An Annotated Bibliography for Teachers of Technical Writing.

ABSTRACT

Designed to assist beginning technical writing teachers with little or no training in the discipline, this annotated bibliography is limited to material available in the Nashville, Tennessee, area and primarily to material published since 1970. The first section contains articles from periodicals and selections from books on (1) the characteristics of technical writing, (2) specific activities and assignments in technical writing, (3) descriptions of technical writing, (4) general suggestions for technical writing teachers, and (5) oral presentations of technical information. The second section contains titles of business and technical writing and oral presentation textbooks. The third section lists handbooks and guidebooks and is followed by a section listing technical writing bibliographies. (HTH)
An Annotated Bibliography for Teachers of Technical Writing

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Designed to assist the beginning teacher of technical writing who has had little or no training in the discipline, this annotated bibliography is limited to material available in the Nashville area and primarily to material published recently since an annotated bibliography published in 1970 is listed. This bibliography consists of references classified as follows:

I. Articles from periodicals and papers from books
   A. Discussions of the Characteristics of Technical Writing 2
   B. Descriptions and Discussions of Specific Activities and Assignments 6
   C. Descriptions of Technical Writing 14
   D. General Suggestions for Teachers of Technical Writing 17
   E. Discussions of Oral Presentations of Technical Information 3

II. Textbooks
   A. Business Writing 16
   B. Technical Writing 54
   C. Oral Presentation 5

III. Handbooks and Guidebooks 15

IV. Bibliographies 5

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."
I. Articles from Periodicals and Papers from Books

A. Discussions of the Characteristics of Technical Writing


Argues that technical writing is a species of expository writing. Presents five characteristics of technical writing: rhetorical modes; identifiable forms, use of facts, and specific audiences; specialized vocabulary, visual aids, and format; objective style; and technical subject matter.


Emphasizes that good technical writing is effective communication. Discusses the various stages in the communication process and mentions that technical writers should be aware of the variables that may cause difficulty in communication. Contains a bibliography.

B. Descriptions and Discussions of Specific Class Activities and Assignments


Proposes composing, editing, and publishing a newsletter as a project in a technical writing class.


Suggests that the description of a mechanism is nearly an ideal writing assignment. Discusses the description of a mechanism as an in-class group project and as an individual writing assignment.


Describes a project of civil engineering students writing books for children. Presents the guidelines concerning content, format, style, and evaluation that were given to the students.

"Motivating and Preparing Students to Submit Articles on Technical Writing." College Composition and Communication 27 (December 1976): 399-400.

Explains how the author encouraged students to submit articles: had them read articles about writing, had the class discuss different topics, and then had them read articles that have been published by students.

Describes how documentation is taught at the University of Calgary through a writing assignment in which the student gives a method of citation, arrangement of documentation, the entry itself, and examples.


Describes a classroom writing session dealing with the description of a vegetable peeler. Emphasizes that the students' clarifying comparisons often contain abuses and that through class discussion students can identify and eliminate these abuses.

C. Descriptions of Technical Writing Courses


Describes a technical writing course that is part of a Business, Industry, and Government (B.I.G.) English Major at Columbia College, Columbia, S.C. Includes discussion of major content areas: technical writing style, audience analysis, instructions, technical correspondence, the proposal, the progress report, other informal reports, and the informal report.


Describes a Philadelphia College of Pharmacy and Science course in scientific writing which emphasizes outlining and revising.


Describes a technical writing course at the University of Arizona. Explains the types of assignments given: description, explanation, process, progress, and investigative reports. Emphasizes clarity in technical writing style.


Describes the reading requirements and the writing assignments in a course in Engineering Report Writing at Newark College of Engineering.


Describes a two-week exercise "Readings in Technical Writing: An Orientation Workshop" used at the University of Missouri at Columbia. Includes a review of the four topics examined: the theory of technical writing, the practice of technical writing, disciplinary history, and professionalism. Lists some of the materials used.

Describes a course in technical communication at Hutchinson Central Technical High School in Buffalo, New York. Lists objectives and materials. Gives major topics.


Describes Kalamazoo Valley Community College’s interdisciplinary program which includes data processing, engineering graphics, and both oral and written technical reporting, as well as various options.


Describes three writing courses at the University of Massachusetts in Amherst: expository writing for environmental-design majors, technical writing for engineers, and technical writing for MBA candidates.


Discusses a syllabus used for all senior students in the College of Engineering at the University of Michigan. Includes a copy of the syllabus which lists ten assignments.


Describes a course in technical writing in which outside examiners from business, industry, and other universities grade oral presentations.


Describes some assignments used at LSU to generate student involvement: audience analysis of samples of technical writing, comparison of a class style sheet with style in technical journals, and interviews of professionals in the student’s field.


Describes an individualized technical writing course at Virginia Highlands Community College in Abingdon, Virginia. Lists the units: listening, writing—business letters and reports, reading and oral communication.


