



A Concise Guide to Technical Communication

HEATHER GRAVES & ROGER GRAVES

Concise Guide To Technical Communication

Kirk St. Amant, Pavel Zemliansky



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 **Concise Guide to**

Technical Communication Gurak, 2001-11-01 *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

A Concise Guide to Technical Communication Laura J. Gurak, John M. Lannon, Jana Seijts, 2009-01-01 **Writing and 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 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 **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 **Digital Rhetoric and Global Literacies: Communication Modes and Digital Practices in the Networked World** Verhulsdonck, Gustav,Limbu, Marohang,2013-12-31 Understanding digital modes and practices of traditional rhetoric are essential in emphasizing information and interaction in human to human and human computer contexts These emerging technologies are essential in gauging information processes across global contexts Digital Rhetoric and Global Literacies Communication Modes and Digital Practices in the Networked World compiles relevant theoretical frameworks current practical applications and emerging practices of digital rhetoric Highlighting the key principles and understandings of the underlying modes practices and literacies of communication this book is a vital guide for professionals scholars researchers and educators interested in finding clarity and enrichment in the diverse perspectives of digital rhetoric research

Writing for Professional Development Giulia Ortoleva, Mireille Bétrancourt, Stephen Billett, 2015-10-20 In their edited volume *Writing for Professional Development* Giulia Ortoleva, Mireille Bétrancourt and Stephen Billett provide a range of contributions in which empirical research, instructional models and educational practice are used to explore and illuminate how the task and process of writing can be used as tools for professional development. Throughout the volume two main perspectives are considered: learning to write professionally and writing to learn the profession, both for initial occupational preparation and ongoing development within them. The contributions consider a range of fields of professional practice across sectors of education, starting from the premises that the role of writing has evolved in all occupational domains, becoming a key activity in most workplaces. Contributors are: Cecile M. Badenhurst, Elena Boldrini, Esther Breuer, Inês Cardoso, Alberto Cattaneo, Peter Czigler, Jessica Dehler, Pauline Glover, Terri Grant, Jean-Luc Gurtner, Jacqueline Hesson, Ashgar Iran Nejad, Rhonda Joy, Ann Kelly, Merja Kurunsaari, Xumei Li, Laetitia Mauroux, Heather McLeod, Elisa Motta, Astrid Neumann, Julian Newman, Sigrid Newman, Sharon Penney, Luísa Alvares Pereira, Sarah Pickett, Iris Susana Pires Pereira, Anna Perrard, Vit Arja Piirainen, Elisa Redondi, Sabine Vanhulle, Ray Smith, Kirk P. H. Sullivan, Linda Sweet, Paivi Tynjälä, Dorothy Vaandering, Rebecca Woodard and Gabrielle Young.

Internet-based Workplace Communications Kirk St. Amant, Pavel Zemliansky, 2005-01-01 The essays in this collection advance the project of articulating online workplaces as real and significant as complex networks of relations that we need to take seriously. The emergent culture of networked communication poses many interesting challenges for researchers, teachers and writers. In an emergent culture even the terminologies we use to identify the subject are contested, making it difficult to agree on what we are writing about in the first place, not to mention our reasons for studying it or how we might best meet the challenges it poses.

Scientific and Technical Communication James H. Collier, David M. Toomey, 1997 *Scientific and Technical Communication* is a major textbook that represents a new focus area in communication studies. It integrates multidisciplinary perspectives on the relations among rhetoric, science, technology and public policymaking to the process and product of technical communication. The text is inspired by science and technology studies (STS), a field emerging from the history, sociology and philosophy of science and technology, which also has roots in economics, political theory and rhetoric. Reformulating the issues raised by STS within the context of technical communication, *Scientific and Technical Communication* is composed of three highly integrated parts. Part I provides a summary, critique and alternative to recent theoretical perspectives developed in the rhetoric of science and the sociology of scientific knowledge. Part II applies these critical alternatives to the traditional practices of scientific and technical communication and shows how these new practices can be applied to the communication that is vital in forming national and local science and technology policy. This hands-on introductory textbook will supply students and professionals in the areas of scientific and technical communication, rhetoric and media studies with broad-based and applicable knowledge in this area.

