

Concise Guide Technical Communication

The Cumulative Book Index 1903

Axelrod & Cooper's Concise Guide to Writing Rise B. Axelrod 2006

Provides six guided writing assignments along with readings and strategies for writing and research -- all in a brief, flexible, easy-to-use format.

Engineers' Guide to Technical Writing Kenneth G. Budinski 2001 The ability to write clearly is essential for career advancement in any technical field. This book provides easy-to-follow guidelines, methods and rules that will make you a more efficient technical writer. Whether you're an experienced writer or a reluctant one, you will benefit from the many insights and tips presented in this book. Describes how to write clearly and concisely by presenting the essential attributes, methods, and objectives of good technical writing. Provides an easy-to-follow writing strategy that will help you arrange and prioritize your thinking before you actually start to write. Includes techniques that make good writing less of a challenge. Features checklists and step-by-step procedures that will help even the most reluctant writer. The author is a practicing engineer who understands the need for writing in a practical, no-nonsense style. Through numerous examples, tips, and rules, you will learn how to write effective memos, documents, and technical reports that will get results and help you advance your career.

A concise guide to the town and university of Cambridge John Willis Clark 1921

A Concise Guide to Technical Writing Laura J. Gurak 2012-02-15 A Concise Guide will teach you effective technical communication that is clear, accurate, organized, and tailored for specific audiences and purposes. Concise and convenient, it focuses on the most critical topics: copyright, document design, usability, information technologies, and online communication. The Second Canadian Edition has been updated

to reflect technological changes in communication, research, and the workplace environment; include additional Canadian content; and contain more reflective sample reports.

A Concise Guide to Technical Communication Heather Graves 2020-11-06 This compact but complete guide shows that less is more—with fewer extraneous details getting in the way of students trying to learn on the run, it allows them to focus on the most important principles of effective technical communication. The Concise Guide takes a rhetorical approach to technical communication; instead of setting up a list of rules that should be applied uniformly to all writing situations, it introduces students to the bigger picture of how the words they write can affect the people intended to read them. Assignments and exercises are integrated throughout to reinforce and test knowledge.

A Concise Guide to Technical Communication Laura J. Gurak 2004 The book takes a situational approach, emphasizing issues of audience, purpose, and task. In addition, it is the first Technical Communication text which acknowledges that most technical communication today is electronic—whether it be Web sites, CD-ROM help files, or e-mail reports, today's technical communicators work more in the new media than in the old ones. "The Concise Guide" offers a seamless connection between the new and old worlds of technical communication. Offering a critical look at communication technologies in relation to technical communication, this text is designed for a broad range of undergraduate classes. Includes concise coverage and examples of how to create and design successful technical print and electronic documents including proposals, instructions, specifications, documentation, procedures, reports, and memos. Also includes cutting edge coverage of such issues as ethics, copyright, plagiarism, usability, page design and visual communication. This book is for any professional who wants a concise guide to becoming a better communicator in the technical professions.

Strategies for Business and Technical Writing Kevin J. Harty 1985

Technical Communication and the World Wide Web Carol Lipson 2005-05-06 Over the past decade, the World Wide Web has dramatically changed the face of technical communication, but the teaching of writing has thus far altered very little to accommodate this rapidly changing context. *Technical Communication and the World Wide Web* offers substantial and broadly applicable strategies for teaching global communication issues affecting writing for the World Wide Web. Editors Carol Lipson and Michael Day have brought together an exceptional group of experienced and well-known teacher-scholars to develop this unique volume addressing technical communication education. The chapters here focus specifically on curriculum issues and the teaching of technical writing for the World Wide Web, contributing a blend of theory and practice in proposing changes in curriculum and pedagogy. Contributors offer classroom examples that teachers at all levels of experience can adapt for their own classes. The volume provides comprehensive coverage of the technical communication curriculum, from the two-year level to the graduate level; from service courses to degree programs. This volume is an important and indispensable resource for technical writing educators, and it will serve as an essential reference for curriculum and pedagogy development in technical communication programs.

