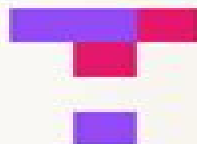


Guide to Technical Communication

Steve Holmes & Kellie Gray



TOP HAT



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Business and Technical Communication: A Guide to Writing Professionally - Text Kendall Hunt Publishing Company,1753-01-01

Technical Marketing Communication Emil B. Towner,Heidi L. Everett,2016-04-15

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Technical Writing 101 Alan S. Pringle,Sarah O'Keefe,2003

Business and Technical Communication Christopher Ryan,1753

A Strategic Guide to Technical Communication - Second Edition (Canadian) Heather Graves,Roger Graves,2011-12-20

A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions The second edition adds a chapter on business communication reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters Particular attention is paid throughout to the needs of Canadian students

The Insider's Guide to Technical Writing Krista Van Laan,2012-05-15

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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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