Technical Communication Lannon

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technical communication offers complete coverage of technical communication business communication and professional writing in a user friendly writing style the topics move from basic foundational concepts to chapters on research visuals style document design usability and finally to specific documents basic workplace correspondence to more complex documents technologies and oral presentations the appendix includes thorough coverage of mla apa and cse council of science editors

documentation styles and a handbook of grammar mechanics and usage all descriptions of and instructions for creating technical documents are accompanied by clear annotated model documents in addition graphic illustrations appear throughout the book to make abstract concepts easy to understand checklists and projects provide plentiful opportunities to learn and reinforce chapter topics

note if you are purchasing an electronic version mywritinglab does not come automatically packaged with it to purchase mywritinglab please visit mywritinglab com or you can purchase a package of the physical text and mywritinglab by searching for isbn 10 0205991939 isbn 13 9780205991938 technical communication continues to be the best selling technical and professional communication studies text in the market the sixth edition offers new material in response to the rapid changes taking place in communications technology and looks at how those changes have altered the way that technical communicators complete their tasks with its focus on practical applications and advice on communications analysis writing processes document structures and effective language the book functions as a workplace tool that students can use for many years in their career

designed for university and college technical writing courses across various disciplines including english engineering or engineering technology departments technical schools career colleges in a variety of majors such as health sciences interior design advertising automotive technology etc this third canadian edition of technical communicationcontinues to provide a current canadian comprehensive and colourful introduction to technical and professional communication rhetorical principles

are explained illustrated and applied to an array of documents from brief memos and summaries to formal reports and proposals coverage of topics reflects the realm of technical communication today in areas including document design electronic communication and oral presentations exercises incorporated throughout the text enable students to better understand the skills necessary both in school and in the workplace

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 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

for courses in technical communication comprehensive user friendly instruction in workplace writing technical communication business writing today s employees are tasked with writing documents such as emails memos letters and informal reports as well as more complex forms of communications such as formal reports proposals web pages and presentations technical

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audience purpose and creating usable documents

in today s integrated global economy technical communicators often collaborate in international production teams work with experts in overseas subject matter or coordinate documentation for the international release of products working effectively in such situations requires technical communicators to acquire a specialized knowledge of culture and communication this book provides readers with the information needed to integrate aspects of intercultural communication into different educational settings

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