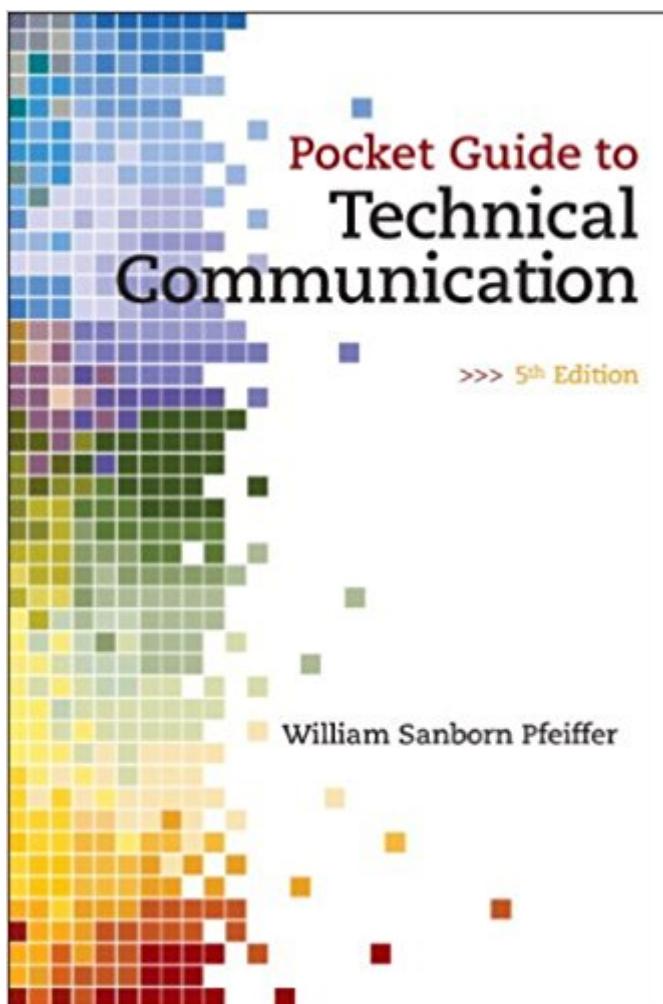


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# Pocket Guide To Technical Communication (5th Edition)



## **Synopsis**

The Pocket Guide to Technical Communication is a handy reference for on-the-job business, technical and scientific writing. Its brief format provides quick, easy-to-read answers to common writing problems. Filled with examples, it features samples of every major document type and emphasizes quality and planning throughout. This edition offers new editing exercises, expanded coverage of email, and an entirely new section on PowerPoint. Its condensed approach is ideal for instructors who want their students to spend more time writing and less time reading about writing.

## **Book Information**

Paperback: 256 pages

Publisher: Pearson; 5 edition (January 15, 2010)

Language: English

ISBN-10: 0135063965

ISBN-13: 978-0135063965

Product Dimensions: 5.9 x 0.6 x 8.9 inches

Shipping Weight: 10.4 ounces (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars 15 customer reviews

Best Sellers Rank: #92,609 in Books (See Top 100 in Books) #86 in Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #3177 in Books > Engineering & Transportation > Engineering #27760 in Books > Textbooks

## **Customer Reviews**

""The Pocket Guide to Technical Communication"" is a handy reference for on-the-job business, technical and scientific writing. Its brief format provides quick, easy-to-read answers to common writing problems. Filled with examples, it features samples of every major document type and emphasizes quality and planning throughout. This edition offers new editing exercises, expanded coverage of email, and an entirely new section on PowerPoint. Its condensed approach is ideal for instructors who want their students to spend more time writing and less time reading about writing.

Sandy Pfeiffer has spent a career in technical and professional writing. With a Ph.D. in English, he is vice president for academic affairs and a professor of English at Southern Polytechnic State University in Marietta, Georgia. His home department offers both B.S. and M.S. degrees in Technical and Professional Communication, as well as a B. A. in International Technical

Communications. Besides the Pocket Guide, Pfeiffer has written Technical Writing: A Practical Approach, now in its 5th edition (Prentice Hall, 2003). The book is used in colleges and universities around the country. He also wrote Proposal Writing: The Art of Friendly Persuasion (Merrily 1989); coauthored, with Chuck Keller, Proposal Writing: The Act of Friendly and Winning Persuasion (Prentice Hall, 2000); and wrote Pocket Guide to Public Speaking (Prentice Hall, 2002). Since 1979, Pfeiffer has taught communication seminars to business, industry, and government groups in the United States and overseas. Sample seminar topics include Report Writing, Proposals, Oral Presentations, Effective Meetings, and Technical Editing. --This text refers to an out of print or unavailable edition of this title.

A great book I recommend all people have for reference whether as a student or professional that may need to write any number of things such as letters, official reports, analyses and more.

Excellent basic book if you don't know zilch about techy writing. It makes use of various RULES, FORMATS, STEPS, GUIDELINES and CATEGORIES, with lots of examples, all presented within short paragraphs and even uses a few CHARTS and DIAGRAMS, with pages full of RULES, FORMATS, STEPS, GUIDELINES. No in depth discussions. Of course, that's why it is called a Pocket Guide. However is does have 170 pages of concise explanations of each RULE, FORMAT, STEP, GUIDELINE and CATEGORY. Lots of honesty, brevity an style. Gets down to the real nitty-gritty of proper technical writing. I think the author teaches tech writing and probably used his teaching notes to create this book.

This book is really helpful and gives a lot of great examples. I wish I had actually kept it instead of returning it for future reference

As expected

This is a good concise reference both for business writers and to use as a textbook for business writing classes. All the examples of different types of business documents are especially helpful, as is the writing handbook appendix. This edition contains few changes from the previous 4th edition. The main thing I noted is some information on how to create effective PowerPoint slides.

Arrived in great condition. Ordered it for a college course but will keep it because of the very useful

information that may be used throughout my career.

Good study guide for this subject matter

the book teaches everything you need to know to write a letter of proposals. Very good book, and excellent illustrations of different letters and graphs, etc. to become an excellent tecchnical writer.

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