Describes the objective grading standards used at the University of South Dakota. Contains a copy of the rating sheet used for the formal report.

Discusses the importance of writing in the careers of engineers. Describes a course, "Engineering Report Writing" at Newark College of Engineering, in which students write a formal report submitted to an instructor in their technical areas.

D. General Suggestions for Teachers of Technical Writing


Emphasizes the importance of audience analysis and suggests techniques that the technical writing teacher may use to make college students aware of writing a technical report for an uninformed audience. Suggests that technical writing teachers use exercises containing jargon to be translated, use exercises giving directions, assign abstracts, maintain a file of excellent student written reports, and require oral presentations.


Contains twenty-four articles and papers on the teaching of technical writing. Does not develop a thesis, but maintains that technical writing deserves an important place in the English curriculum. Is indispensable for the beginning technical writing teacher. Contains a bibliography.


Presents the results of a survey of fifty-five colleges on the Engineers Council of Professional Development by Committee on College English for the Scientific and Technical Student, National Council of Teachers of English. Lists textbooks used in courses. Makes ten recommendations for teaching of English to science students.


Describes a workshop that Estrin chaired. Summarizes the six main points discussed: that technical writing is usually a junior or senior level course, that perhaps technical writing teachers deal too much with the basics, that a technical writing course may or may not include oral communication, that some teachers feel there is a danger of the course becoming too specialized, that industries do not want a standard form for a report but effective organization, and that student motivation is a problem.

Advocates that a technical writing teacher require students to write reports from within their individual fields of study and at appropriate levels of technicality for each specific assignment. Suggests various ways that the teacher of technical writing acquire some technical knowledge: reading technical textbooks, getting to know instructors of technical courses, sitting in on lectures in introductory technical courses, talking with students about their major field of study, and communicating with local employers.

Harris, John S. "So You're Going to Teach Technical Writing: A Primer for Beginners." *The Technical Writing Teacher* 2 (Fall 1974): 1-6.

Contains excerpts of a paper presented at the Conference of College Composition and Communication. Defines technical writing and explains where technical writing courses are taught, who should teach technical writing, and the types of texts available. Suggests where additional training may be obtained. Emphasizes that teaching technical writing can be satisfying.


Argues that the technical writing teacher must prove to his students that English is their ally, not their enemy. Discusses various writing assignments: description of an object, description of a process, definition, evaluative papers, and the formal report.


Emphasizes that case problems can improve instruction in technical writing courses. Suggests methods for preparation of the case study and gives an example of a case study.


Suggests that problems arise because the teacher of technical writing has never taken a course in technical writing. Advocates that teachers of technical writing learn to think like their students. Argues that the traditional library research paper should be eliminated and a paper in which the student examines his physical environment be substituted. Offers other assignments: reviews of PhD dissertations, analyses of a firm's listing in *The United States Patent Office Gazette*, and themes about puzzles in *Scientific American*. 

Discusses differences between technical and nontechnical writing. Mentions some of the shortcomings of the traditional instruction and suggests methods for improvement.


Suggests that in a technical writing course requiring a long report as the major project many of the other assignments be contributory to the long report. Divides these assignments into three categories: gathering information, writing the report, and disseminating the information.


Discusses the changing role of technical writing and offers suggestions for the new teacher of technical writing. Suggests that teachers help students see their technical writing course as an integral part of their professional training and that teachers use classical rhetoric as examples.


Presents the disadvantages of the usual approach to teaching technical writing. Argues for an approach that involves wide reading of all kinds of reports, articles, and manuals and the writing of informative abstracts.


Suggests that technical writing teachers emphasize to students the utility of knowing how to write well by using testimonials from business and industrial leaders, appropriate personal experiences, and class activities that stress the importance of effective communication.


Suggests that many teachers of technical writing blindly follow tradition by teaching students to rely upon outlining, by condemning the use of passive voice, by emphasizing the importance of form and format, and by insisting upon a set of inflexible rules for grammar and style. Advocates instead a pragmatic approach to technical writing.

Urges the technical writing teacher to determine what his students' communication needs will be after graduation by using surveys and talking to faculty members in the technical areas. Suggests that the technical writing teacher familiarize himself with texts. Offers three criteria for text selection: the students' future on-the-job needs, a decision as to whether the text emphasizes theory or job situations, and the focus of the exercises and examples for each chapter. Evaluates four texts.


Advocates that human factors be discussed in technical writing classes. Suggests that students must be aware that the personal touch is important in technical writing. Suggests that history can serve as a source of models that use the personal touch.

E: Discussions of Oral Presentations of Technical Information


Discusses preparation for the talk, use of notes, use of aids, and importance of rehearsal. Lists common student errors. Suggests techniques for improvement of vocabulary and of delivery.


Explains that engineers want speech training and suggests that if a course in technical writing can be justified, then a course in technical speech can be justified. Suggests that research into audience, delivery, and audiovisual aids can be beneficial.


