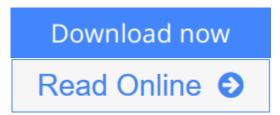


Technical Communication

By SIMS BRENDA



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Writing and communication are invaluable skills in any field...Technical Communication is an integrated enhanced online learning text and website package that helps the reader to write effectively as a professional. By utilizing instructor and student-friendly pedagogical features Technical Communication brings the material to life! These pedagogical features incorporated within the text and accompanying website include Tip Boxes, examples of student and professional writing, case studies, teamwork exercises, and Taking It into the Workplace boxes that present up-to-date research in technical communication from the vantage point of the workplace professional. Brenda Sims' Technical Communication: Explains the reader's role as a writer in the workplace and introduces some issues that he/she may face as a technical professional. Discusses the "tools" that a writer needs to create effective technical documents. Topics include researching information using primary and secondary sources, writing easy-to-read documents, and designing reader-focused documents. Presents specific guidelines for writing effective letters, memos, emails, and job correspondence to your targeted readers. Examines the types of work-related documents the reader is likely to write (including informal/formal reports, proposals, descriptions, instructions, and websites) and demonstrates how to prepare and deliver memorable presentations.



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