

# Concise Guide Technical Communication

## Edition

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in practical strategies for technical communication mike markel gives students the essentials they'll need to communicate successfully in today's workplace the book offers concise and accessible yet thorough coverage of audience and purpose research style and document design and strategies for designing all of the major document types for the second edition markel has worked with organizations to choose sample documents and annotate them with insights and advice from the employees who developed them throughout the text a new set of engaging graphics provides visual explanations of key concepts

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combining guidance for writing over 40 types of professional documents with thorough coverage of grammar usage and style the handbook of technical writing functions as both a writer's handbook and a complete guide to technical communication it provides quick access to hundreds of topics and scores of sample documents and visuals publisher's note

for courses in technical communication emphasizing the connection between writing and context technical communication a practical approach 8e uses a fictional company m global and students own school and workplace settings to introduce the common genres of technical communication featuring numbered guidelines and an abc format the book shows how to write a variety of technical documents including business proposals white papers scripts research reports digital documents and more this edition features earlier coverage of collaboration more on software tools expanded abc formats and the innovative mytechcommlab website

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technical communication in the twenty first century tctc will prepare students to be successful writers and readers of technical communication regardless of their career path this text features a wealth of interesting examples applications and cases that engage the student and demonstrate both effective and flawed communication an emphasis is placed on analyzing why something worked or did not work as well as on how to produce the appropriate communication tctc s problem solving approach asks students to think rhetorically about writing situations through detailed explanations and specific examples the problem solving approach psa provides students with a useful heuristic to guide them through the process of analyzing a variety of communication situations and solving workplace communication problems now available with mytechcommlab offering the best available online resources for technical writing mytechcommlab is a dynamic comprehensive site that engages as it helps to improve the skills that technical writers need most writing research and document design also included extensive review and practice opportunities for basic grammar and usage most activities in mytechcommlab report through grade tracker an easy to use feature that allows students and instructors to view student results on all of the site s exercises and activities the book specific coursecompass versions of mytechcommlab provide complete ebooks book specific resources and extensive course management tools learn more pearson s mytechcommlab has been completely reorganized with a wealth of new content specific to technical communication including a completely new section on document design and graphics a tutorial on writing formal reports and new model documents and activities new document design and graphics section including step by step tutorials on document design visual rhetoric and page design new more than 80 sample documents many interactive new document based case studies on usability new more than 65 document based activities new tutorial on writing formal reports and much much more

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through clear advice and an accessible visual design mike markel s technical communication models the principles it teaches offering practical strategies that students can put to use right away using a student friendly voice mike markel shows writers how to tackle the major types of documents and writing situations they will encounter in their professional lives excellent and always fresh sample documents and examples demonstrate effective techniques and offer plenty of opportunities for analysis while interactive cases provide engaging scenarios for writing practice the new edition incorporates the latest workplace and technology trends offering new advice for how and why to use social media effectively in technical communication

in practical strategies for technical communication mike markel gives students the essentials they ll need to communicate successfully in today s workplace the book offers concise and accessible yet thorough coverage of audience and purpose research style and document design and strategies for designing all of the major document types for the second edition markel has worked with organizations to

choose sample documents and annotate them with insights and advice from the employees who developed them throughout the text a new set of engaging graphics provides visual explanations of key concepts ideal for students taking technical communication professional writing or professional communication courses as well as writing for engineers or business writing communication courses practical strategies for technical communication is available with launchpad launchpad combines an interactive ebook with high quality multimedia content and ready made assessment options including learningcurve adaptive quizzing see instructor resources and student resources for further information

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