Pocket Guide to Technical Writing

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Author: Gary Michael Smith
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Main content

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Sandy Pfeiffer's new book presents an excellent overview of the field of technical communication. The text is well-written and succinct, and includes an effectively designed format to guide the reader through such areas as the writing process; order and design; and style, grammar, and spelling. Pfeiffer also includes a useful appendix of formats and sample letters for a variety of writing project contingencies.

Pocket guide gives the reader an immediate sense that the author is an experienced writer and editor who knows the field; he cleverly graces the inside front and rear jackets with a guide to common editing symbols. Another considerate touch is the use of a condensed as well as a detailed table of contents labeled "Brief contents" and "Contents," respectively.

As a seasoned technical writer and editor, this reviewer naturally has a few minor points of contention with some of the generalizations made by the author, as well as some layout/design and stylistic suggestions for modifications to a second edition. The most substantive problems with the book are the author's generalizations and failure to acknowledge numerous style manuals. For instance, in Design Rule 1, the statement "Most readers prefer the visual break that paragraph indenting adds" might be open to debate. The author could have included sections of suggested reading or references to back up such claims. Also, some style manuals will refute Pfeiffer's adherence to the "Follow the 10-or-over Rule" (see Chapter 12, "Numerals,"...
TechProse is a technical writing, training, and information technology consulting company in business since 1982. This manual provides technical writing guidance and sets standards for creating logical and professionally written material. TechProse provides it to staff writers, consultants, and students studying Technical Writing with a TechProse staff member. Microsoft manual of style. Maximize the impact and precision of your message! The Oxford University Style Guide aims to provide a guide to writing and formatting documents written by staff on behalf of the University (or one of its constituent departments etc). It is part of the University’s branding toolkit which enables the University’s formal documentation to be presented consistently across all communications. Technical Writing Guide.

Michigan State University Department of Biosystems and Agricultural Engineering. Farrall Hall, East Lansing, Michigan www.egr.msu.edu/age. This writing guide provides a format for writing and revising text and details on how to develop content that meets professional standards. Prior to submitting work, complete several iterations of editing and improving the text. Proofread again after several days, or at least hours, after the last examination. Then request an external reviewer to provide detailed constructive criticism. Consider and incorporate relevant feedback, then proofread the final document before submitting. The Biosystems Engineering program provides many opportunities to learn from feedback on written assignments. Writing for the Technical Professions. Engineers Guide to Technical Writing. Engineer’s Guide to Technical Writing. Technical Communication - Process and Product 7e. Technical Writing. Chapter 1: Why Technical People Needn’t Fear Writing Chapter 1 introduces the notion that technical writing, though not easy, doesn’t have to be hard. It stresses that we all have natural communication abilities that we can harness if we don’t get too scared of the empty page and freeze up. It introduces the notion of a natural, flowing, conversational writing style and explains how the planning and editing cycles can help to achieve such a style.