Discusses dynamic and static aids, including flip charts, graphs, pictures, transparencies, slides, cassette tapes, and movies. Contains a bibliography.
II. Textbooks

A. Business Writing


Explains the writing process in business. Discusses word choice, semantics, and American English as well as mechanics, usage, and style. Emphasizes brevity, vigor, and clarity in business writing. Deals with the letter, memorandum, and report. Includes exercises for each major topic.


Emphasizes the writing of a report from the selecting of a topic to the typing and editing of a manuscript. Includes research design, analysis, and notetaking and explains how to prepare and distribute a questionnaire. Discusses the use of tables and figures. Throughout, stresses good writing style. Contains a bibliography at the end of each chapter.


Contains thirty seven cases. For each case, provides a description and suggests a specific type of letter or report as a writing assignment.


Emphasizes effective communication and offers standards of writing craftsmanship. Explains how to organize effectively and presents formal report outlines. Discusses abstracts and summaries. Stresses the importance of style by discussing the fog index, by emphasizing an efficient vocabulary and extensive reading, and by discussing the major faults of writers in industry: use of long, involved sentences, weak verbs, and unneeded words. Emphasizes the role of editing in report writing. Offers examples throughout the text.


Reviews the communication process briefly. Discusses word choice, effective sentences, and well-developed paragraphs. Emphasizes different types of letters: claim, credit, order, and sales as well as letters of refusal. Presents the report process: outlining, using visual aids, and organizing the report. Explains how to write and polish a report. Deals with letters of application and resumes. Includes a brief discussion of oral communications.

Stresses the importance of business messages. Explains the different letter styles and discusses appropriate style in business writing. Presents various letters: thank-you, invitation, reservation, order, inquiry, letter of transmittal, claim letter, letter of application, letter of acceptance, letter of rejection, credit letter, sales letter, and collection letter. Also covers the memorandum. Explains the formal report and includes a sample. Offers spelling and vocabulary lists for each unit.


Explains basic principles of business writing. Deals with many types of business letters, including information, sales, orders, credit, collection, and application. Discusses the parts of a business letter and stresses good form. Presents memorandums and explains how to write. Emphasizes the importance of suitable form, documentation, and visual aids. Devotes a chapter to the discussion of a completed report. Argues that better writing will stem from better thinking. Views the job-related aspects of business writing. For each chapter gives writing assignments and some examples. Includes at the end a bibliography arranged according to chapters.


Deals with writing a report: collecting information through library and primary research, interpreting the information, outlining, and writing the formal or informal report. Covers style in business messages—Reviews precise word choice, effective sentences, and well-developed paragraphs. Discusses manuscript form and documentation, footnotes, and bibliography. Explains the use of graphic aids and briefly discusses oral reports. Reviews punctuation and grammar. Contains illustrations of several types of reports. Includes a section suggesting topics for reports. Also reviews statistical techniques for determining reliability.


Presents the communication process and discusses barriers to communication. Explains the different purposes of writing and emphasizes clarity in good business writing. Briefly covers the format and style in technical report writing and in business writing. Discusses public relations. Presents various types of internal communication. Contains a sample letter-writing style book, sample collection letters, and sample annual report. Includes a discussion of job interviews and dictation techniques.

Emphasizes the importance of appearance, style, and tone in letters. Discusses goodwill messages, disappointing messages, and persuasive messages and includes cases of each type. Explains the resume and letter of application. Covers the report, including various types. Includes a handbook and a brief discussion of semantic principles.


Stresses the important characteristics of effective business messages: simplicity, clarity, and positive tone. Deals with memos, letters and reports. Discusses various purposes of letters and memos: to inquire, transmit a document, followup, congratulate, express appreciation, collect an account, and respond to other messages. Covers communications as a public relations function. Deals with employment communications: the letter of application, letter accepting a job offer, letter rejecting a job offer, and letter of resignation. Discusses formal and informal reports. Gives problems, suggests solutions, analyzes the solutions, and then offers similar exercises for the students. Finally, lists a communication project.


Covers the researching and organizing of a formal report. (Discusses the various parts of speech and punctuation. Contains glossaries of grammatical terms, words frequently confused, and incorrect usage. Deals with well-developed paragraphs, effective sentences, and word choice.) Explains business letter writing and deals with many types of letters including: inquiry, response to inquiry, order, acknowledgement, invitation, introduction, complaint, and resignation. Includes an appendix of selected readings.


Explains the importance of communication in business and discusses audience analysis. Suggests that wasteful prose and business jargon need to be avoided. Covers various levels of usage and offers examples. Explains active and passive voice. Deals with effective sentence structure and offers ineffective sentences to be revised. Reviews punctuation. Presents abstraction, definition, and stereotypes. Explains how to prepare and organize material in a memo. Discusses reports: their use, major parts, and organization. Deals with persuasive letters, including sales, collection, claim, and application. Covers other forms of communication: reading, listening, speaking, and group discussion. Contains examples for each chapter.

