

## Suggested Books for ENGL 2950 and ENGL 2960: Professional Writing Committee 2015-

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### 2950: Scientific-Technical Writing

Alred, Gerald J., Charles T. Brusaw and Waslter E. Oliu. *Handbook of Technical*

*Writing*. 11th ed. New York: St. Martin's Press, 2015. Print. ISBN-10: 1457675528  
ISBN-13: 978-1457675522

Gerson, Sharon J. and Steven M. Gerson. *Technical Communication: Process and Product*. 8th ed. Boston: Longman, 2013. Print. ISBN-10: 0321864948 ISBN-13: 978-0321864949

Gurak, Laura J. and Mary E. Hocks. *Technical Communication Handbook*. 1st ed. New York: Longman, 2008. Print. ISBN: 0321365070

Gurak, Laura J and John M. Lannon. *Strategies for Technical Communication in the Workplace*.

Boston: Longman. Third Edition. 2015. ISBN-10: 0321995899

ISBN-13: 978-0321995896

Johnson-Sheehan, Richard. *Technical Communication Today*. 5th ed. New York: Longman,

2014. Print. ISBN-10: 0321907981 ISBN-13: 978-0321907981

------. *Technical Communication Strategies for Today*. Boston: Longman.

2<sup>nd</sup> edition. 2014. Print. ISBN-10: 0321907973 ISBN-13: 978-0321907974

Lannon, John M. and Laura J. Gurak. *Concise Guide to Technical Communication*. 3rd ed. New

York: Longman, 2006. Print. ISBN: 0321391683 ISBN-13: 978-0321391681

Lannon, John M. and Laura J. Gurak. *Technical Communication*. 13th ed. New York: Longman,

2013. Print. ISBN-10: 0321899970 ISBN-13: 978-0321899972

Markel, Mike. *Practical Strategies for Technical Communications*. 1st ed. Bedford/St. Martins,

2013. Print. ISBN-10: 1457609401 ISBN-13: 978-1457609404

Markel, Mike. *Technical Communication*. 11th ed. Boston: Bedford/St. Martins, 2014. Print.

ISBN-10: 1457673371 ISBN-13: 978-1457673375

## **2960: Organizational Report Writing**

Alred, Gerald J., Charles T. Brusaw and Walter E. Oliu. *The Business Writers Handbook*. 10th ed. New York: St. Martin's Press, 2011. Print. ISBN: 125000442X

Alred, Gerald J., Charles T. Brusaw and Walter E. Oliu. *Writing that Works: Communicating Effectively on the Job*. 11th ed. Bedford/St. Martins, 2012. Print. ISBN: 1457611139

ISBN-13: 978-1457611131

Kolin, Philip C. *Successful Writing At Work*. 10th ed. Boston: Wadsworth, Cengage Learning, 2012. Print. ISBN-10: 1111834792 ISBN-13: 978-1111834791

Kolin, Philip C. *Successful Writing at Work: Concise Edition*. 4th ed. Boston: Wadsworth, Cengage Learning, 2014. Print. ISBN-10: 1285052560 ISBN-13: 978-1285052564

Lannon, John M. and Laura J. Gurak. *Strategies for Technical Communication in the Workplace*. 3<sup>rd</sup> ed. New York: Longman, 2015. Print. ISBN-10: 0321995899

ISBN-13: 978-0321995896

Searles, George J. *Workplace Communications: The Basics*. 6th ed. New York: Longman, 2013. Print. ISBN-10: 0321916786 ISBN-13: 978-0321916785

### **Supplemental Texts:**

Wolfe, Joanna. *Team Writing: A Guide to Working in Groups*. Boston: Bedford/St. Martin's, 2010. Print. ISBN: 0312565828