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(Audrey Lowe I)*

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Oxford University Press Inc. Paperback. Book Condition: new. BRAND NEW, Reporting Technical Information (11th Revised edition), Kenneth W. Houp, Thomas E. Pearsall, Elizabeth Tebeaux, Sam Dragga, 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 - technical writing that has maintained its leadership. The eleventh edition of "Reporting Technical Information" takes a new direction - specifically targeting students in a wide variety of science, health, business, engineering, and technical majors to prepare them to develop the kinds of documents they will most likely need to write after they leave school and begin their careers. This edition describes the development of written and oral communications in terms of both online and hardcopy presentations and seeks to provide students with a practical grasp of rhetorical skills that will aid them in a variety of careers and disciplines. used in engineering departments, and it is known for its Integrated throughout the text are web icons that point readers to the Online Resource Centre to Reporting Technical Information. The website includes a range of additional examples that both supplement and extend those examples provided in the text. The website also includes other report types, such as procedure manuals, full-length feasibility studies, and environmental impact statements. The website also features interactive tutorials and document design templates, providing instructors and students with effective and engaging tools outside the classroom. The features include: help writers - understand their readers and the context in which documents will be read and used; provides comprehensive coverage of all...



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