



Technical Writing for Success (Applied English)

By Darlene Smith-Worthington, Sue Jefferson

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Taking an applied approach to teaching workplace writing, **TECHNICAL WRITING FOR SUCCESS 3E** is a comprehensive text designed to focus on skills that employers demand in today's workplace--thinking, listening, composing, revising, and editing. Students are encouraged to acquire many workplace skills through integrated and applied instruction so that mastering technical writing is relevant and exciting. Abundant model documents reflect Office 2007 formats and include questions providing critical thinking opportunities. This comprehensive text features an engaging writing style, student and real-world models, write-to-learn activities, expanded oral presentation coverage, and much more. **TECHNICAL WRITING FOR SUCCESS 3E** provides instruction on the less common documents not covered in general communication texts, e.g., proposals, news releases, science lab reports, and instructions. Chapter contents include technical research; writing for the Web; brief informative, brief investigative and recommendation reports; as well as technical reading.

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About the Author

Darlene Smith-Worthington is a former instructor and administrator for Pitt Community College in Winterville, North Carolina, where she taught technical writing for two decades. Recently retired, she also edited a weekly newspaper, directed public relations, and managed a small business during her 30-year professional career. Ms. Smith-Worthington feels passionate about education and strives to produce instructional materials that are engaging, based in reality, and useful.

Sue Jefferson has taught technical writing for more than ten years. Currently a community college instructor, she has also taught in middle school and high school, and owned and managed several businesses. Ms. Jefferson uses her business background and teaching experience to develop practical materials and instructions that prepare students for meaningful, lifelong careers.

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