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

Engineering Research Methodology Dipankar Deb, Rajeeb Dey, Valentina E. Balas, 2018-12-14 The book covers all the important aspects of research methodology and addresses the specific requirements of engineering students such as methods and tools in detail It also discusses effective research in engineering today which requires the ability to undertake literature reviews utilizing different online databases to attribute credit for any prior work mentioned to respect intellectual property rights while simultaneously maintaining ethics in research and much more Further the book also considers soft skills like research management and planning dealing with criticism in research and presentation skills which are all equally important and need to be included in research methodology education Lastly it provides the technical knowhow needed to file patents in academia an important area that is often ignored in research methodology books The book is a particularly valuable resource for PhD students in India and South East Asia as research methodology is a part of their coursework

Social Networks and Popular Understanding of Science and Health Brian G. Southwell, 2013-10-01 A data driven analysis of how different people share information about health through social media Using social media and peer to peer networks to teach people about science and health may seem like an obvious strategy Yet recent research suggests that systematic reliance on social networks may be a recipe for inequity People are not consistently inclined to share information with others around them and many people are constrained by factors outside of their immediate control Ironically the highly social nature of humankind complicates the extent to which we can live in a society united solely by electronic media

Stretching well beyond social media this book documents disparate tendencies in the ways people learn and share information about health and science By reviewing a wide array of existing research ranging from a survey of New Orleans residents in the weeks after Hurricane Katrina to analysis of Twitter posts related to H1N1 to a physician led communication campaign explaining the benefits of vaginal birth Brian G Southwell explains why some types of information are more likely to be shared than others and how some people never get exposed to seemingly widely available information This book will appeal to social science students and citizens interested in the role of social networks in information diffusion and yet it also serves as a cautionary tale for communication practitioners and policymakers interested in leveraging social ties as an inexpensive method to spread information *Case Studies in Ethics and HIV Research* Sana Loue,Earl C. Pike,2007-10-05

This book represents the compilation of efforts by researchers across the country each of whom is dedicated not only to the prevention and elimination of HIV infection but also to the conduct of research according to the highest ethical principles The authors of the case studies have graciously agreed to share their experiences in conducting research which raised questions for them and will motivate us to further inquiry and examination The views that are presented in this text are diverse and readers may or may not agree with the analyses of the editor authors or the authors of the case studies We do not aim for agreement among readers but rather the studied analysis of the ethical issues raised in the conduct of HIV research We clearly emphasize the protection of the individuals participating in such research as well as their communities and view research not as an enterprise undertaken by researchers but rather as a negotiated exchange between researchers participants and communities that also involves interplay with funding sources ancillary partners and governments **Positive**

Prevention Seth C. Kalichman,2005-08-01 This book is a must read for those interested in the prevention of HIV transmission It has enough breadth to provide a general overview of prevention with positives and enough detail to satisfy and educate those already working in this area Clinicians who want to develop or refine their approaches to counseling patients with HIV will find this book valuable Gary Marks PhD New England Journal of Medicine August 4 2005 The CDC has made a revision in their philosophy underlying recommended prevention techniques to stop the spread of HIV AIDS The new approach focuses on positive prevention that is prevention among people living with HIV AIDS This important distinction has resulted in the need to reexamine the behaviors around HIV transmission and the approaches to prevention when working within this diverse population Positive Prevention is a timely volume containing the latest contributions from the top scholars in the field on preventing the spread of HIV AIDS Issues covered include unprotected sex with HIV positive gay and bisexual men issues around whether disclosure leads to safer sex mental health and HIV with young adults the impact of HIV diagnosis on sexual risk behaviors interventions in community settings and more There is also an important chapter on international perspectives on positive prevention This volume will serve as an invaluable sourcebook for all professionals working in the field of HIV AIDS prevention **A Strategic Guide to Technical Communication - Second Edition**

