



Pathfinder Series

Importance of Writing and Writing Skills in Specific Careers

Selected Databases:

ABI Inform Global
Business Source Premier
Web of Science
Databases in your field

Selected Search Terms for Databases:

writing and communication
importance of writing
written communication
writing ability (best in ABI Inform)
business writing, medical writing

Tips:

Narrow a search: use “and” to combine general search terms such as those listed above with a truncated form of your major - engineer*, chemist*, biolog*.
[Ex: written communication and engineer*]

When you find a useful article, use links to other articles under the same subject.

Selected Journals:

Business Communication Quarterly - continuation of the title listed below
(Business Source Premier: 1995-present; Print: 1995-present) HF5547.A2 A2

Bulletin of the Association for Business Communication (Business Source Premier:
1993-94; Print: 1985-1994) HF5547.A2 A2

Journal of Technical Writing and Communication (Print: 1971-present) T10.5 .J6

IEEE Transactions on Professional Communication (IEEE: 1988-present; listed under
Professional Communication, IEEE Transactions on)

Technical Communication Quarterly: TCQ (ABI Inform: 1997-present; Print: 1999-
present) T11 .T43

Tips:

Find a description of your job and connect the job responsibilities with tasks that require writing.

Find a description of writing tasks in the workplace and select those that apply to your career.

Glean opinions about the importance of writing in your field from the introductions of articles or essays that explain how to write in your field.

Find general information about the importance of writing in the workplace and apply it to your career.

Selected iLink Subject Headings for Books:

Business communication

Business report writing

Business writing

Communication of technical information

English language Business English

Communication in ... accounting, architectural design, biology, city planning, conservation of natural resources, economic development, education, emergency medicine, engineering, export marketing, folklore, library administration, medicine, nursing, regional planning, or science

English language Technical English

Proposal writing in business

Technical writing

Writing

Selected Reference Books:

Cosgrove, Holli R., ed. *Encyclopedia of Careers and Vocational Guidance*, volumes 1-4.
Ref HF5381 .E52 2000.

Exploring Health Care Careers, volumes 1-2. Ref R690 .E97 2002.

Occupational Outlook Handbook. Ref HF5381.A1 O36 2004/2005.

Selected Books:

- Allen, Jo. *Writing in the Workplace*. [See "Your Role as a Workplace Writer"] PE1479 .B87A47 1998.
- Barrass, Robert. *Writing at Work: A Guide to Better Writing in Administration, Business and Management*. [2003] Electronic resource (Netlibrary).
- Berger, Arthur Asa. *Improving Writing Skills: Memos, Letters, Reports, and Proposals*. [Survival Skills for Scholars series; importance of writing in academia] HF5718.3 .B47 1993.
- Blum, Deborah and Mary Knudson. *A Field Guide for Science Writers*. T11.F52 1997
- Boiarsky, Carolyn. *The Art of Workplace English: A Curriculum for All Students*. [Describes "Communication-Intense Workplace," concentrates on workers without a college degree] PE1115 .B58 1997.
- Forsythe, Patrick. *Persuasive Business Writing: Achieve Results and Raise Your Profile with Better Business Communication*. [2002; examples from health care, hotel management and others] Electronic resource (Netlibrary).
- Haramundanis, Katherine. *The Art of Technical Documentation*. [Describes career opportunities and growth in technical documentation for computer industry, medical, scientific, and engineering industries] T11 .H28 1998.
- Helgeson, Donald. *Engineer's and Manager's Guide to Winning Proposals*. HF5718.5 .H45 1994.
- Higham, Nicholas J. *Handbook of Writing for the Mathematical Sciences*. QA42 .H54 1993.
- Iacone, Salvatore J. *Write to the Point: How to Communicate in Business with Style and Purpose*. [2003] Electronic resource (Netlibrary).
- Johnson-Eilola, Johndan, and Stuart A. Selber, eds. *Central Works in Technical Communication*. [Ch. 23, "Engineering Writing/Writing Engineering"] T11 .C43 2004
- Kogen, Myra, ed. *Writing in the Business Professions*. [Includes corporations, government, law, and academia] HF5718.3 .B47 1993.
- Markel, Mike. *Writing in the Technical Fields: A Step-by-Step Guide for Engineers, Scientists, and Technicians*. [Stresses the benefits of clear writing in these fields] T11 .M3465 1994.
- May, Claire and Gordon S. May. *Effective Writing: A Handbook for Accountants*. HF5719 .M375 1996.
- Pattow, Donald, and William Wresch. *Communicating Technical Information: A Guide to the Electronic Age*. T10.5 .P386 1998.
- Pearsall, Thomas E. *The Elements of Technical Writing*. [Information on types of writing and need for clarity are incorporated in the instructions and examples] T11 .P392 2001.
- Poirrier, Gail P. *Writing to Learn: Curricular Strategies for Nursing and Other Disciplines*. [Ch. 1 – "Important for . . . Practice and Research"] PE1404 .P57 1996.
- Tarant, John. *Business Writing with Style: Strategies for Success*. [Effect of good writing on increasing profits] HF5718.3 .T37 1991.
- Winsor, Dorothy A. *Writing Like an Engineer: A Rhetorical Education*. T11 .W55 1996.
- Zobel, Justin. *Writing for Computer Science: The Art of Effective Communication*. T11 .Z62 1997.