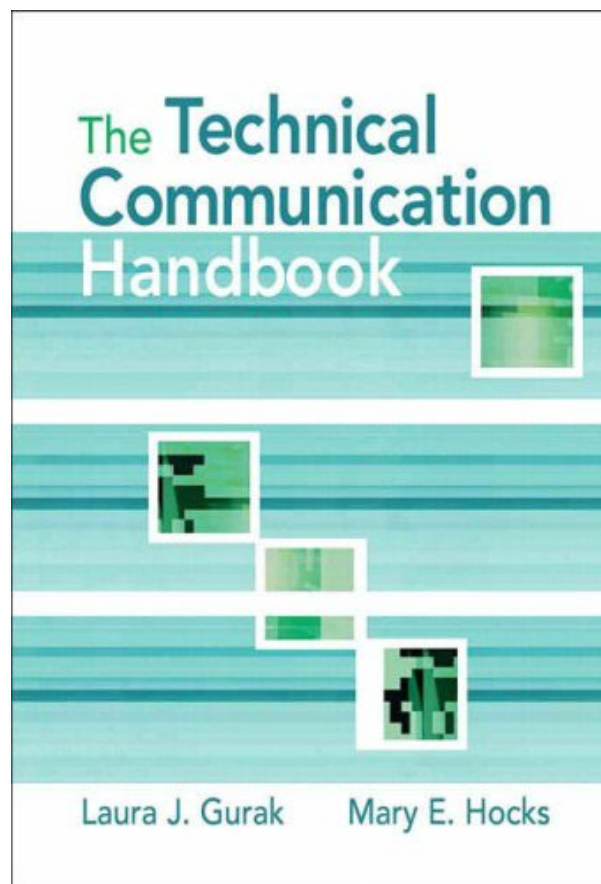
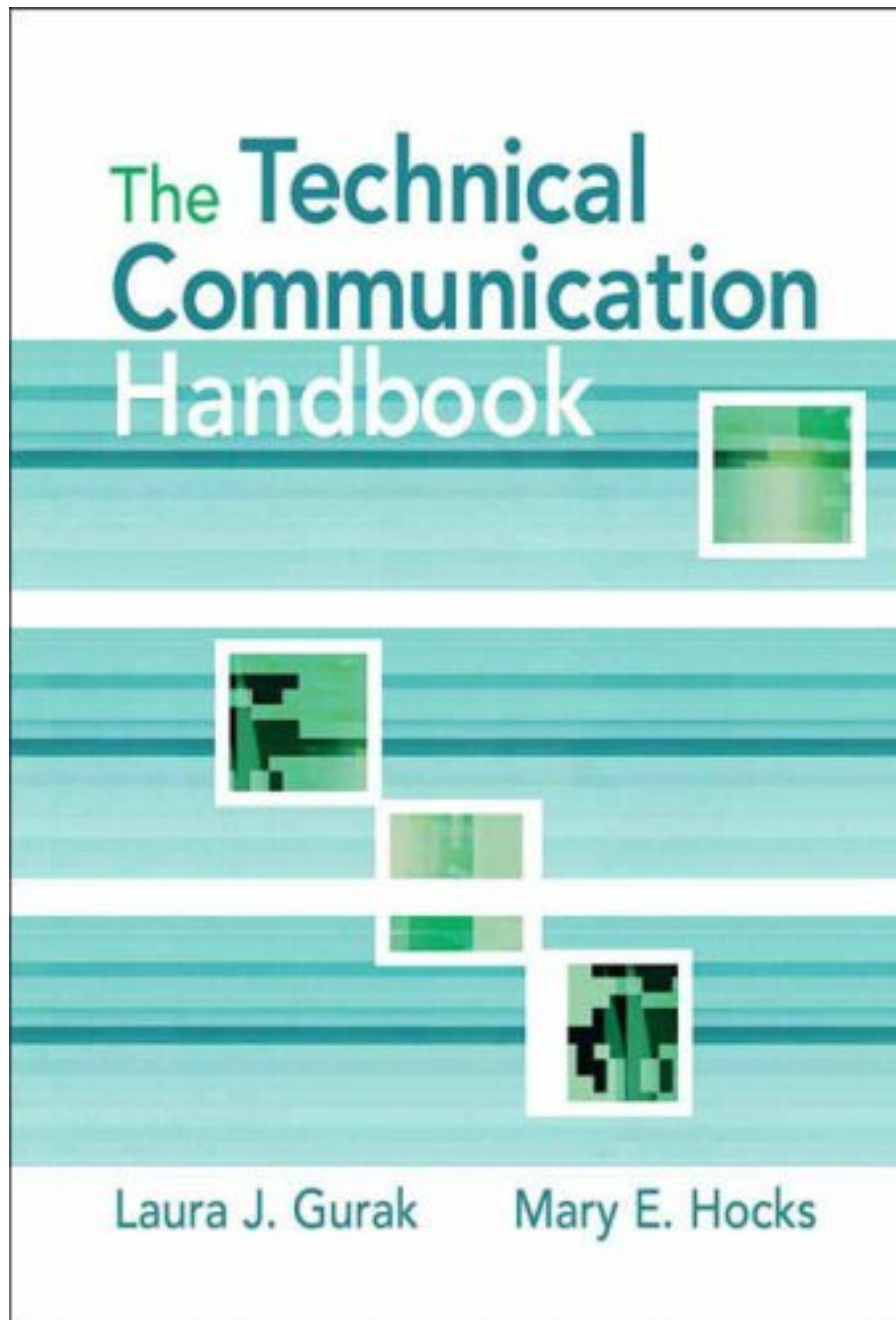


THE TECHNICAL COMMUNICATION HANDBOOK BY LAURA J. GURAK, MARY E. HOCKS



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In *The Technical Communication Handbook*, annotated, full-color models show you exactly how technical documents are put together. Step-by-step guidelines offer advice on how to succeed in the team-oriented, multimedia world of technical communication today. Whether you are putting the final touches on a report or planning a career in a technical field, you'll find up-to-date information and advice in this useful reference guide.

What are "style sheets"? (See pp. 38-41)

How should I consider international audiences in my documents? (See pp. 21-24)

When is a printed letter better than an email? (See pp. 104-115)

How can I improve the appearance of my documents? (See pp. 291-318)

How do I prepare for a group presentation? (See pp. 136-140)

How do I conduct effective surveys? (See pp. 434-436)

Is "utilize" or "use" the right word? (See p. 565)

How do I cite photos and video from the Web? (See pp. 407-411, 576-608)

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The Technical Communication Handbook, a life-long companion for technical communicators, is a comprehensive reference guide for technical communication students at all levels, as well as by practicing technical communicators and others writing in the technical workplace. The handbook boasts a full-color design, extensively annotated model documents, and coverage of current topics in intellectual property, digital communication, collaboration, and accessibility issues.

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