



# A Concise Guide to Technical Communication

HEATHER GRAVES & ROGER GRAVES

# Concise Guide To Technical Communication

**Heather Graves, Roger Graves**



## **Concise Guide To Technical Communication:**

**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, 2007 A Concise Guide to Technical Communication takes a situational approach emphasizing issues of audience and purpose for any technical communication task The first text of its kind to acknowledge that most technical communication today takes place electronically this Concise Guide offers a seamless connection between the new and old worlds of technical communication **A Concise Guide to Technical Communication**

Laura J. Gurak, John M. Lannon, Jana Seijts, 2012-02-15 Note If you are purchasing an electronic version MyWritingLab does not come automatically packaged with it To purchase MyWritingLab please visit [www.mywritinglab.com](http://www.mywritinglab.com) or you can purchase a package of the physical text and MyWritingLab by searching for ISBN 10 0133995224 ISBN 13 9780133995220 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 **A Concise Guide to Technical**

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**Speaking in the Technology Professions** David F. Beer, 2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional's time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new

sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer s Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer s classic Writing and Speaking in the Technology Professions an invaluable guide to successful communication

**FranklinCovey Style Guide for Business and Technical Communication** Stephen R. Covey, Lawrence H. Freeman, Breck England, 2012 This book can help any writer produce documents that achieve outstanding results Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today s online media and global business challenges *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

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 *A Guide to the Literature on the Art of Technical Writing and Communication* North American Aviation. Autonetics Division, 1962 An Engineer's Guide to Technical Communication Sheryl Ann Sorby, William M. Bulleit, 2006 Written by engineers for engineers this practical textbook is designed to develop the communication skills needed by all types of engineering students to be successful both in college and the workplace Real engineering documents are included in each chapter providing helpful guidelines to the

preparation of documents      **Effective Communication for the Technical Professions** Jennifer MacLennan, 2010-09  
Effective Communication for the Technical Professions is a core text aimed at the first through third year university and college levels Using a theoretical and practical approach this text is a concise guide to technical communication that helps students practise critical reading and analysis skills technical writing as well as develop communication skills employers value By approaching communication as a human process that requires not only clarity of purpose but also a strong sense of audience the text is based on the premise that an understanding of basic rhetorical theory can enhance one's practical communication skills      **The Engineer's Guide to Better Communication** Richard Arthur, Volkmar Reichert, 1984

**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 Marketing Communication** Emil B. Towner, Heidi L. Everett, 2016-04-15 Toothpaste disposable razors security systems farm equipment Those products have one thing in common Their marketing messages emphasize technical features to drive sales This book not only explains how technical product marketing is unique but also how to write and design promotional materials using The benefit of the benefit to tell a marketing story 3 As every headline must achieve 5 call to action options Focal and emotional integration Grids to design effective layouts Icons indexes and symbols for images And much more After reading this book you will be prepared for every aspect of technical marketing whether you want to oversee marketing creatives or earn extra money as a freelancer      Pocket Guide to Technical Communication William S. Pfeiffer, 2007 This handy reference is ideal for anyone interested in improving business technical and scientific writing It contains samples of every major document type resume business letter etc and showcases well written documents that serve as how to guides so readers can model the organization structure and tone in their own writing assignments It emphasizes the writing process the structure and design of writing and related topics such as graphics and oral presentations Alphabetized for easy reference a writing handbook is also included for quick checks of grammar and spelling Totally updated this text provides a text specific Companion Website with numerous activities including interactive editing and revision exercises Provides models of 17 different types of communications Offers helpful guidelines regarding other forms of communication skills that influence effective writing such as organization and speech Discusses the explosion of electronic communication and provides format guidelines and samples of effective e mail Examines the role that writing plays in other communication arts such as graphics and oral presentations Excellent resource for corporate training seminars in writing      **Survivor's Guide to Technical Writing** David Ingre, 2003 A comprehensive easy to use guide to key workplace communication skills Survivor's Guide to Technical Writing presents all of the essentials of workplace

communication in an easy to read and easy to use format The content is comprehensive and universal and emphasizes the most practical and useful information making the concepts relevant to each user Integrating the most current technology users will discover the usage and resources available to them through a number of different media Survivor s Guide to Technical Writing reflects the most current topics and issues in technical communication and includes many cases activities and features to engage and enrich learning

**Technical Communication** Maris Roze,1990 This practical user friendly guide explores common on the job writing communication requirements The book uses clear simple concrete language and avoids jargon It reveals that technical writing communication skills are an essential part of their career preparation The assignments provide realistic simulations of career requirements and work activities of technical and business professionals It offers a modular approach that allows you to choose among topics to fit particular needs and preferences The modules focus on a specific writing communication situations rather than on general cases and on the logic of a particular format for that situation

**The Random House Guide to Technical and Scientific Communication** Donald E. Zimmerman,David G. Clark,1987

**Strategies for Business and Technical Writing** Kevin J. Harty,1985

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