

Corrections For the Second Printing of *Technical Communications*, Can. Ed.

- page xii, under “Chapter 11” – remove www.spartanburg2.k12.sc.us/links/grammar.htm and <http://www.io.com/~hcexres/tcm1603/achtml/lists.html> and substitute <http://webster.commnet.edu/HP/pages/darling/original.htm>
- Figure 3.4, pages 56 and 57 - under the "Qualifications" heading, there should be just 2 paragraphs. The first part of the sentence beginning "John has 15 years' experience..." should be moved to page 1 of the sample document, just after "...Technology program here in Kelowna".
- Chapter 8 - many of the sample MLA and APA documentation entries, from page 173 to page 196, have double underlined the names of publications, while other entries have used single underlining for the same purpose. All those names of publications within the sample entries should be single underlined.
- Table 10.1, page 223, should fully capitalize the main headings, (BACKGROUND, ADDITIVES AND INGREDIENTS, SMOKE ANALYSIS, IMPACT OF “LIGHT” CIGARETTES).
- Figure 13.7, page 337: the amount of indentation following the bullet should be the same as for the indentation following the number, “1”.
- Figure 13.7, page 337: “Minor topic heading” should capitalize only the “M” in “Minor”. Also, that minor topic heading should be the same type size as the body copy.
- Figure 13.8, page 338: (line 2 of the entry, “subtopic heading”) – should read, “Indent subtopic heads an extra tab...”, not “Place subtopic heads flush left...”.
- Table 16.1, page 385 – remove “(Continued)” from the table head.
- page 416 – (line 2, top of page) **insert** the word, “principle” after the phrase, “ Table 17.2 illustrates this”
- Figure 20.2, page 521 - the title of the report should be fully capitalized: FEASIBILITY OF A CAREER IN TECHNICAL MARKETING
- Figure 21.6, page 546 – under the heading, **Progress and Research**, the second sentence in point 2 should begin, “However, Terra Tech is not ...”
- Figure 21.6, pages 546-47 a. the date should read, "19 February 2005" b. **all** textual headings should be bolded, not underlined c. the 2nd and 3rd attachments at the end of the memo should be aligned with the 1st listed attachment
- Page 565 a. the header should read, "Indirect Recommendations", not "Lab Reports" b. the second last sentence in Figure 21.12 should read, "Please support our recommended action."; it should not read, "recommendation action"
- page 574, paragraph 2 – the second form of “correct usage” should include a comma and should reduce the spacing, as follows: 127 Marchbank Avenue
Barrie, ON K9M 7H3
- **remove the colon** following the designated material on the following pages:
 - page 415 – (middle of page) after “At its beginning, a manual should include”
 - (2/3 of the way down) after “Early on, a manual might provide”
 - (3 lines from the bottom) after “...might use talking headings such as”
 - page 423 - (2/3 of the way down) after “For example, you could use”
 - page 448 – (line 2) after “... and I think it’s feasible because”
 - page 546 - (near the bottom) after “The bulk of that outline...on the basis of”
 - page 550 – (paragraph 1, line 4) after “...to vacate because”

- (beginning of paragraph 2) after “On January 4, Keith and I... found”
- page 564 – (paragraph 5, sentence 2) after “We need to”
- page 607 - (paragraph 3) after “Consequently, I’m wondering”
- page 639 – (end of paragraph 1, line 4) after “Think about opportunities you’ll have to”
- page 643 – (middle of page) after “Briefly, here’s how the extemporaneous technique works.
The speaker”
(next paragraph down) after “In the rehearsals, the speaker can”

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