



Handbook of Technical Writing, Tenth Edition

Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu

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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.

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