



# A Concise Guide to Technical Communication

HEATHER GRAVES & ROGER GRAVES

# Concise Guide Technical Communication Edition

**Dorothy Edith Bradbury, Helen E. Klein**

## **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

## **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

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 Communication and the World Wide Web Carol

Lipson,Michael Day,2005-05-06 Over the past decade the World Wide Web has dramatically changed the face of technical communication but the teaching of writing has thus far altered very little to accommodate this rapidly changing context Technical Communication and the World Wide Web offers substantial and broadly applicable strategies for teaching global communication issues affecting writing for the World Wide Web Editors Carol Lipson and Michael Day have brought together an exceptional group of experienced and well known teacher scholars to develop this unique volume addressing technical communication education The chapters here focus specifically on curriculum issues and the teaching of technical writing for the World Wide Web contributing a blend of theory and practice in proposing changes in curriculum and pedagogy Contributors offer classroom examples that teachers at all levels of experience can adapt for their own classes The volume provides comprehensive coverage of the technical communication curriculum from the two year level to the graduate level from service courses to degree programs This volume is an important and indispensable resource for technical writing educators and it will serve as an essential reference for curriculum and pedagogy development in technical communication programs 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

Professional Writing Sky Marsen,2019-11-06 Now in its fourth edition this is a comprehensive yet concise introduction to professional writing for different media which synthesises methods and ideas developed in journalism public relations management and marketing Based on research in the field it equips students with the ability to convey their ideas in a wealth of print and digital formats in a variety of professional contexts internationally It begins by examining the different aspects of the writing process before showing students how to adjust their style tone and approach for different documents including short memos feature articles press releases and reports This new edition will continue to be an essential companion for undergraduates on professional writing and business communication modules It will also be a valuable source of guidance for new professionals and entrepreneurs needing to get to grips with writing formal written documents New to this Edition Fully revised throughout with coverage of a wider variety of journalistic writing New content on mission and vision statements annual reports and newsletters alongside an overview of how organisations use social media and respond

to crises Includes more analysed examples of business documents **Practical Strategies for Technical Communication** Mike Markel,2015-11-17 In Practical Strategies for Technical Communication Mike Markel gives students the essentials they'll need to communicate successfully in today's workplace The book offers concise and accessible yet thorough coverage of audience and purpose research style and document design and strategies for designing all of the major document types For the second edition Markel has worked with organizations to choose sample documents and annotate them with insights and advice from the employees who developed them Throughout the text a new set of engaging graphics provides visual explanations of key concepts

**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 **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

*Resources in Education* ,1996-04 **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 **Career Opportunities in Writing** T. Allan Taylor,James Robert Parish,2009 Provides information on salaries skill requirements and employment opportunities for ninety writing and writing related professions **Forthcoming Books** Rose Arny,2001 **Some Principles of Good Writing and the Library Search** Dorothy Edith Bradbury,Helen E. Klein,1980 **Cumulative Book Index** ,1998 A world list of books in the English language **Strategies for Business and Technical Writing** Kevin J. Harty,1985

**Research in Technical Communication** Michael G. Moran,Debra Journet,1985 This sourcebook demonstrates the

vigorous work being done in the field of technical and scientific communication. Collectively the essays offer researchers a basis from which to begin constructing the theoretical framework necessary for the study of technical communication. The book begins with general concerns and progresses to particular applications. The chapters comprising Part I outline larger theoretical perspectives from which to examine technical communication humanistic approaches to technical communication the history of technical communication communication theory and technical writing and the teaching of technical writing. Part II examines the relationship of technical communication to traditional rhetorical concerns such as invention audience modes of organization and style. Specific types of technical communication proposals reports and business correspondence among others are discussed in Part III. The use of the computer oral presentations and specialized forms of technical communication are examined in Part IV. The appendixes offer guides to textbooks and style manuals and an overview of the technical writing profession.

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