(Canadian) Heather Graves,Roger Graves,2011-12-20 A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions The second edition adds a chapter on business communication reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters Particular attention is paid throughout to the needs of Canadian students

Technical Writing And Company Manual On A Budget for Start-Up Founder and Business Owner Nanda Esalawati,2023-07-24 This book will be your essential guide to creating a company manual on a budget and establishing professional standards within your organisation With Technical Writing and Company Manual on a Budget you will gain the knowledge to ensure that organisational processes align with the mission and vision statements leading to long term success By reading this book you will Learn how to conduct research technical documentation create a writing structure document issuing systems and manual distribution Transform your business with strategies for evaluating business processes revising manuals and developing a business expansion plan Enjoy the convenience of having all the necessary information to build a sustainable company culture in one place In this comprehensive guide you will find detailed information on establishing and maintaining professional standards in your organisation Technical Writing and Company Manual on a Budget covers the following topics Creating a company manual Conducting research Producing documents Writing structure Document Issuing systems Distributing manuals Evaluating business processes Revising manuals Developing a business expansion plan Don t wait get your copy of Technical Writing and Company Manual on a Budget today and take the first steps towards building a successful and sustainable company culture Buy now before the price changes K 12 NOTE This book is suitable as an additional reference for 12th Grade Entrepreneurship and 10th Grade English ABOUT THE AUTHOR Nanda Esalawati offers a unique combination of experience and skills in aviation safety aviation quality management book writing self publishing education and training With over a decade of combined experience in these distinct areas she specialises in providing comprehensive solutions that emphasise regulatory compliance to ensure the highest level of safety for every operation Nanda also provides consulting and training services to organisations in developing and integrating their quality management systems Additionally she has authored several books and helps clients with company manual writing and authors with self publishing needs

Exploding Technical Communication Remley Dirk,Charles Sides,2020-04-29 Within the framework of New Literacy Studies Dirk Remley presents a historical study of how technical communication practices at a World War II arsenal sponsored literacy within the community in which it operated from 1940 to 1960 and contemporary implications of similar forms of sponsorship The Training within Industry TWI methods developed by the U S government and industry at that time included multimodal literate practices particularly combinations of visual oral experiential and print linguistic text Analyses reveal a hierarchy in

which print linguistic literacies were generally esteemed at the workplace and in the community This literacy hierarchy contributed to a catastrophic accident that killed 11 people prompting changes in the approach to designing certain training documents This book links technical communication especially the multimodal forms of representation commonly found in technical communication and instructional materials to the concept of literacy sponsorship The TWI methods used in training and system improvement during World War II are currently applied in business and industry as part of the lean operating and continuous improvement philosophies These methods have also become part of the experiential learning philosophy favored in academia Remley includes examples of current applications of multimodal forms of technical communication similar to those used at the arsenal as well as new media related applications related to training and instruction He also discusses their implications for literacy sponsorship This book provides useful information for technical communication and literacy scholars and educators as well as practical case studies for business leaders consultants and practitioners Intended Audience Scholars in technical communication and literacy writing studies scholars in business especially management and organizational analysis and business communication consultants scholars in history and sociology

Embracing the Track of Expression: An Psychological Symphony within **Concise Guide To Technical Communication**

In some sort of consumed by screens and the ceaseless chatter of fast communication, the melodic beauty and psychological symphony produced by the written term frequently disappear into the back ground, eclipsed by the constant sound and disruptions that permeate our lives. But, situated within the pages of **Concise Guide To Technical Communication** a charming literary prize overflowing with natural thoughts, lies an immersive symphony waiting to be embraced. Constructed by an outstanding composer of language, this interesting masterpiece conducts visitors on an emotional trip, skillfully unraveling the concealed tunes and profound affect resonating within each cautiously constructed phrase. Within the depths of the poignant analysis, we shall discover the book is central harmonies, analyze its enthralling writing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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