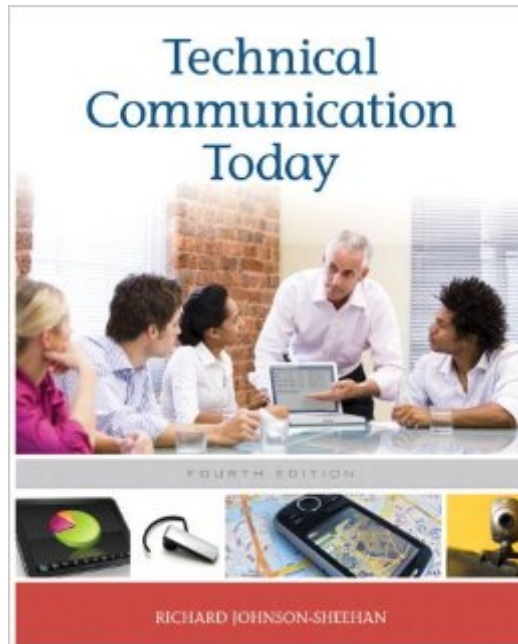


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# Technical Communication Today (4th Edition)



## Synopsis

Technical Communication Today remains the only text to fully centralize the computer in the technical workplace, presenting how writers use computers throughout their communication process. Each chapter places an emphasis on the activity of producing effective documents by following a process approach that mirrors how professionals communicate in the technical workplace and how students learn in the classroom. The text incorporates the newest technology-driven changes in workplace communication with in-depth discussions of email, instant messaging, working in virtual teams, making Web sites, blogging, podcasting, incorporating digital audio and visuals in documents, using PDAs, and negotiating ethical situations in electronic communication among many other available strategies and tools.

## Book Information

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Average Customer Review: 4.2 out of 5 stars See all reviews (42 customer reviews)

Best Sellers Rank: #248,441 in Books (See Top 100 in Books) #124 in Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #612 in Books > Engineering & Transportation > Engineering > Telecommunications & Sensors #930 in Books > Textbooks > Humanities > Literature > Creative Writing & Composition

## Customer Reviews

I bought this book for an online Technical Writing course. I was surprised to discover this book to be an immense wealth of useful knowledge. The book has real, functional examples of business writing. I don't like keeping textbooks, but I kept this one as a reference.

An excellent book, very well presented and is easy to read and understand. I feel that this book has improved my writing abilities vastly in the past month.

This book is full of examples, outlines, and all the rules you need to format and make a professional

and technical paper, memo, or any kind of report. Has great resume tips and is a great resource for anyone.

Easy to read and understand, well-organized, and has lots of helpful pictures of real documents for examples. Also provides tips about doing things primarily on computers. I actually find the reading interesting, instead of dry and boring like in most textbooks. Enough said.

I'm a geek, a good looking geek, but a geek none-the-less and I really dig this book. Had to get it for a class as part of the Bachelor's of Science in Scientific & Technical Communication that I am pursuing, but I will NOT be selling this one back for cash after the semester. I have already used it outside of school to help me format my bradda's letter for promotion and it helped me with a project in another class. I read my copy almost a month before the semester started and didn't have to struggle, it was genuinely interesting and an excellent piece of technical communication.

This book was required for my technical communication class and my professor suggested that we make the investment and purchase the textbook instead of renting it so we could have it around in the future - turns out, my professor was right. I purchased this textbook and it has been incredibly helpful when it comes to any business related writing I have to do. I never realized how necessary it is to know some of these things until I finally had easy access to all of the information and could turn to a page to help write a document. I definitely recommend this book for job-seekers new and old, as well as anyone who ever has to deal with cover letters, resumes, business memos or e-mails - or any formal business writing for that matter.

I used this book when working on my Technical Communications Certification through the University of California @ San Diego. I found it to be quite useful, both as a text and now as a reference.  
Cancelled: Stamps to Die For

I had to purchase this book for a Technical Writing course I am taking at college. I really love this book. I can actually say I looked forward to reading assignments for the class, haha. The chapters are fairly small and there are so many examples, you might even get tired of them. I find all the examples to be extremely helpful and when I had to write letters, memos, emails, job packets, instructions, technical descriptions, the examples really gave me a great starting point to work from. Obviously, because this is a book about technical writing and writing effectively and efficiently, it is

organized and layouts out SO well. This is by far the easiest textbook I have ever read in my life. The only flaw I find with this book is the 3 hole punched version, which I have. It is a smaller version of a standardized textbook so when you try and put it in a three ring binder, it only fits in the top 2 holes which inevitably tears the book up. Besides this, this is a great book! Would recommend if you want to become up to date with the technical writing of today.

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