

A COMPREHENSIVE GUIDE TO GENERAL AND TECHNICAL COMMUNICATION



IIM SKILLS

Guide To Technical Communication

Jianjun Gao



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Pocket Guide to Technical Communication William S. Pfeiffer, 2007 This handy reference is ideal for anyone interested in improving business technical and scientific writing It contains samples of every major document type resume business letter etc and showcases well written documents that serve as how to guides so readers can model the organization structure and tone in their own writing assignments It emphasizes the writing process the structure and design of writing and related topics such as graphics and oral presentations Alphabetized for easy reference a writing handbook is also included for quick checks of grammar and spelling Totally updated this text provides a text specific Companion Website with numerous activities including interactive editing and revision exercises Provides models of 17 different types of communications Offers helpful guidelines regarding other forms of communication skills that influence effective writing such as organization and speech Discusses the explosion of electronic communication and provides format guidelines and samples of effective e mail Examines the role that writing plays in other communication arts such as graphics and oral presentations Excellent resource for corporate training seminars in writing

Business and Technical Communication: A Guide to Writing Professionally - Text Kendall Hunt Publishing Company, 1753-01-01

Information in Action M. Jimmie Killingsworth, 1996

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