

William Murdick and Jonathan C. Bloemker

The Portable Technical Writer

Book Review

—Reviewed by
KIM TAYLOR

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Book Publisher:
Boston, MA: Houghton Mifflin, 2001.
326 pp., with index

Index Terms—*Technical communication, technical writing, writing pedagogy.*

When an English professor and a working technical writer collaborate, the result—at least in theory—should be a textbook with the strengths of both perspectives. William Murdick and Jonathan Bloemker's *The Portable Technical Writer* is the product of such a collaboration. The book's stated goal is to provide concise yet comprehensive coverage of major concepts in technical writing, emphasizing real-world application. Although the intended audience is introductory-level technical writing students in college, the book's no-nonsense approach to content and organization makes it a viable reference tool in the workplace. Similarly, because the authors envision an interdisciplinary college audience ranging from technical writing majors to business and science majors, the theoretical component so prominent in many other technical writing manuals is notably absent. *The Portable Technical Writer* is designed to be used rather than studied, and instructors who emphasize a hands-on approach to learning technical writing will find this textbook invaluable.

The book's coverage, neatly summarized in a one-page overview on the inside cover, is comprehensive. Murdick and Bloemker develop the subject from a student's perspective, establishing a clear, sequential connection between classroom and corporate writing environments in the first two chapters, "Technical Writing in College" and "Technical

Writing on the Job." Both chapters stress the interactive nature of technical writing, underscoring the human variables to be factored into the writing process. Chapter 3 adds another layer of complexity, by exploring "Collaborative Writing." The authors define this activity broadly, encompassing everything from actual group writing to scenarios where the writer collates and edits information from several sources. Thus, the first three chapters are devoted to the many contexts where technical writers may work, acknowledging both the teachable skills of the classroom and the critical variations on those skills in the workplace.

Beginning with Chapter 4, "Rhetoric," the book shifts its emphasis from general concepts to specific strategies. In keeping with the authors' focus on usability, there is no discussion of classical or historical models. Rather, information is presented in compact, often bulleted discussions of "how-to." The chapter on rhetoric, for example, describes how to inform, instruct, persuade, request, document, assign, report, sell, and promote ideas through effective choices in tone, point of view, and organization. Subsections dealing with common rhetorical pitfalls and the special challenges of cross-cultural communication help students identify oversights that could undermine a document's success with readers. This theme of choice-and-implication is further explored in the next chapter, "Technical Writing Style."

Portable Technical Writer

William Murdick, Jonathan C. Bloemker



Portable Technical Writer:

The Portable Technical Writer William Murdick, Jonathan C. Bloemker, 2000-08-03 This brief inexpensive text provides a complete introduction to technical writing in a handy spiral format The authors establish a fictional telecommunications company as a context for the technical writing tasks taught in the book In addition to the usual short documents the book teaches how to design and develop long documents such as manuals and proposals Professional editing proofreading and indexing are presented as part of technical writing Portable Technical Writer Plus Raimes Pocket Keys Mla Update William Murdick, 2003-12-01 Ivanpah Solar Electric Generating System, 2010 *A Student Guide to College Composition* William Murdick, 2011-07-01 **College Writing** William Murdick, 2006 Teaching College Composition William Murdick, 2013-08 Composition directors often have little time to prepare new instructors in methods of teaching writing and to forewarn them of the many daily problems that arise in this challenging work Teaching College Composition which can be read in a weekend goes a long way toward meeting those ends It provides information on twenty six topics from issues of class conduct to methods of critiquing papers to ways of evaluating student work It also provides approaches to six of the most common writing assignments in first year composition Teaching College Composition can also serve as a supplemental text for a teaching of writing course providing an element of street knowledge to the theoretical content

Portable Electronics: World Class Designs John Donovan, 2009-03-12 All the design and development inspiration and direction an electronics engineer needs in one blockbuster book John Donovan Editor in Chief Portable Design has selected the very best electronic design material from the Newnes portfolio and has compiled it into this volume The result is a book covering the gamut of electronic design from design fundamentals to low power approaches with a strong pragmatic emphasis In addition to specific design techniques and practices this book also discusses various approaches to solving electronic design problems and how to successfully apply theory to actual design tasks The material has been selected for its timelessness as well as for its relevance to contemporary electronic design issues Contents Chapter 1 System Resource Partitioning and Code Optimization Chapter 2 Low Power Design Techniques Design Methodology and Tools Chapter 3 System Level Approach to Energy Conservation Chapter 4 Radio Communication Basics Chapter 5 Applications and Technologies Chapter 6 RF Design Tools Chapter 7 On Memory Systems and Their Design Chapter 8 Storage in Mobile Consumer Electronics Devices Chapter 9 Analog Low Pass Filters Chapter 10 Class A Amplifiers Chapter 11 MPEG 4 and H 264 Chapter 12 Liquid Crystal Displays Hand picked content selected by John Donovan Editor in Chief Portable Design Proven best design practices for low power storage and streamlined development Case histories and design examples get you off and running on your current project *The Ultimate Writing Coach* Caroline Taggart, 2010-11-18 The Ultimate Writing Coach contains everything you need to know about writing and publishing It presents authoritative guidance direct from professional writers covering the full gamut of both the fiction and non fiction market For fiction there is coaching on

everything from creating believable characters and writing short stories to specialist subjects such as crime and children's fiction. For non-fiction, learn from expert advice on travel and technical writing, writing for the web, poetry and biographical writing and journalism. This invaluable guide also includes succinct practical guidance on actually getting published, with articles on how to get your submission right for immediate impact, contracts and legal issues and the financial side. There are handy tips on learning opportunities whether you're a high school graduate looking to embark on a university degree or a full-time mom looking to take a short course or workshop. And a handy glossary of book trade terminology will ensure you're fully clued up on your industry jargon.

