Simple & Clear Technical Writing Skills

Effective and Efficient Writing

CARROT HOUSE

Clear Technical Writing

Nell Johnson, Mary Sylwester

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and informative without having my eyes glaze over every 5 minutes The authors two community college writing instructors have created a very readable textbook that is both inexpensive and practical **Technical Writing** John M. Lannon, 1982

The Technical Writer's Handbook Matt Young, 2003-08-01 This book explains how people can improve their writing style by following a few simple rules The author a practising scientist who screens manuscripts regularly advises that technical writing is no different from any other writing The first part is an introduction which provides simple guidelines for writing and organizing reports of all kinds The second part is presented in dictionary format and covers a wide variety of themes Many entries in this section are specific to technical writing including topics such as metric units equations figures and tables abstracts conference proceedings and slides Others provide more general advice on grammar usage style and organization which concern writers in all fields All have been carefully cross referenced to reveal related information quickly and easily Aimed primarily at scientists and engineers it will also be of use to lawyers administrators journalists and editors of technical journals The Elements of Technical Writing Gary Blake, Robert W. Bly, 1993 The authors of The Elements of Business Writing present all the essentials of writing clear coherent technical reports proposals and documents in an accessible style and concise easy to use format Covers writing and grammar skills and offers dozens of examples and sample Communication Skills SANGEETA SHARMA, BINOD MISHRA, 2009-03-18 In the era of information technology organizations seek employees who have excellent communication skills The advantage is for the individuals who with their excellent communicative ability are able to meet the challenges of the professional world through diverse paths such as writing speaking reading and listening This comprehensive and student friendly book dwells on various aspects of technical communication that students of science and engineering should be familiar with Divided into two parts Part A of the text describes in detail the planning designing and drafting of documents for a broad range of situations and applications. The text explores the types of business letters reflecting current practices and different techniques of drafting them Since in the professional settings executives have to work in teams the book explains various causes of communication breakdown and ways to overcome them A separate chapter is devoted to Advertising Part B elaborates on Group Communication taking into consideration the collective and individual requirements This part also includes individual chapters on Effective Presentation Non Verbal Cues Speeches Interviews and Negotiation Skills so as to orient young professionals towards new challenges This compact book is intended primarily as a text for undergraduate students of engineering and science Besides students of business management would also find the book immensely valuable In addition the text would be a handy reference for practicing professionals who wish to hone their communication skills for achieving better results and should prove extremely useful for those involved in everyday communication U.S. Environmental Protection Agency Library System Book Catalog United States. Environmental Protection Agency. Library Systems Branch, 1975 Handbook of Technical Writing, Ninth Edition Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2009 This comprehensive resource organized alphabetically

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