Explains upward, downward, and lateral communication in industry. Discusses speaking and listening and deals with the techniques of planning, organizing, and writing. Emphasizes the role of communication in the job market by discussing the job search, the letter of application, the resume, the letter accepting a job, and the letter of resignation. Presents various types of business letters, including inquire claim, refusal, acknowledgment, credit, collection, and sales. Discusses word processing centers. Covers both primary and secondary research techniques. Explains the short report—periodic, progress, memo, and letter—and the long report. Deals with visual aids. Throughout gives many sample reports and offers questions for study at the end of each chapter. Includes an appendix reviewing grammar and punctuation.


Emphasizes the need for effective communication on the job. Defines communication and explains where the process may break down. Analyzes the reader and listener. Stresses effective organization as a means of clarity. Discusses effective sentences and paragraphs in addition to grammar, punctuation, and word usage. Explains the use of tables and figures. Suggests that persuasion is an important technique in technical communication. Covers memos and letters, including the letter of application. Presents proposals and reports, including a formal report and gives sample reports. Covers oral presentations dealing with stage fright, using graphic aids, emphasizing major points, and handling questions from the audience.
B. Technical Writing


Discusses patterns used in technical sentences and paragraphs. Deals with the letter and memorandum. Explains how to gather information from libraries and individuals. Covers several technical writing techniques: standards, properties, specifications, definition, description, and instructions. Deals with routine technical reports; informal reports, including laboratory, recommendation, and investigation; and the formal report, including the progress report, feasibility report, and proposal. Explains how to write for magazines and how to illustrate reports. Includes study questions, examples, and writing assignments for each chapter. Also contains example reports by students and from industry.


Devotes attention to grammar, sentence structure, and style. Gives rules for use of numbers, capitalization, symbols, and abbreviations. Discusses the fundamentals of technical writing: definition, classification, graphic aids, and standard format. Presents the descriptive report, process report, analytical report, troubleshooting report, examination report, memorandums, and letter report. Contains a discussion of attachments to formal reports. Deals with various types of letters—the positive, negative, persuasive, and letter of application (including resume).


Explains how to write a report from the narrowing of the subject to techniques used in the final copy. Contains a casebook of ten different situations and gives assignments for a specific type of report for each situation. Emphasizes grammar and style.


Emphasizes obtaining the job: hunting for a job, preparing for an interview, scheduling the interview, interviewing, filling out job applications, understanding job descriptions, and writing follow-up letters and letters of resignation. Stresses communication on the job: memos, blank forms, letters, short reports, long reports, listening, speaking, telephone techniques, and oral reports. Contains several examples. Lists ten problems or writing assignments for each of twenty different career fields. Briefly reviews speaking and writing techniques and grammar.

Emphasizes the role of the receiver and transmitter in communication. Deals with communication in finding out about jobs, applying, preparing for the interview, and taking part in the interview. Stresses communication on the job with other employees, the employer, and customers. Deals with upward and downward communication a supervisor must make in his work. Discusses the type of communication one must make when he has his own business. Explains audience analysis, style, and businesslike format. Includes brief exercises at the end of each chapter.


Discusses writing the report from planning to revising. Introduces a hypothetical firm of consulting engineers and gives the organizational chart so that a student may realistically view his position in a typical working environment. Presents business letters and memos. Explains several types of informal reports: occurrence, field, periodic (progress), evaluation, feasibility, brief, and proposal. Describes the parts of a formal report and gives two illustrative examples. Also deals with description, instruction, parts list, papers and articles. Discusses oral presentations: technical briefing, presenting a technical paper, and taking part in a meeting. Explains various types of visual aids and how to use them. Briefly discusses paragraphs, sentences, and word choice. Contains a glossary.


Presents essentials of technical writing: definition, description, process, analogy. Deals with grammar and organization. Discusses both written and oral reports. Includes a chapter about getting a job. Contains a brief bibliography.


A programmed text that emphasizes style. Discusses precise word choice and explains how to remove unnecessary words. To achieve effective verbs, suggests use of active voice and elimination of "be," "do," and "make." Explains how to structure sentences so that important ideas are emphasized. Briefly reviews punctuation. Includes a bibliography.


Provides material for student writing and assignments based on this material. Offers six assignments for description; three for procedure and instruction; one each for definition, abstract, and description. Presents fourteen cases and provides applied assignments, writing assignments, and assignments for graphic elements. Contains an index listing all assignments by form or function.

Contains both a handbook with example reports and a casebook. Explains how to gather, select and verify data; discusses the organization of the data in a description, an explanation of a process, and argument and persuasion; gives examples of each type of organization; suggests writing assignments, and finally emphasizes style, format, and the use of visual aids in technical reports. Contains a bibliography.


