

A BIBLIOGRAPHY OF ADMINISTRATIVE AND TECHNICAL COMMUNICATION IN CANADA*

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Our field of study, like others, needs research tools in order for it to develop. We already have a number of tools available, such as the annual bibliography published in The Technical Writing Teacher, as well as the following bibliographies:

Alred, Gerald, et al. Business and Technical Writing: An Annotated Bibliography of Books, 1880-1980. Metuchen, NJ: and London: Scarecrow Press, 1981;

Balachandran, Sarogini. Bibliography of Technical Writing 1966-1975. Champaign, IL: American Business Communication Association, 1975;

Carter, Robert M. Communication in Organizations: An Annotated Bibliography and Sourcebook. Detroit: Gale Research, 1972;

Walsh, Ruth M., and Stanley J. Birkin. Business Communications: An Annotated Bibliography. Westport, CN: Greenwood Press, 1980.

These bibliographies, however, were published in the United States; thus we might well wonder what has been written by or for Canadians in our field. This concern cannot be taken lightly, for the Canadian Association of Teachers of Technical Writing is, after all, a Canadian society. We try to use Canadian texts in our courses, and some of us write texts and other course materials for our students. In these ways we acknowledge that the Canadian context is important and, somehow, different. But having recognized that Canadian communication is different, we might then ask in what ways? How do our communications differ from those of our American and British counterparts, for example?

Of course, we already know some of the answers to these questions: our spelling convention falls somewhere between American and British; so does our usage, particularly in business correspondence where we seem to be more polite than Americans, yet less formal than the British. Moreover, our country has two official languages, so the conventions of written correspondence look toward two distinct parenting nations.

* An earlier, shorter version of this bibliography was distributed at the Annual General Meeting of the Canadian Association of Teachers of Technical Writing, Learned's Conference, Montreal, May 29, 1985.

It would be useful to know more than this about administrative and technical communication in Canada, and to this end I have prepared the following bibliography. In collecting entries, I was faced with the usual decision: determining what constitutes "Canadian." My approach in the end was sweeping: anything published in Canada, written by a Canadian, or including Canadian material would be listed, since we need to know as much as possible about our topic. I have also included reference works (such as grammatical texts) which we may use to teach communication, in addition to others to which we might refer for information on Canadian English or French. No attempt has been made to annotate the bibliography. For this reason, it may be found that some items are only tenuously Canadian; some entries in fact do represent American works reprinted in Canadian journals. I have tried to identify reprints wherever possible.

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