

国外优秀信息科学与技术系列教学用书

技术写作

—— 过程与产品

(第四版 影印版)

TECHNICAL WRITING

Process and Product

(Fourth Edition)

■ Sharon J. Gerson
Steven M. Gerson



高等教育出版社
Higher Education Press

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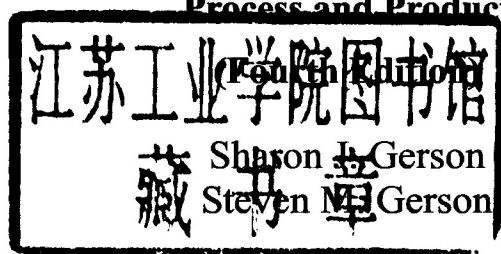
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Process and Product



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Sharon J. Gerson, Steven M. Gerson

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出版说明

20 世纪末,以计算机和通信技术为代表的信息科学和技术对世界经济、科技、军事、教育和文化等产生了深刻影响。信息科学技术的迅速普及和应用,带动了世界范围信息产业的蓬勃发展,为许多国家带来了丰厚的回报。

进入 21 世纪,尤其随着我国加入 WTO,信息产业的国际竞争将更加激烈。我国信息产业虽然在 20 世纪末取得了迅猛发展,但与发达国家相比,甚至与印度、爱尔兰等国家相比,还有很大差距。国家信息化的发展速度和信息产业的国际竞争能力,最终都将取决于信息科学技术人才的质量和数量。引进国外信息科学和技术优秀教材,在有条件的学校推动开展英语授课或双语教学,是教育部为加快培养大批高质量的信息技术人才采取的一项重要举措。

为此,教育部要求由高等教育出版社首先开展信息科学和技术教材的引进试点工作。同时提出了两点要求,一是要高水平,二是要低价格。在高等教育出版社和信息科学技术引进教材专家组的努力下,经过比较短的时间,第一批由教育部高等教育司推荐的 20 多种引进教材已经陆续出版。这套教材出版后受到了广泛的好评,其中有不少是世界信息科学技术领域著名专家、教授的经典之作和反映信息科学技术最新进展的优秀作品,代表了目前世界信息科学技术教育的一流水平,而且价格也是最优惠的,与国内同类自编教材相当。这套教材基本覆盖了计算机科学与技术专业的课程体系,体现了权威性、系统性、先进性和经济性等特点。

目前,教育部正在全国 35 所高校推动示范性软件学院的建设,这也是加快培养信息科学技术人才的重要举措之一。为配合软件学院的教学工作,结合各软件学院的教学计划和课程设置,高等教育出版社近期聘请有关专家和软件学院的教师遴选推荐了一批相应的原版教学用书,正陆续组织出版,以方便各软件学院开展双语教学。

我们希望这些教学用书的引进出版,对于提高我国高等学校信息科学技术的教学水平,缩小与国际先进水平的差距,加快培养一大批具有国际竞争力的高质量信息技术人才,起到积极的推动作用。同时我们也欢迎广大教师和专家们对我们的教材引进工作提出宝贵的意见和建议。联系方式: hep.cs@263.net。

高等教育出版社
二〇〇二年九月

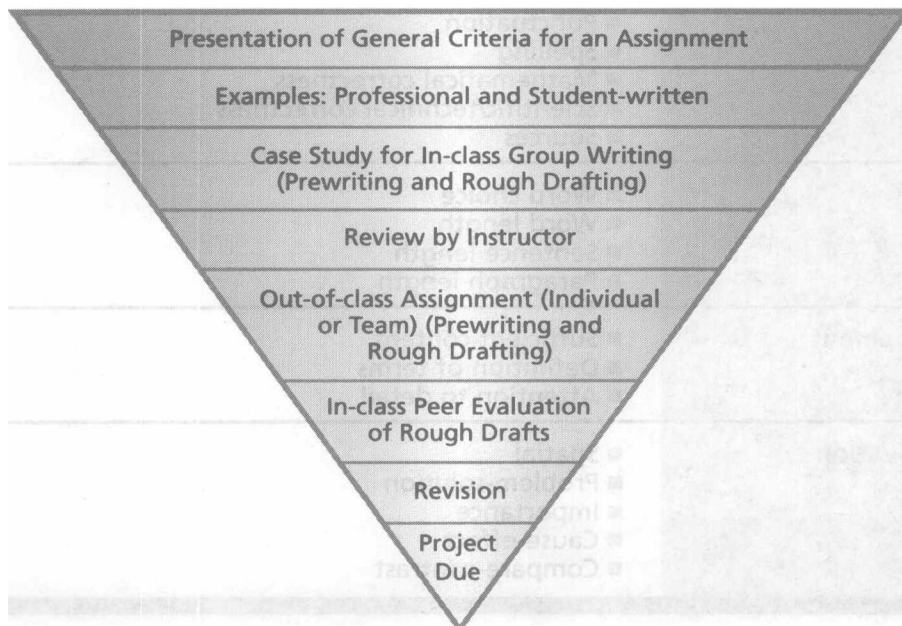
PEER EVALUATION CHECKLIST

Criteria	Components
Format	■ Addressee ■ Date ■ Subject line ■ Introduction ■ Body ■ Conclusion ■ Signature (where appropriate)
Document Design	■ Headings and subheadings ■ White space ■ Highlighting ■ Visual aids ■ Navigational tools
Audience Recognition	■ High tech ■ Low tech ■ Lay ■ Multiple readers ■ Multicultural readers
Tone	■ Sales ■ Motivational ■ Objective ■ Informative ■ Persuasive
Accuracy	■ Grammar ■ Punctuation ■ Spelling ■ Mathematical correctness ■ Scientific/technical correctness ■ Sources
Style	■ Word choice ■ Word length ■ Sentence length ■ Paragraph length
Development	■ Sufficient content ■ Definition of terms ■ Attention to detail
Organization	■ Spatial ■ Problem-solution ■ Importance ■ Cause-effect ■ Compare-contrast

THE 7 REVISION TECHNIQUES

Criteria	Explanation
1. Add	Add missing details, explanations, examples, and definitions for clarity
2. Delete	Unnecessary words and phrases that are unimportant, irrelevant, or redundant for conciseness
3. Simplify	Unnecessarily complex words and phrases that are written above the audience's level of comprehension for easier understanding
4. Move	Cut and paste information and/or graphics for emphasis and better understanding
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6. Enhance	The tone and writing style of the text to suit your purposes (sales, information, report, documentation, etc.)
7. Correct	Errors in grammar, punctuation, and/or spelling that detract from the document's professionalism

THE WRITING PROCESS IN ACTION





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