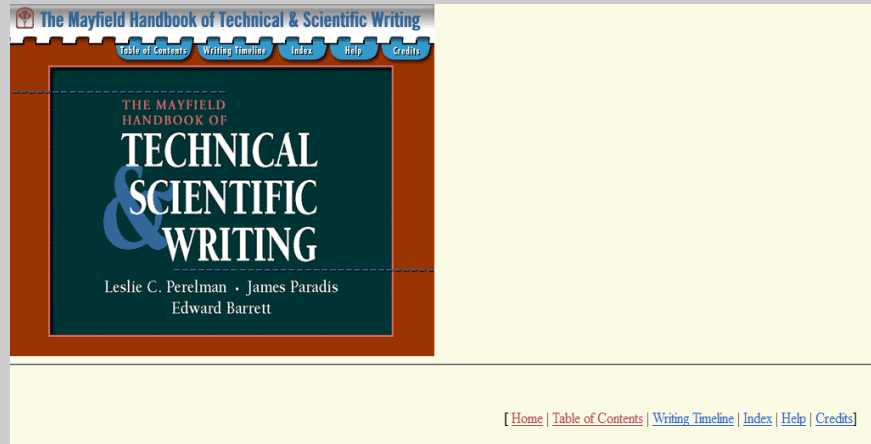
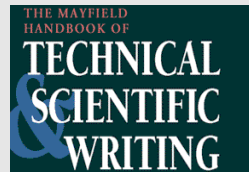


Home Page



Logo



URL

<http://www.mit.edu/course/21/21.guide/home.htm>

Subject

Technical writing-- Handbooks, manuals, etc.

Accessibility

Free

Language

English

Publisher

Mayfield Pub. Co.

Brief History

The author of this handbook is Leslie C. Perelman, Edward Barrett, and James Paradis. The handbook in published in 1998 by the Mayfield Pub. Co.

Scope and Coverage

The handbook covers topics like Planning and Producing Documents, Document Types, Elements of Technical Documents, Graphs and Figures, Paragraphs, Sentences, Words, Punctuation, Mechanics, Citing Sources and Listing References, Parts of Speech, Parts of Sentences, Sentence Types and Word Order, Usage Glossary, Writer's Resources.

Kind of Information

The handbook provides detail technical information on document writing. The chapter “Planning and Producing Documents” includes Characteristics of Effective Technical Communication, Document Purpose like Explicit Purposes, Implicit Purposes, Statement of Objective; Audience Types and Level of Expertise like Writing for Experts, Writing for Technicians, Writing for Managers, Writing for Laypersons, Writing for a Mixed Audience etc.; Audience Use of Document, Audience Attitudes Toward Writer and Subject, Document Density with examples. The chapter “Document type” includes Memoranda, Meeting Documents, Literature Reviews, Reports, Letters, Proposals, Press Releases, and Theses etc. The chapter 3 provides information on Sections and Subsections, Headings and Subheadings, Front Matter like Title and Title Page, Abstract, Table of Contents, List of Figures, List of Tables, List of Terms, Acknowledgments; body of the document like Introduction, Background, Theory, Design and Decision Criteria etc.

Special Features

- This handbook contains index.
- To help in using the handbook the website provides helping guidelines under the heading “Help Contents”.
- Along with the handbook “The Writing Timeline” provides overall idea to write ant technical documents.

Arrangement Pattern

The contents of the handbook are arranged topic wise.

Remarks

This handbook provides detailed information on the technical aspects of writing of documents.

Comparable Tools

- Online Technical Writing: Contents: Free Online Textbook for Technical Writing (<https://www.prismnet.com/~hcexres/textbook/>)

- Tech Writing Handbook (http://www.dozuki.com/Tech_Writing)

Date of Access

January 16, 2017.