Technically-Write! (6th Edition)

By Ronald S. Blicq, Lisa Moretto

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This complete, "on-the-job" exploration of both written and oral communication concentrates on the most effective techniques for the types of communications most frequently encountered in today's business world. This new edition updates coverage to accurately reflect the techniques used to write today's professional correspondence and reports. The book uses the example of two employees involved in two technically-oriented companies, the type of work they perform, and some typical situations that call for them to communicate with clients, suppliers, and each other, to drive home the concepts presented. Topics include: letters, memos, and e-mail; short, informal reports; larger informal and semiformal reports; formal reports; technical proposals; communicating with prospective employers; and technical writing. For any employee whose responsibilities include preparing reports and documents; also for those where speaking at meetings and seminars is a necessary part of their jobs. This book can serve as an excellent reference for job-hunters.

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Technically-Write! (6th Edition) By Ronald S. Blicq, Lisa Moretto Bibliography

- Sales Rank: #826078 in Books
- Published on: 2003-12-05
- Original language: English
- Number of items: 1
- Dimensions: 9.90" h x 1.00" w x 8.00" l, 1.60 pounds
- Binding: Paperback
- 432 pages

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Editorial Review

From the Publisher
A complete ,"on-the-job" exploration of both written and oral communication. Focuses on the most effective techniques for the types of communications most frequently encountered in the business.

From the Back Cover

Technically Write! is a complete, "on-the-job" exploration of both written and oral communication focusing on the most effective techniques for the types of communications most frequently encountered in today's business world. It introduces readers to the employees of two technically oriented companies, the type of work they perform, and some typical situations that call for them to communicate with clients, suppliers, and each other. The Sixth Edition updates coverage to more accurately reflect the techniques used to write today's professional correspondence and reports.

Technically Write! features:

- **Pyramid writing technique**—This unique modular method for organizing letters, reports, and proposals was developed by Ron Blicq and has helped over 250,000 students become more effective writers.
- **Real-life, work-oriented perspective**—Students assume the roles of various employees of two technical firms. They work through typical situations encountered in business that call for them to communicate with clients, suppliers, and each other.
- **Wealth of model letters and reports**—Fully developed projects and exercises are included that provide students with numerous reference examples.
- **Two brand-new chapters:**
  - **Chapter 1:** Why Technical People Need to Write Well
  - **Chapter 7:** Technical Proposals
- **Expanded job-search information**—Chapter 11, Communicating with Prospective Employers, has been expanded to include new techniques for submitting electronic resumes and information on the latest job search techniques.

About the Author

Ron Blicq and *Lisa Moretto* are Senior Consultants with RGI International, a consulting company specializing in oral and written communication. They teach workshops, based on the Pyramid Method of Writing presented in this book, to audiences all over the world. In 2001, they opened a second company—RGI Learning Inc.—specifically to deliver their courses on the Web. Their web site is www.rgilearning.com.

Ron is Senior Consultant at RGI's Canadian office. He has extensive experience as a technical writer and editor with the Royal Air Force in Britain and CAE Industries Limited in Canada, and taught technical communication at Red River College from 1967 to 1990. Ron has authored five books with Pearson Education and has written and produced six educational video programs, such as *Sharpening Your Business Communication Skills* and *So, You Have to Give a Talk?* He is a Fellow of both the Society for Technical Communication and the Association of Teachers of Technical Writing, and a Life Member of the Institute of Electrical and Electronics Engineers Inc. Ron lives in Winnipeg, Manitoba.

Lisa is Senior Consultant at RGI's United States office. She has experience as an Information Developer for IBM in the US and as a Learning Products Engineer for Hewlett-Packard in the UK. Lisa holds a B.S. in Technical Communication from Clarkson University in New York, and an M.S. in User Interface Design from the London Guildhall University in England. Her specialties include developing online interactive information, designing user interfaces, and writing product documentation. She is a senior member of the Society for Technical Communication and a member of the Institute of Electrical and Electronics Engineers Inc. Lisa lives in Rochester, New York.

Users Review

From reader reviews:

Marlon Duenas:

Information is provisions for folks to get better life, information presently can get by anyone at everywhere. The information can be a knowledge or any news even a huge concern. What people must be consider whenever those information which is within the former life are challenging to be find than now is taking seriously which one is acceptable to believe or which one the actual resource are convinced. If you receive the unstable resource then you obtain it as your main information there will be huge disadvantage for you. All of those possibilities will not happen in you if you take Technically-Write! (6th Edition) as your daily resource information.

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Samantha Graham:

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