Emphasizes that above all else technical writing must be clear. Deals with research and documentation. Contains a chapter about definition and description. Covers special elements of reports: abstracts, lists and visual aids. Discusses techniques of effective letter writing and uses of letters in business and industry. Presents the proposal as both a formal and informal report. Briefly explains articles. Examines the job application, the resume, letter, and follow-up. Includes a handbook.


Devotes major portion of discussion to handbook of style and usage: well-developed paragraphs, effective sentences, proper word choice, punctuation, editing, and spelling. Explains the abstract, proposal, letters and other short reports, memorandum, and article.


Contains forty-four articles emphasizing the importance of clear, concise writing. Includes articles dealing with planning and organizing reports, audience analysis, precise word choice, effective sentences, and good style.


Discusses planning, organizing, writing, and revising technical papers. Emphasizes audience analysis. Explains how to use visual aids and examines argumentation. Describes how to apply the basic composition techniques in specific job-related situations. Covers memorandums, letters, and reports, including progress reports, proposals, job descriptions, specifications, and the article. Discusses individual and group oral presentations. Contains a handbook of grammar and usage which deals with specific grammatical errors and presents rules for spelling, punctuation, and other mechanics. Includes an explanation of the research paper and methods of documentation. Throughout contains many student examples and planning worksheets.

Discusses the writing skills technical employees need. Explains basic techniques of technical writing. Covers letters and memos. Presents informal reports including minor-project reports, progress (periodic) reports, blank form reports, and proposals. Deals with the major parts of a formal report and contains two examples of figures and tables. Contains a brief section about oral reporting.


Defines a technical report. Explains how to write or prepare the various parts of a report: introduction, body, conclusion, appendices, references, table of contents, title page, and abstract. Contains one bibliography for style and usage and another for technical writing.


Devotes a chapter to the discussion of the paragraph and another to the theme. Deals with the basic types of exposition found in technical writing—comparison, classification, process, definition, and description. Gives student-written examples. Discusses letters, memos, proposals, progress reports, and investigative reports. Includes a chapter about finding a job. Reviews the basic elements of grammar, punctuation, and mechanics. Examines frequent writing problems. Contains a section of faulty sentences for class discussion.


Discusses audience analysis. Presents the steps involved in writing a report: defining a thesis, collecting information, recording the information, evaluating the information, planning the preparation, writing the rough draft, including visual aids, editing the rough draft, preparing the final version, and submitting the final report. Includes several appendices dealing with topics ranging from sources of information to examples of editing to principles of punctuation.


Covers some basic techniques of technical writing: outlines, grammar, usage, and visual aids. Contains several useful checklists. Discusses major writing tasks such as engineering and scientific reports, technical and scientific articles, instruction manuals and bulletins, military manuals, specifications, and sales and news writing. For each task, gives a definition, variations in the form, recently published examples, good writing techniques, and suggested exercises. Includes a bibliography.


Covers planning, organizing, and outlining. Offers seven rules for writing effective sentences and for each role gives an exercise. Explains how to develop effective paragraphs and revise ineffective ones. Describes the process involved in writing a report: researching, writing specific parts, using active voice, and editing. Discusses the writing of specifications. Includes exercises for each chapter. Contains an appendix which includes answers to the exercises, an excerpt from GPO Manual, a page from a military specification manual, a list of vocabulary words, and an explanation of the use of transitional devices.

Explains how to gather information in the library and how to organize the information. Deals with audience analysis and technical writing style. Discusses various prose techniques including definition, classification and division, comparison and contrast, causal analysis, description, narration and argumentation and gives examples of each. Explains how to write the various parts of a formal report, how to organize them, and how to use visual aids in the report and gives a sample formal report. Covers letters of inquiry, response, complaint, and application, including the resume. Deals with proposals, progress reports, physical research reports, feasibility reports, and articles. Briefly discusses oral communication. Includes exercises for each chapter and a handbook that lists common errors and explains conventional usage. Contains appendices listing science and engineering reference books and a selected bibliography.


Contains readings and activities dealing with job finding techniques, consumerism, leisure, career problems, creativity, self, and human relations.


Deals with techniques of technical writing: definition, classification, analysis, comparison, mechanism, process, set of instructions, abstracts, and articles. Discusses short reports (letter and memo), formal reports, and proposals. Contains a brief discussion of style, sentence structure, and diction. Includes student-written examples. Lists bibliographies chapter-by-chapter.


Discusses audience, purpose, and tone. Covers beginnings; types of composition including description, exposition, and argumentation; and endings. Presents several types of development: analysis and classification, definition, analogy, example/illustration, cause and effect, and comparison and contrast. Deals with the topic sentence and unity, coherence, and development in a paragraph. Explains the periodic sentence and subordination and coordination.


Discusses various technical writing techniques: instructions, process, description, definition, classification and partition, and cause and effect. For each technique, gives examples and offers plan sheets for student assignments. Briefly explains
the summary. Coyers business letters, including inquiry, order, sales, and application. Defines reports and explains formal and informal reports, including periodic, progress, field report, laboratory report, and library-research report. Discusses most aspects of the library paper: selecting a topic, researching the subject, recording information, organizing information, writing the rough draft, revising, compiling the bibliography, and typing the final copy.


