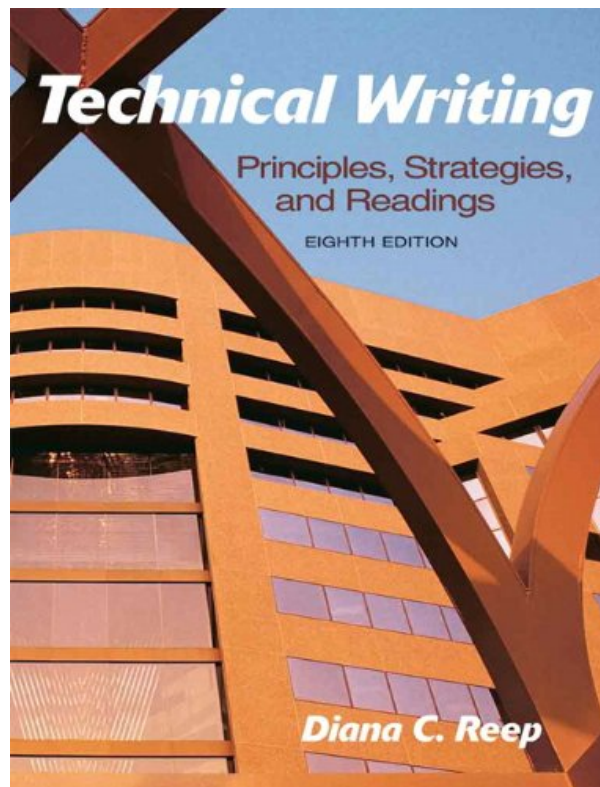
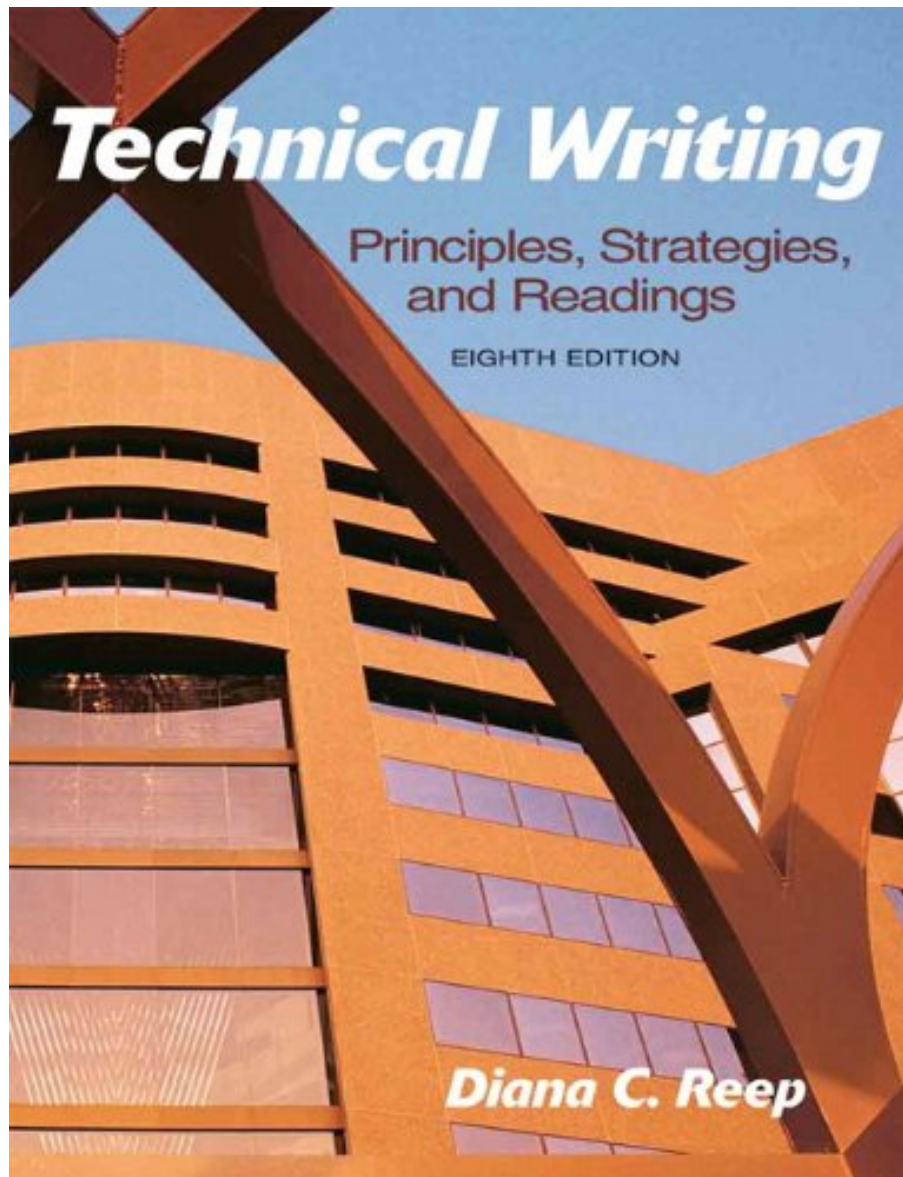