Technical Communication for Readers and Writers Brenda R. Sims 2002-09-24 Sims' *Technical Communication for Readers and Writers*, Second Edition, guides students in planning, writing, and designing effective documents to meet the needs of users and readers. Thoroughly revised, expanded, and redesigned in full color, this edition gives students the tools they need to create appropriate technical documents for a multitude of writing situations and audiences. The text takes a process approach rather than the model-based approach of older tech writing texts.

An Annotated Bibliography on Technical Writing, Editing, Graphics, and Publishing, 1950-1965 Society of Technical Writers and Publishers 1966
Engineering Research Methodology Dipankar Deb 2018-12-14 The book

covers all the important aspects of research methodology, and addresses the specific requirements of engineering students, such as methods and tools, in detail. It also discusses effective research in engineering today, which requires the ability to undertake literature reviews utilizing different online databases, to attribute credit for any prior work mentioned, to respect intellectual property rights while simultaneously maintaining ethics in research, and much more. Further, the book also considers soft skills like research management and planning, dealing with criticism in research and presentation skills, which are all equally important and need to be included in research methodology education. Lastly, it provides the technical knowhow needed to file patents in academia, an important area that is often ignored in research methodology books. The book is a particularly valuable resource for PhD students in India and South East Asia, as research methodology is a part of their coursework.

Research in Technical Communication Michael G. Moran 1985 This sourcebook demonstrates the vigorous work being done in the field of technical and scientific communication. Collectively, the essays offer researchers a basis from which to begin constructing the theoretical framework necessary for the study of technical communication. The book begins with general concerns and progresses to particular applications. The chapters comprising Part I outline larger theoretical perspectives from which to examine technical communication: humanistic approaches to technical communication, the history of technical communication, communication theory and technical writing, and the teaching of technical writing. Part II examines the relationship of technical communication to traditional rhetorical concerns such as invention, audience, modes of organization, and style. Specific types of technical communication--proposals, reports, and business correspondence, among others--are discussed in Part III. The use of the computer, oral presentations, and specialized forms of technical communication are examined in Part IV. The appendixes offer guides to textbooks and style manuals and an overview of the technical writing profession.

A Concise Guide to Technical Communication Laura J. Gurak 2010-03-01

Rethinking Post-Communist Rhetoric Kirk St.Amant 2016-04-08 This collection examines the forces and factors affecting rhetoric, writing, and communication expectations in the nations of the former Soviet Union and the Eastern Bloc. The entries in this collection focus on four interconnected topics or contexts influencing rhetorical expectations and writing practices in these countries. The four contexts are (1) the dynamics of the educational settings in which students learn about the relationships between rhetoric and writing; (2) the professional environments in which students will apply their knowledge of rhetoric and writing upon completing their formal studies; (3) the greater global context that affects the teaching of rhetoric and writing as connected to educational institutions becoming part of a larger and more integrated global community; and (4) the factors and perceptions that affect how students apply and/or expand their foundations in rhetoric and writing to communicate effectively across different forms of media. By approaching ideas of rhetoric, writing, and communication from the perspective of these four areas, this collection provides readers with a broad foundation for understanding the various overarching and interlocking contexts that affect perceptions of and practices involving communication practices and expectations in the former Eastern Bloc. Additionally, this approach provides researchers, teachers, and students with ideas and approaches that can be used to more effectively engage both with this topic area and with individuals from these nations.

Books in Print 1991

The Engineer's Career Guide John A. Hoschette 2010-04-26 This is the most complete career resource guide book for engineers dealing with the non-technical side of engineering. It provides career advice for engineers at all stages of their careers, whether newly graduated, mid-career, or soon-to-be-retired. This book provides many real world, practical, proven, common sense career tips supported by actual work and experiences/examples. Tips deal with problems the engineer may encounter with supervisors, co-workers and others in the corporation. The book provides step-by-step guidance on how to deal with career problems and come out ahead.

Style Guide for Business and Technical Communication Franklin Covey Company 1998 This guide provides tips for making your message accessible, easy to understand, and relevant. In the sections on writing and revising, organization, emphasis, page layout, and online documentation, you will find both process and format suggestions. You will also find new and colorful sections on graphics for documents, graphics for presentations, color, charts, maps, and photographs to prepare visually effective documents.

Concise Guide to Technical Communication Gurak 2001-11-01

The Engineer's Guide to Better Communication Richard Arthur 1984

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