Describes the scientific method and writing situations. Emphasizes precise word choice, effective sentences, and well-developed paragraphs. Discusses definition, classification, analysis, description, narration, and illustration. Gives techniques for the beginning, middle, and end of a report. Presents the parts of a formal report. Discusses memos and letters as well as proposals, investigative reports, and status reports. Briefly deals with the oral report and article. Contains a brief bibliography.


Explains how to plan a technical paper, how to present data, and how to revise. Discusses both major and minor problems in grammar. Deals with style, including avoidance of jargon. Discusses manuscript form for a paper to be published.


Defines technical writing and discusses the principles of good technical style. Examines various forms of technical writing: definition, description, process, and classification. Covers introduction and conclusions. Deals with various types of reports: progress, recommendation, and proposal. Presents business letters, articles, outlines and abstracts. Discusses the format of a report and use of illustrations. Briefly deals with oral reports. Includes a section about library research. Contains a bibliography and sample reports as appendices.


Emphasizes clear style and technical procedures. Discusses precise word choice and effective sentences. Presents logic in writing. Explains how to organize effectively and discusses various types of organization. Includes several specimen reports and offers criticism of each report. Deals with technical publications within an industry. Discusses scientific papers and theses, library research and reference, and documentation requirements.

Emphasizes that a report should be planned carefully. Suggests that the introduction should clearly present the subject, purpose, and plan of development; that the body of a report should adequately develop the topic according to the plan in the introduction; and that the conclusion should logically follow what has been presented. Explains how to organize, write, and revise a report. Deals with style and format of both short and long reports and outlines a procedure for examining a report. Includes a manual of assignments.


Deals briefly with audience analysis. Discusses three writing techniques: defining, describing a mechanism, and explaining a process and offers student-written models, a writing assignment, and exercises based on each technique. Explains how to research information, interpret statistics, and illustrate. Deals with the memo as an informal report. Presents the major parts of a formal report and gives examples of each part. Discusses proposals, feasibility reports, progress reports, and manuals. Reviews oral reports. Explains the format, style, and tone of letters and covers application letters, including the resume and the interview.


Discusses the various technical audiences—layman, executive, expert, technician, and operator—and explains how to write for each audience. Contains several articles as samples. Presents an analysis of some of the articles and offers exercise questions for the other.


Discusses classification and analysis, presenting instructions, process, functional analysis, and structural analysis. Explains description of a mechanism and a mechanism in operation. Discusses format and style in technical reports. Explains the observation report, periodic report, progress report, laboratory report, and formal technical report. For business letters discusses format and various types including inquiry, order, claim, transmittal, sales, and application. Deals with library research, card catalog, indexes, reference works, additional materials, and documentation. Contains exercises for each chapter.

Includes a large section on the common forms of technical communication, oral and written. Discusses reading improvement and offers selected readings. Contains a handbook dealing with mechanics, grammatical usage, and writing paragraphs. Presents instructions, description, processes, definition, analysis, and summary. Also explains business letters and the library paper. Contains objectives for each chapter and includes plan sheets.


Explains how to write an effective resume and an appropriate cover letter. Gives suggestions about the interview. Includes over one hundred examples for various professions.


Deals with obtaining facts and evaluating them. Emphasizes the importance of analysis and effective word choice. Explains the letter and memo report. Presents descriptive, analytical, evaluative, and recommendation reports. Covers planning and delivering the oral report. Reviews the article.


Discusses sorting out and working over ideas, by using a method Ross calls "Dick and Jane." Emphasizes the different technical writing forms: summary, process, description, and abstract. Presents the informal report, the memo report, the proposal, and the long report. Contains and analyzes many brief examples throughout the text. Includes several appendices dealing with such topics as editing the paper, memorandums and letters, documentation, preparing visual aids, and using abbreviations.

Begins with an introduction to technical writing and then discusses style and organization. Includes a chapter on mechanics that deals with special problems in technical writing. Discusses various technical writing techniques: definitions, descriptions, explanation of a process, instructions, analysis, and technical articles. Explains how to use tables and figures. Emphasizes the importance of reports. Discusses various forms and purposes of non-formal reports and includes specimens. Examines the major parts of a report and explains the report writing process: selecting an idea, gathering information, interpreting the facts gathered, outlining, planning the visual aids, writing the first draft, and revising into the final report. Discusses and gives examples of the formal report and both the informal and formal proposals. Deals with oral presentation of technical information. Explains business letters and deals with several specific types, including letters concerning employment. Contains a handbook of fundamentals to be used as reference. Includes exercises and assignments for almost every chapter.