The Handheld Library Thomas A. Peters, Lori A. Bell, 2013-04-01. Covering topics such as mobile reference, eBooks, mobile websites and QR codes, this book examines the effects of the global mobile revolution on libraries and library users. Critical information all librarians need. The Handheld Library: Mobile Technology and the Librarian provides the information and guidance librarians need to adapt themselves and their facilities to the mobile revolution, the fastest most diffuse worldwide technological innovation in human history. The book provides an up-to-date survey of how mobile technologies are affecting library use, library services, library systems, librarians and library users at various types of libraries. The authors cover core topics related to mobile libraries including mobile reference, eBooks, mobile websites and QR codes and address aspects of the mobile revolution less frequently covered in the literature such as mobile health information services, the use of mobile technologies on archival work, the impact of the mobile revolution on physical libraries and the ways in which new mobile technologies are creating professional development opportunities within the profession. While this resource is specifically targeted toward librarians who plan and provide services using mobile technologies, academic, public and other librarians will also find the ideas and information within useful.

Digital Forensics for Handheld Devices Eamon P. Doherty, 2012-08-17. Approximately 80 percent of the world's population now owns a cell phone which can hold evidence or contain logs about communications concerning a crime. Cameras, PDAs and GPS devices can also contain information related to corporate policy infractions and crimes. Aimed to prepare investigators in the public and private sectors, Digital Forensics for Handheld Devices examines both the theoretical and practical aspects of investigating handheld digital devices. This book touches on all areas of mobile device forensics including topics from the legal, technical, academic and social aspects of the discipline. It provides guidance on how to seize data, examine it and prepare it as evidence for court. This includes the use of chain of custody forms for seized evidence and Faraday Bags for digital devices to prevent further connectivity and tampering of evidence. Emphasizing the policies required in the work environment, the author provides readers with a clear understanding of the differences between a corporate investigation and a criminal investigation. The book also offers best practices for establishing an incident response policy and seizing data from company or privately owned digital devices. Provides guidance in establishing dedicated examinations free of viruses, spyware and connections to other devices that could taint evidence. Supplies guidance on determining protocols for complicated crime scenes with external media and devices.

that may have connected with the handheld device Considering important privacy issues and the Fourth Amendment this book facilitates an understanding of how to use digital forensic tools to investigate the complete range of available digital devices including flash drives cell phones PDAs digital cameras and netbooks It includes examples of commercially available digital forensic tools and ends with a discussion of the education and certifications required for various careers in mobile device forensics

Alternative Careers in Science Cynthia Robbins-Roth, 2011-04-28 Many science students find themselves in the midst of graduate school or sitting at a lab bench and realize that they hate lab work Even worse is realizing that they may love science but science at least academic science is not providing many job opportunities these days What is a poor researcher to do This book gives first hand descriptions of the evolution of a band of hardy scientists out of the lab and into just about every career you can imagine Researchers from every branch of science found their way into finance public relations consulting business development journalism and more and thrived there Each author tells their personal story including descriptions of their career path a typical day where to find information on their job opportunities to career growth and more This is a must read for every science major and everyone who is looking for a way to break out of their career rut An insider's look at the wide range of job opportunities for scientists yearning to leave the lab First person stories from researchers who successfully made the leap from science into finance journalism law public policy and more Tips on how to track down and get that job in a new industry Typical day scenarios for each career track List of resources websites associations etc to help you in your search Completely revised this latest edition includes six entirely new chapters

Spatial Sound Bosun Xie, 2022-10-17 Spatial sound is an enhanced and immersive set of audio techniques which provides sound in three dimensional virtual space This comprehensive handbook sets out the basic principles and methods with a representative group of applications sound field and spatial hearing principles and analytic methods of various spatial sound systems including two channel stereophonic sound and multichannel horizontal and spatial surround sound ambisonics wavefield synthesis binaural playback and virtual auditory display recording and synthesis and storage and transmission of spatial sound signals and objective and subjective evaluation Applications range from cinemas to small mobile devices The only book to review spatial sound principles and applications extensively Covers the whole field of spatial sound The book suits researchers graduate students and specialist engineers in acoustics audio and signal processing

Understanding Emotion at Work Stephen Fineman, 2003-05-27 Getting to the heart of what binds and breaks organizations emotion Stephen Fineman explores beyond the surface of work to the rich emotional life bubbling underneath showing what employees and managers constantly deal with but are often ill equipped to do so

Teleworking Paul J. Jackson, Jos M. van der Wielen, 2002-01-31 Teleworking is an up to date groundbreaking and comprehensive assessment of teleworking It includes multidisciplinary contributions drawing on sociology management science economics philosophy and information technology analysis of post modern and post industrial theoretical contexts a selection of empirical studies from across the world

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on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology Occupational Outlook for College Graduates, 1974-75 Edition United States. Bureau of Labor Statistics,1974 **Occupational Outlook for College Graduates, 1976-77 Edition** United States. Bureau of Labor Statistics,1977

Portable Technical Writer Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Portable Technical Writer**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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