



Writing That Works: Communicating Effectively on the Job

By Walter E. Oliu, Charles T. Brusaw, Gerald J. Alred

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Editorial Review

About the Author

Walter E. Oliu served as chief of the Publishing Services Branch at the U.S. Nuclear Regulatory Commission, where he managed the agency's printing, graphics, editing, and publishing programs. He also developed the public-access standards for and managed daily operations of the agency's public Web site. He has taught at Miami University of Ohio, Slippery Rock State University, and as an adjunct faculty member at Montgomery College and George Mason University. His books include *Writing That Works*, Tenth Edition (reprinted chapters appear in Kevin J. Harty's *Strategies for Business and Technical Writing*, Fifth Edition, and Brenda D. Smith and Laura C. Headley's *The Lifelong Reader*, Second Edition); *The Handbook of Technical Writing*, Ninth Edition; *The Business Writer's Handbook*, Ninth eEdition (Fortune and Book-of-the-Month Club selections); *The Business Writer's Companion*, Sixth Edition; *The Technical Writer's Companion*, Third Edition; *Writing from A-Z*, Fifth Edition; and *The Professional Writer*. **Charles T. Brusaw** was a faculty member at NCR Corporation's Management College, where he developed and taught courses in professional writing, editing, and presentation skills for the corporation worldwide. Previously, he worked in advertising, technical writing, public relations, and curriculum development. He has been a communications consultant, an invited speaker at academic conferences, and a teacher of business writing at Sinclair Community College.

Gerald J. Alred is Professor Emeritus of English at the University of Wisconsin-Milwaukee, where he teaches courses in the Professional Writing Program. He is the author of numerous scholarly articles and several standard bibliographies on business and technical communication, and is a founding member of the editorial board of the *Journal of Business and Technical Communication*. He is co-author of *The Business Writer's Handbook* and *Handbook of Technical Writing*. He is a recipient of the prestigious Jay R. Gould Award for "profound scholarly and textbook contributions to the teaching of business and technical writing."

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