Discusses the importance of style. Presents the memorandum and letter, including employment applications and resumes. Examines blank forms and typical records to be kept for a job. Covers how to write a report from the notetaking process to the final version. Briefly deals with oral presentations. Explains illustrations for a report. Contains a brief bibliography and several short appendices dealing with abbreviations, grammar, handwriting, readability, spelling, and style.


Defines a report and presents the three typical formats—letter, memo, and formal. Emphasizes organization and logic and explains how to use visual aids. Discusses the laboratory or field report, the library research report, and the abstract and gives examples. Explains how to give an oral presentation from a written report. Gives additional sample reports in automotive, business, civil, electronics, mechanical, and nursing fields. Contains a glossary of grammar, usage, and style.

Covers researching a topic. Discusses writing a paper from outlining to the final typed copy. Explains good form and usage. Presents tables and figures. Includes a bibliography.


Reviews the basics of English grammar. Organized according to the various parts of speech, gives examples from science and technical fields. Contains a brief discussion of basic sentence patterns and punctuation. Lists words frequently misspelled by technical writers. Designed as a companion text for Technical Report Writing by Turner.


Does not deal with mechanics of grammar because it is designed for use in an upper-division course. Presents types and levels of technical writing style. Discusses the formal report, the informal report (letter and memo), and the laboratory report and gives examples of each. Devotes considerable attention to the steps involved in writing a report: planning, researching, outlining, writing of rough draft, preparing illustrations, revising and editing, and preparing the final draft.


Discusses the role of technical writing. Explains formal and informal reports (letters and memos). Deals with technical descriptions, lab reports, theses, instructions, proposals, technical papers and articles. Contains a brief chapter on oral presentations. Reviews style, grammar, and punctuation. Deals with visual aids. Includes over one hundred pages of specimens illustrating the various types of reports.


Emphasizes the importance of technical reports. Presents the formal report, progress report, and summary. Deals with illustrating and editing. Explains how reports are distributed and filed and discusses use of reports in government and industry.

Defines technical writing and gives a history of the scientific method. Deals with letters and memos as technical correspondence. Covers researching for information, organizing data, and writing the various sections of the report including the designing of visual aids. Emphasizes special modes of exposition in technical writing: definition, description, explanation of a process, and analysis by classification and partition and offers examples. Presents the article and the paper. Includes a discussion of style and a guide to grammar, punctuation, and usage. For each chapter gives discussion problems and exercises and a list of references. Includes a bibliography and an appendix containing specimen reports.


Explains technical writing by presenting the role of semantics in communication and discussing the purposes of reports. Deals with planning, researching, organizing, and documenting a report. Discusses the use of graphic aids and gives examples of almost every type of aid. Explains technical writing style. Briefly reviews grammar, punctuation, style, and usage. Contains a brief bibliography at the end of each chapter.


Defines technical communication. Discusses precise word choice, effective sentence structure, and the well-developed paragraph. Deals with various types of technical composition: description, narration, and argumentation. Presents the letter and memo as forms of informal reports. Covers progress reports, inspection reports, change order, and specifications, and gives sample reports. Discusses the various components of a formal report. Examines the introduction, body, and conclusion of a formal report. Contains a discussion of oral communication, including choosing a subject; composing a purpose statement, using various types of development, outlining the speech, and practicing. Explains the importance of efficient delivery and effective listening. Includes a handbook of grammar and usage. Gives a list of exercises for each chapter.


Discusses good report style and effective paragraphs. Presents the letter and memo as forms of the short report. Deals with graphic aids. Covers research and editing. Contains samples for each chapter and offers student assignments. Includes a bibliography. Gives several sample reports in an appendix. Briefly reviews grammar and punctuation in an appendix.
C. Oral Presentations


Discusses the role of communication within the organization. Emphasizes interviews, including the selection interview, the appraisal interview, and the persuasive interview. Explains group discussions and conferences. Deals with various types of personal presentations: informative, integrated, and persuasive.


Explains audience analysis for oral communication. Discusses the selecting of a subject, the gathering of information, and the organizing of material. Covers argumentation and persuasion. Emphasizes preparation for and practice of the delivery.


Discusses the various steps required to prepare a technical speech for delivery, including preparing a paper, having an interesting presentation using the right vocabulary, and choosing visual aids. Explains how to organize a technical meeting. Presents various aspects of parliamentary procedure: the effective parliamentarian, the motions, the committees, the rights of the minority, and organizations.


Covers the steps in the preparation of a briefing and emphasizes audience analysis. Explains selection and use of audio-visual aids. Gives examples of various types of visual aids. Discusses the delivery of the presentation. Contains an appendix which lists an evaluation guide, a form for audience analysis, and a list of different types of visual aids.


Discusses oral reporting as communication and compares it with written communication. Emphasizes the organization of a presentation. Deals with different methods of developing ideas and using aids. Stresses various aspects of an effective presentation: language, use of body and voice, and the question and answer period.
III. Handbooks and Guidebooks


Explains the basic principles of research. Discusses various aspects of research: finding the facts, verifying the facts, handling ideas, and dealing with truth and causation. Covers the writing process from organizing to documenting to revising. Includes a bibliography.


