

Accelerated Learning An Effective Practical Guide

Practical Guide for Technical and Skills Trainers: First-rate technical and skills training Group Discussion, a Practical Guide to Participation and Leadership Good Housekeeping Magazine A Practical Guide for Advanced Writers in English as a Second Language The tree pruner, a manual Handbook for Effective Department Leadership The sheet-metal worker's guide Steam-boiler Construction A Practical Guide to Technical Reports and Presentations Best Practice Guide for Judicial Independence and Accountability in Kenya Modern journalism, a handbook Clinical practice guideline. no. 18, 1996 Magnetic Surveying, and Angular Surveying ... Bookseller and the Stationery Trades' Journal SIECUS Report The Chemical Review The Architect The Gardeners' Chronicle Gardeners' Chronicle English Mechanic and Mirror of Science Julia T. Wood Paul Munsell Samuel Wood (gardener.) Thomas J. Sergiovanni William John E. Crane Walter S. Hutton Pauline Bary-Khan John Beveridge Mackie William Lintern

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this book is meant as an easy to use guide for engineers scientists and college students in technical programs at all levels who need to produce technical reports or make oral presentations standard technical communication textbooks tend to be complex and lengthy and consequently both harder to use and quite expensive but because simplicity conciseness and straightforwardness are crucial aspects of good technical communication a practical guide to technical reports and presentations itself exemplifies the principles

technical writers should embrace it is concise easy to use clearly written and inexpensive enough to attract a broad readership both within and outside the classroom the central feature and greatest strength of a practical guide to technical reports and presentations is its organization each section explains the characteristics and purposes of a specific report genre concisely presents a simple template for a typical example of the genre and concludes with a sample document that demonstrates the features as they might actually appear additional useful features are its brief overview of the main considerations in technical communication and its set of detailed appendices the latter provide more in depth treatment of several topics that arise in the descriptions of the genres such as language and usage particular forms of organization the use and documentation of sources and the design and use of graphics the basic philosophy behind a practical guide is that a communication book should help its readers learn to write clearly and directly and that it should model the style it teaches further it offers both an analytical understanding of the elements of technical documents and a simple approach to their incorporation a practical guide gives both students and working technical professionals the tools they need for producing standard industry documents

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