



A Concise Guide to Technical Communication

HEATHER GRAVES & ROGER GRAVES

A Concise Guide To Technical Communication

David Ingre



A Concise Guide To Technical Communication :

A Concise Guide to Technical Communication Heather Graves, Roger 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, John M. Lannon, 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 Concise Guide to Technical Communication

Gurak, 2001-11-01 A Concise Guide to Technical Writing Laura J. Gurak, John M. Lannon, Jana Seijts, 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** Laura J. Gurak, John M. Lannon, Jana Seijts, 2009-01-01

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 **The Engineer's Guide to Better**

Communication Richard Arthur, Volkmar Reichert, 1984 *A Guide to the Literature on the Art of Technical Writing and Communication* North American Aviation. Autonetics Division, 1962 **Technical Communication** Maris Roze, 1990 This

practical user friendly guide explores common on the job writing communication requirements The book uses clear simple concrete language and avoids jargon It reveals that technical writing communication skills are an essential part of their career preparation The assignments provide realistic simulations of career requirements and work activities of technical and business professionals It offers a modular approach that allows you to choose among topics to fit particular needs and preferences The modules focus on a specific writing communication situations rather than on general cases and on the logic of a particular format for that situation

Survivor's Guide to Technical Writing David Ingre,2003 A comprehensive easy to use guide to key workplace communication skills Survivor s Guide to Technical Writing presents all of the essentials of workplace communication in an easy to read and easy to use format The content is comprehensive and universal and emphasizes the most practical and useful information making the concepts relevant to each user Integrating the most current technology users will discover the usage and resources available to them through a number of different media Survivor s Guide to Technical Writing reflects the most current topics and issues in technical communication and includes many cases activities and features to engage and enrich learning

The Essentials of Technical Communication Elizabeth Tebeaux,Sam Dragga,2010 The Essentials of Technical Communication clearly and concisely highlights the basic rhetorical guidelines that will help you successfully get your message across in today s workplace This brief text incorporates a wealth of real world documents and scenarios to help you understand key communication principles Chapters 1 6 and then apply those principles to the most common types of professional documents including e mails letters memos technical reports proposals progress reports instructions websites and oral presentations Chapters 7 12 Features Case studies contextualize documents and provide numerous examples of initial and final drafts to help you see how to plan draft and revise effectively in different situations Quick Tips boxes and Guidelines summarize information crucial to workplace communication Checklists review basic principles and help you ensure that your professional documents achieve your purpose Exercises at the end of each chapter guide practice in the techniques outlined in the text Appendixes contain a brief guide to grammar punctuation and usage a style sheet for the most commonly used documentation systems and an annotated report for study The companion website www.oup.com/us/tebeaux offers further resources for students and instructors For Students chapter overviews self tests with immediate feedback helpful links key terms and concepts downloadable versions of the checklists from the book and a library of downloadable sample documents including 30 with annotations highlighting purpose audience and design For Instructors an Instructor s Manual featuring chapter objectives teaching strategies workshop activities writing projects relevant links worksheets discussion questions sample syllabi downloadable sample documents and downloadable PowerPoint files for use as lecture aids The Instructor s Manual is also available in a CD version that includes a Test Bank

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through email websites presentations social media or cover letters Practical Strategies for Technical Communication helps get students up to speed with a concise accessible guide to everything they need to know about audience and purpose document design research style and more In the third edition noted scholar and teacher Stuart A Selber joins the author team The new edition features expanded coverage of nontraditional resume formats such as infographics and videos a new discussion of usability testing and an array of revised and updated Tech Tips Practical Strategies for Technical Communication is available with LaunchPad a customizable course space featuring an ebook and an exciting array of digital resources including a test bank adaptive quizzing multimedia Document Analysis Activities and more To order or purchase the print book packaged with LaunchPad use ISBN 978 1 319 22438 7 **A Guide to Technical Writing** Peter J. McGuire, Sara M. Putzell, 1988 **A Concise Guide to Communication in Science and Engineering** David H. Foster, 2017-10-27 Success in scientific and engineering research depends on effective writing and presentation The purpose of this guide is to help the reader achieve that goal It enables students and researchers to write and present material to a professional modern standard efficiently and painlessly and with maximum impact The approach is not prescriptive Rather the emphasis is on a logical approach to communication informed by what needs to be achieved what works in practice and what interferes with success Over 400 examples of good and bad writing and graphing are presented Each is from a published research article and is accompanied by analysis comment and correction where needed Journal reviewers critiques of submitted manuscripts are included to illustrate common pitfalls Above all this is a how to book comprehensive but concise suitable for continuous study or quick reference Checklists at the end of each chapter enable the reader to test the readiness of a dissertation journal submission or conference presentation for assessment or review Although oriented towards engineering and the physical and life sciences it is also relevant to other areas including behavioural and clinical sciences and medicine **Research in Technical Communication** Michael G. Moran, Debra Journet, 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 *Thinking Through the Test* D. J. Henry, Mimi Markus, 2006-02-23 Express

David Ingre,2001 *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 *American Book Publishing Record* ,2001 **Strategies for Business and Technical Writing** Kevin J. Harty,1985

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