Contains entries arranged in alphabetic order. Covers everything from grammar to usage to writing procedure to various kinds of reports. Includes examples of many informal reports as well as an example of a formal report. Contains a bibliography.


Discusses problems encountered in technical writing. Explains the business letter and the technical letter, including inquiry, quotation, instruction, transmittal, sales letter, letter of application, and gives examples. Covers the formal report, articles, memos, and informal reports. Discusses visual aids, and examines effective sentence structure. (Briefly deals with oral presentation.) Examines effective sentence structure. Includes a bibliography and a reading list.


Covers basic stylistic techniques: concise writing, coherence, verbs, singular and plural forms, possessives, emphasis, choice of words, punctuation, style, and proofreading.


Briefly discusses principles and practices of scientific writing. Includes an extensive glossary of scientific terms.

Traces the development of a report from the laboratory notebook through the outline, the rough draft, the revision, and the editing, to the final report. Offers suggestions on style. Presents standard practice in chemistry for both documentation and presentation of data.


Emphasizes effective writing style by discussing precise word choice, effective sentences, and correct punctuation. Stresses the importance of a good lead for an article or report. Explains how to organize and edit a report. Offers many examples throughout the text.


Presents most of the practices in the field of technical writing. Discusses various documents and publications: instruction manuals, procedures, parts catalogs, formal reports, proposals, sales literature, technical papers, articles, and films. Briefly deals with oral presentation. Covers editing and illustrating. Presents the role of technical writing within the organizational structure. Includes guides and references in technical writing. Contains a glossary.


Emphasizes analytical writing, not the types of business and technical writing. Argues against the use of abstract nouns, passive verbs, and impersonal styles; explains how sentences are effectively organized in a paragraph; and suggests the pyramid organization of business and technical writing. Analyzes eight articles. Explains how to organize a formal report. Deals with the use of metaphor in business and technical writing. Includes a brief bibliography.


Emphasizing that effective communication is crucial to an engineer, reviews the technical communication process. Covers audience analysis and the purpose of the report. Discusses the structure of a report, including that of the introduction and conclusion. Explains how to arrange the various parts of a report, how to edit, and how to use visual aids. Throughout, gives numerous examples, including two formal reports. Includes guides and checklists.

Emphasizes principles of good composition. Devotes considerable attention to the form and types of letters. Discusses the library research paper from choosing a topic to preparing the final copy. Stresses the importance of reports, their organization and style. Includes samples. Explains how to write articles, abstracts, summaries, book reviews, and editorials. Covers various types of company publications. Presents visual aids. Contains a chapter dealing with oral communication, including the job interview. Includes a reference manual for grammar and usage. Contains a bibliography arranged for each chapter.


Emphasizes the importance of the written and spoken word particularly, in technical fields. Explains specification, standards, and contract writing. Discusses technical reports and articles. Deals with style in technical correspondence. Emphasizes effective technical presentations and explains how to run a meeting. Discusses use of aids in talks, lectures, articles, and reports. Covers handbooks, manuals, patent and copyright, (in UK) and sales literature. Contains several appendices with examples of reports and discussion of style. Includes a bibliography at the end of each chapter.


Explains basic principles of effective writing: obtaining information, writing a rough draft, editing, and revising. Discusses word choice, effective sentences and well-developed paragraphs. Deals with correspondence, reports, messages, briefs, and publications. Includes a bibliography.


Emphasizes that good technical writing is objective. Explains audience analysis. Thoroughly discusses visual aids. Presents definition, analysis, description of object, explanation of a process, logical interpretation and evaluation, standards, and specifications and gives examples. Explains research and the scientific method and gives examples. Covers the different forms of technical communication: abstracts, reviews, letters, (including the letter of application), articles, and speeches. Contains a handbook of style and mechanics. For each chapter, contains questions, writing assignments, or class projects.
IV. Bibliographies


Lists bibliographies of technical writing, books about technical writing and speech, and reviews of books on technical writing and speech. Contains bibliographies of articles about the teaching of technical writing; technical style; writing technical reports, papers, and articles; manuals and catalogs; abstracts and precis; proposals; application letters and resumes; use of graphics; editing; technical speech; and the technical communication profession.


Gives the specialized journals dealing with technical writing. Lists bibliographies, source materials available on teaching technical writing, and articles available on teaching professional technical communication.


Lists sixty-seven periodical references. Categorizes material into 1) definitions and distinctions, 2) course descriptions and specific assignments, and 3) resource materials.


Lists encyclopedias and dictionaries; books dealing with grammar, usage, and style; works dealing with professional production of technical literature; books explaining/technical illustration and graphics; publications covering the technical and scientific report; books dealing with technical writing; works containing readings in technical writing; technical writing casebooks; and books dealing with business letters and reports.


Lists general style manuals, institutional style manuals, and industrial style manuals.