to relevant Web sites, and includes illustrative material from the codes of various professional groups. * Chapter 7, *Writing for International Readers*, offers a concise yet comprehensive introduction to the differences among world cultures and the effects of these differences on communication. It covers such issues as the importance of personal relationships, individualism versus collectivism, various views of truth, and the power and value of time. * Chapter 8, *Gathering, Evaluating, and Documenting Information*, helps students formulate research questions and points them to several sources of information including interviewing, the electronic library catalog, indexes, and the Internet. * Information on empirical research reports is now broken out into a separate chapter (Chapter 17). Keeping pace with the latest technology and research, this new edition provides information on such topics as when to use e-mail (rather than conventional letters and memos), writing for a specific audience, using illustrations, and searching the Internet for information on jobs and potential employers. Each chapter opens with a real-world scenario that shows students how the information in the chapter applies to an on-the-job situation. Comprehensive and up-to-date, the tenth edition of *Reporting Technical Information* maintains the reputation of an exceptional text for courses in technical and professional writing and communication. Visit the companion website at <http://www.houp10e.com>.

"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
From the Back Cover
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.
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