

MyLab  
Writing Global  
available

## *A Short Guide to Writing about Biology* Edition 9

Pechenik

**Binding** Paperback | **Page Count** 272

For courses in writing across the curriculum or writing about biology

Teaching biology and strong writing skills simultaneously is a challenge. *A Short Guide to Writing about Biology*, 9th Edition provides tools to strengthen student writing and reinforce critical thinking. This best-selling guide teaches students to express ideas clearly and concisely. It emphasizes writing as a way of examining, evaluating, and refining ideas: students learn to read critically, study, evaluate and report data, and communicate with clarity.

In this new edition, students learn how to avoid plagiarism, read and interpret data, prepare effective Materials and Methods sections in research reports, and prepare manuscripts for submission. The text also provides advice on locating useful sources, maintaining laboratory and field notebooks, communicating with different audiences, and crafting research proposals, poster presentations, and letters of application.

### Table of Contents

Part I General Advice about Writing and Reading Biology

1. Introduction and General Rules
2. Locating Useful Sources
3. General Advice on Reading, Note Taking, and Avoiding Plagiarism
4. Reading and Writing About Statistical Analyses
5. Citing Sources and Listing References
6. Revising

Part II Guidelines for Specific Tasks

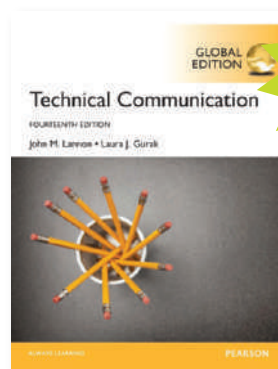
7. Writing Summaries, Critiques, Essays, and Review Papers
8. Answering Essay Questions
9. Writing Laboratory and Other Research Reports
10. Writing Research Proposals
11. Presenting Research Findings: Preparing Talks and Poster Presentations
12. Writing Letters of Application

Appendix A Commonly Used Abbreviations

Appendix B Recommended Resources

Index

**ISBN** 9781292120836 | **PUB Date** 2/19/2018



MyLab  
Writing Global  
available

## *Technical Communication* Edition 14

Lannon / Gurak

**Binding** Paperback | **Page Count** 736

For courses in technical communication

*Technical Communication*, 14th Edition builds upon the authority of the previous editions by guiding students to write documents persuasively, effectively, and with an eye towards technological innovations and global communications.

### Table of Contents

I: COMMUNICATING IN THE WORKPLACE

1. Introduction to Technical Communication
2. Meeting the Needs of Specific Audiences
3. Persuading Your Audience
4. Weighing the Ethical Issues
5. Teamwork and Global Considerations
6. An Overview of the Technical Writing Process

II. THE RESEARCH PROCESS

7. Thinking Critically About the Research Process
8. Evaluating and Interpreting Information
9. Summarizing Research Findings and Other Information

III. ORGANIZATION, STYLE, AND VISUAL DESIGN

10. Organizing for Readers
11. Editing for a Professional Style and Tone
12. Designing Visual information
13. Designing Pages and Document

IV. SPECIFIC DOCUMENTS AND APPLICATIONS

14. Email and Text Messages
15. Workplace Memos and Letters
16. Resumes and other Job Search Materials
17. Technical Definitions
18. Technical Descriptions, Specifications, and Marketing Materials
19. Instructions and Procedures
20. Informal Reports
21. Formal Analytical Reports
22. Proposals
23. Oral Presentations and Video Conferencing
24. Blogs, Wikis, and Web Pages
25. Social Media

V. RESOURCES FOR TECHNICAL WRITERS

A Quick Guide to Documentation

A Quick Guide to Grammar, Usage, and Mechanics

**ISBN** 9781292154299 | **PUB Date** 9/10/2017