



# EFFECTIVE COMMUNICATION

# Communicating Effectively The Management Anthology Series

**JoAnn T. Hackos**



## **Communicating Effectively The Management Anthology Series:**

**Communicating Effectively** Ann J. Huntsman, Jane L. Binger, 1981-01-01 Current Catalog National Library of Medicine (U.S.), 1983 First multi year cumulation covers six years 1965 70 Monographic Series Library of Congress, 1982 *The Cumulative Book Index*, 1909 A world list of books in the English language National Library of Medicine Current Catalog National Library of Medicine (U.S.), 1983 Library of Congress Catalogs Library of Congress, 1983 **Books in Series**, 1985 Vols for 1980 issued in three parts Series Authors and Titles National Union Catalog, 1981, 1982

Communicating Effectively Sandra Hybels, Richard L. Weaver (II), Richard L. Weaver, 1986 **National Union Catalog**, 1983 Includes entries for maps and atlases *Technical and Business Communication in Two-year Programs* Wendall Keats Sparrow, Nell Ann Pickett, 1983 Designed chiefly for the growing number of technical and business writing teachers in two year colleges this collection of articles helps teachers understand technology and business students so that they can teach courses that satisfy the writing needs of those students Written by practicing teachers or writers the articles offer viewpoints on central issues Principal assignments in freshman and sophomore courses in technical and business writing are given primary emphasis Because of their multidisciplinary orientation many of the selections are presented as resources for teachers in writing across the curriculum programs The articles are divided into six parts arranged essentially in the order that teachers would use the materials Each part addresses a central concern of teaching technical and business communication in two year programs 1 preparing to teach the subject for the first time 2 designing the basic course 3 broadening the basic course or designing a program 4 developing classroom strategies 5 constructing effective assignments and 6 teaching report writing The book ends with an extensive bibliography of resources designed to help teachers of technical and business writing grow as professionals HTH **Comm 2000, Learner's Guide**, 1995 An innovative applied academics program that uses multimedia technology to present a comprehensive communication curriculum Education for employment for communication in the workplace Maintaining Cost Effectiveness Elsie Schmied, 1979 *American Book Publishing Record*, 2003 *Managing Your Documentation Projects* JoAnn T. Hackos, 1994 Practical authoritative and the first comprehensive guide to managing every phase of your publication project The only book devoted exclusively to technical publication project management Managing Your Documentation Projects arms you with proven strategies and techniques for producing high quality extremely usable documentation while cutting cost and time to market Dr JoAnn T Hackos a top documentation design and project management consultant to major corporations including IBM and Hewlett Packard shares with you the fruit of her more than 15 years of experience in the field She gives you Clear cut rational guidelines to managing every phase of the project from planning and development through production distribution and project evaluation Scores of usable templates checklists summaries and forms Dozens of real life case studies and scenarios taken from the author's extensive experience at top corporations Techniques applicable to virtually all fields of documentation Managing Your

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**National Union Catalog, 1982**, 1983      **Forthcoming Books** Rose Arny, 2000      *Perspectives* Ginger Rudeseal Carter, 1999      Guide to Managerial Communication Mary Munter, 1982      *El-Hi Textbooks & Serials in Print*, 2005, 2005

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