



A Concise Guide to Technical Communication

HEATHER GRAVES & ROGER GRAVES

Concise Guide To Technical Communication

Laura J. Gurak, John M. Lannon



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, 2010-03-01

Writing and Speaking in the Technology Professions David F. Beer, 2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional's time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e

mail and web usage As in the original David Beer's Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer's classic *Writing and Speaking in the Technology Professions* an invaluable guide to successful communication

FranklinCovey Style Guide for Business and Technical Communication Stephen R. Covey, Lawrence H. Freeman, Breck England, 2012 This book can help any writer produce documents that achieve outstanding results Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today's online media and global business challenges Technical Marketing Communication Emil B. Towner, Heidi L. Everett, 2023-03-07 This book is written to help professionals take action Each chapter describes concepts and tips that apply to a variety of industries This book is especially beneficial to the following readers Marketing professionals promoting technical features and benefits of products or services will gain insight into technical communication and how to integrate complex information into promotional efforts Managers working with writers and designers will learn terminology and principles that will help you evaluate marketing materials and provide detailed feedback Technical communicators working on marketing projects will gain an understanding of principles and best practices you can integrate with your previous training Entrepreneurs non profit employees and freelancers who want to develop marketing and promotional materials will gain tips and best practices that you can immediately After reading this comprehensive yet concise guide you will be equipped to engage in every aspect of technical marketing and promotion including planning writing designing and delivery **Technical Marketing Communication** Emil B. Towner, Heidi L. Everett, 2016-04-15 Toothpaste disposable razors security systems farm equipment Those products have one thing in common Their marketing messages emphasize technical features to drive sales This book not only explains how technical product marketing is unique but also how to write and design promotional materials using The benefit of the benefit to tell a marketing story 3 As every headline must achieve 5 call to action options Focal and emotional integration Grids to design effective layouts Icons indexes and symbols for images And much more After reading this book you'll be prepared for every aspect of technical marketing whether you want to oversee marketing creatives or earn extra money as a freelancer Effective Communication for the Technical Professions Jennifer MacLennan, 2009 Based on the premise that an understanding of basic rhetorical theory can enhance one's practical communication skills *Effective Communication for the Technical Professions* is an indispensable resource for students of engineering applied science and technical writing Using an approach that is both theoretical and practical this core text is a concise guide that treats technical

communication as a human process requiring clarity of purpose as well as a strong sense of audience By focusing on building critical reading analytical technical writing and communication skills this important indigenous text helps students become proficient in key areas that are valued by employers 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

A Guide to the Literature on the Art of Technical Writing and Communication North American Aviation. Autonetics Division, 1962 **An Engineer's Guide to Technical Communication** Sheryl Ann Sorby, William M. Bulleit, 2006 Written by engineers for engineers this practical textbook is designed to develop the communication skills needed by all types of engineering students to be successful both in college and the workplace Real engineering documents are included in each chapter providing helpful guidelines to the preparation of documents *The Engineer's Guide to Better Communication* Richard Arthur, Volkmar Reichert, 1984 *Practical Strategies for Technical Communication* Mike Markel, Stuart A. Selber, 2018-10-05 In today's constantly changing workplace it's important to keep up with strategies for successful communication whether it happens 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 **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 **Pocket Guide to Technical Communication** William S. Pfeiffer, 2007 This handy reference is ideal for anyone interested in improving business technical and scientific writing It contains samples of every major document type resume business letter etc and showcases well written documents that serve as how to guides so readers can model the organization structure and tone in their own writing assignments It emphasizes the writing process the structure and design

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