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A former Department Chair, and Full Professor of the English Department at the University of Akron, Dr. Diana Reep is on the Editorial Review Board of the *Journal of Business Communication*, and specializes in business and technical communication and film studies. She is the author of several publications, including *The Educator's Writing Handbook* and *Business and Technical Writing: An Annotated Bibliography of Books from 1880-1980*. Her books of literary criticism are *Margaret Deland and the Rescue and Romance*. She has also published a novel and numerous articles on television and gender roles, soap operas, the saloon in western films, Anne Rice's *Interview with the Vampire*, and issues of business and technical communication.

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This is an excellent book.

By Kimberly A. Swift

I was required to take a technical writing course for my degree and this is the book we used. It did an excellent job of explaining how things should be professionally written. It covers everything from asking for a recommendation to typing a resume to typing a proper e-mail. The layout of the book makes everything very easy to learn. After every concept there are examples of what a proper document should look like and sometimes even an example of what it should not look like. At the time, I thought I would never use anything I was learning, but after only two months out of the class I find myself using it to type up my resume. If you are in a job that requires professionalism in language and writing skills then this book is a must have. You will be surprised at what you can learn.

5 of 6 people found the following review helpful.

Excellent book! (not your typical half-baked Thompson/Pearson offering)

By Coder

I used this book as a student in a technical writing class. The book was EXCELLENT, and served all levels of writers well. It starts with general good writing practices -- outlining, avoiding jargon, writing clearly (especially using proper grammar), being accurate, using parallel construction, writing for mixed audiences, using appropriate style and tone, and using good document design (both logical and format-wise). It moves through intermediate topics -- how to use line drawings and other graphics, writing various types of descriptions (chronological, spatial, and so forth), when to use the various types of definitions, and formatting numbers, measurements, and lists. This continues through advanced concepts -- writing instructions, writing for the web, writing in a group, formal report writing, and giving presentations and oral reports.

Some of the strongest points in this book (besides the no-nonsense writing itself) are:

- \* "models" (examples of writing) at the end of each chapter,
- \* "Advice From the Workplace" (excellent articles about workplace writing),
- \* Appendix A (grammar, punctuation, and mechanics -- including numbers and abbreviations),
- \* and Appendix B (frequently confused words).

Excellent examples are also part of the text throughout the book.

Sadly, many college students today do *\*not\** have English skills that should be *\*required\** to graduate high school! It's partly due to the large number of non-native English speakers attending college, but mostly it's just poor schooling. This book *\*does\** provide the tools to help college students (who would probably *\*not\** pass a standardized test) to improve their English as well as their writing, if they were given a free pass out of high school. It is up to the *\*professor\** to see that grammar skills are being improved. Sadly, that was not the case in my class -- not at all.

Diana Reep has done all she can to serve both non-native speakers and advanced writers alike. Please, professors, if you buy a book like this, don't waste it by ignoring your students' shortcomings with the English language!

3 of 3 people found the following review helpful.

Good Book for the Technical Writer

By Glenn Gallagher

If you are a technical writer, or want to become one, this book is a very helpful reference and guide. Very useful sections on writing instructions, short reports, and long reports. This book is one of several similar books that should be used by the professional, or by someone learning technical writing.

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