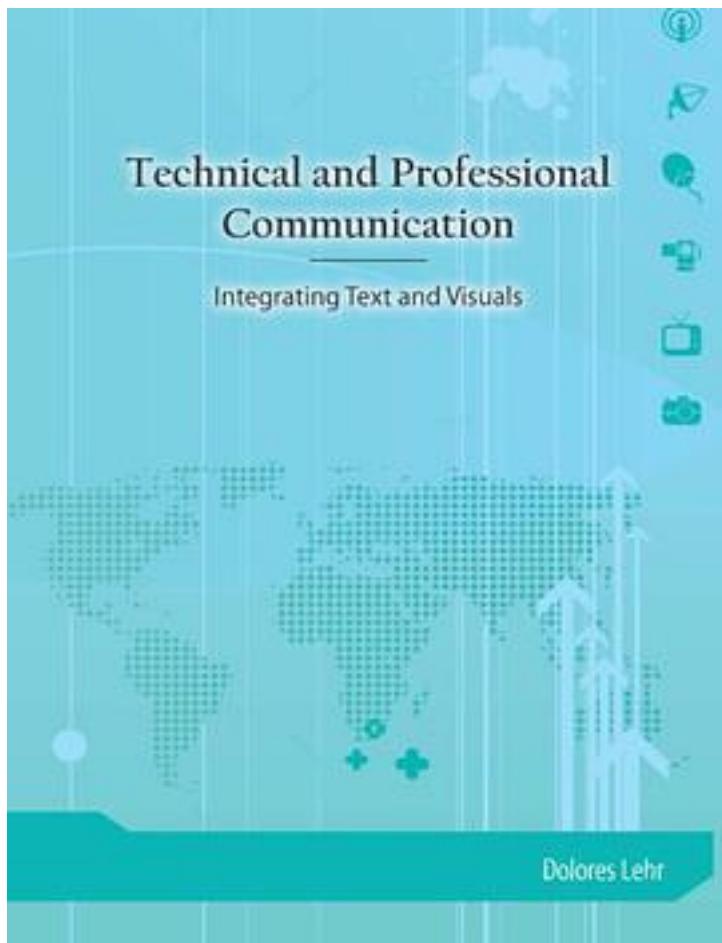


Technical and Professional Communication



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This text encourages readers to view both text and visuals as an integral part of an overall document rather than as separate entities. To achieve this end, each of the fifteen chapters focuses on some aspect of text and graphics while discussing one or

the other more extensively. The book is divided into four parts. The first three parts focus on planning documents, composing text or generating graphics, and the applications: definitions, technical descriptions, instructions, proposals, reports, correspondence, promotional materials, and oral presentations. The last part serves as a reference for correcting writing errors and documenting sources.

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