



From Research to Printout: Creating Effective Technical Documents

By John H. White

American Society of Mechanical Engineers, U.S. Paperback. Book Condition: new. BRAND NEW, From Research to Printout: Creating Effective Technical Documents, John H. White, The impact of technical writing skills in today's workplace is pivotal. Your competence in written communication provides opportunities for recognition and career advancement. The demand is even reflected in the criteria for accrediting engineering programs in colleges and universities. This book takes you step by step through the process of communicating effectively. Using narratives, illustrations, and actual industry examples, the author provides practical information that you will use daily. Organized in sequential order, the book presents the eight basic types of technical documents: -- Business letters-- Electronic mail (e-mail)-- Memorandums-- Facsimile documents (faxes)-- Scientific and technical reports-- Procedures-- Proposals-- Training manuals You get useful tips on research, planning, writing style, grammar, document layout, desktop publishing practices, and production. In short, this comprehensive publication covers all the crucial aspects of technical writing in today's workplace.



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