



# Technical Writing Basics (4th Edition)

*Brian R. Holloway*

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## **Technical Writing Basics (4th Edition)** Brian R. Holloway

This concise and cumulative guide shows readers the art of technical writing for a variety of contexts and institutions. Using examples from the business and non-corporate world, the book emphasizes transactional writing through practical explanations, real-world examples, and a variety of “role-playing” exercises. Each section builds on the next as readers learn a variety of models of style and format. This edition features a stronger emphasis on electronic communication, integrated coverage of ethics, and more explanation of how to create technical documents that produce concrete results. Begins with the basics of technical writing (from fundamental components of technical communication, to templates of presentation, to construction of letters, memos, announcements and instructions) and then focuses on using these skills to construct short and long reports and a job search portfolio. Goes beyond the large corporate view to survey challenges within a variety of settings—e.g., small businesses, social services, the academy, the corporation. Anyone looking to improve their technical writing skills.

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