



# A Concise Guide to Technical Communication

HEATHER GRAVES & ROGER GRAVES

# Concise Guide Technical Communication Edition

**Rise B. Axelrod, Charles Raymond  
Cooper**



## **Concise Guide Technical Communication Edition:**

**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 *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 **Concise Guide to Technical Communication** Gurak, 2001-11-01 **Handbook of Technical Writing** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2006 Alphabetically organized and easy to use its nearly 400 entries provide guidance for the most common types of professional documents and correspondence including reports proposals manuals memos and white papers Abundant sample documents and visuals throughout the book demonstrate effective technical communication reflecting current practices for formatting documents and using e mail In addition advice on organizing researching writing and revising complements thorough treatment of grammar usage style and punctuation to provide comprehensive help with writing skills **Axelrod & Cooper's Concise Guide to Writing** Rise B. Axelrod, Charles Raymond Cooper, 2006 Provides six guided writing assignments along with readings and strategies for writing and research all in a brief flexible easy to use format

**Communicating Professionally, Third Edition** Catherine Sheldrick Ross, Kirsti Nilsen, 2013-07-17 An updated and expanded version of the training guide Booklist called one of the most valuable professional publications to come off the presses in a long time the new third edition of Communicating Professionally is completely revised with new sections outlining the opportunities offered by contemporary communication media With more resource information on cross cultural communication including new applications of communication principles and the latest research based material on communication in general this comprehensive manual covers Fundamental skills such as listening speaking and writing Reading others nonverbal behavior How to integrate skills with tips for practicing Sense making a theory of information as communication Common interactions like speaking one on one working in groups and giving presentations Training others in communication skills including a special section on technology based training *Rethinking Post-Communist Rhetoric* Kirk St. Amant,, Pavel Zemliansky, 2016-04-08 This collection examines the forces and factors affecting rhetoric writing and communication expectations in the nations of the former Soviet Union and the Eastern Bloc The entries in this collection focus on four interconnected topics or contexts influencing rhetorical expectations and writing practices in these countries The four contexts are 1 the dynamics of the educational settings in which students learn about the relationships between rhetoric and writing 2 the professional environments in which students will apply their knowledge of rhetoric and writing upon completing their formal studies 3 the greater global context that affects the teaching of rhetoric and writing as connected to educational institutions becoming part of a larger and more integrated global community and 4 the factors and perceptions that affect how students apply and or expand their foundations in rhetoric and writing to communicate effectively across different forms of media By approaching ideas of rhetoric writing and communication from the perspective of these four areas this collection provides readers with a broad foundation for understanding the various overarching and interlocking contexts that affect perceptions of and practices involving communication practices and expectations in the former Eastern Bloc Additionally this approach provides researchers teachers and students with ideas and approaches that can be used to more effectively engage both with this topic area and with individuals from these nations *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

*Learning to Communicate in Science and Engineering* Mya Poe, Neal Lerner, Jennifer Craig, 2010-02-05

Case studies and pedagogical strategies to help science and engineering students improve their writing and speaking skills while developing professional identities To many science and engineering students the task of writing may seem irrelevant to their future professional careers At MIT however students discover that writing about their technical work is important not only in solving real world problems but also in developing their professional identities MIT puts into practice the belief that engineers who don't write well end up working for engineers who do write well requiring all students to take communications intensive classes in which they learn from MIT faculty and writing instructors how to express their ideas in writing and in presentations Students are challenged not only to think like professional scientists and engineers but also to communicate like them This book offers in depth case studies and pedagogical strategies from a range of science and engineering communication intensive classes at MIT It traces the progress of seventeen students from diverse backgrounds in seven classes that span five departments Undergraduates in biology attempt to turn scientific findings into a research article graduate students learn to define their research for scientific grant writing undergraduates in biomedical engineering learn to use data as evidence and students in aeronautic and astronautic engineering learn to communicate collaboratively Each case study is introduced by a description of its theoretical and curricular context and an outline of the objectives for the students activities The studies describe the on the ground realities of working with faculty staff and students to achieve communication and course goals offering lessons that can be easily applied to a wide variety of settings and institutions

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