

Technical Communication

THIRTEENTH EDITION



John M. Lannon

Laura J. Gurak

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**Christopher E Crane, Estate of Robert E
Shenk**

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Technical Communication John M. Lannon, Laura J. Gurak, 2014 *Technical Communication* offers complete coverage of technical communication business communication and professional writing in a user friendly writing style The topics move from basic foundational concepts to chapters on research visuals style document design usability and finally to specific documents basic workplace correspondence to more complex documents technologies and oral presentations The appendix includes thorough coverage of MLA APA and CSE Council of Science Editors documentation styles and a handbook of grammar mechanics and usage All descriptions of and instructions for creating technical documents are accompanied by clear annotated model documents In addition graphic illustrations appear throughout the book to make abstract concepts easy to understand Checklists and Projects provide plentiful opportunities to learn and reinforce chapter topics

The Naval Institute Guide to Naval Writing, 4th Edition Christopher E Crane, Estate of Robert E Shenk, 2024-06-01 With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services Authored by a naval officer who taught English at two service academies the book is widely used by officers enlisted men and women and civilians in both the Navy and Marine Corps Shenk provides sound practical advice on all common naval writing assignments across digital and print platforms Fully revised the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet making it an essential guide

English for IT Communication Tony Myers, Jaime Buchanan, 2024-11-29 *English for IT Communication* provides a comprehensive introduction for students and professionals studying IT or computer science and covers all forms of technical communication from emails and memos through procedures to reports and design specs In each case the book offers multiple real world examples looking at who the texts are written for what their purpose is and how these affect what is on the page Key features of this book include How to write for different audiences and purposes How to design documents for ease of access and understanding How to communicate in multimodal media How to reference in IEEE Multiple different examples and breakdowns of common text types to show how they are written and to produce an understanding of quality in each Online support material including authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter Internationalized coverage of IT communication exemplars This book is an accessible guide to writing effective forms of IT communications of the kind needed for all IT degree programs which aim to prepare students for the modern workplace Practical and clearly written it is designed to introduce readers to features of the most common genres in IT and computer science

How to Write and Present Technical Information Charles H. Sides, 2017-09-15 Thoroughly updated to discuss the use of tools such as Skype and social media this concise volume shows how effective communication via written text and spoken presentations can positively impact project management in professional environments Professional communications are the

information product of all organizations and businesses Based on that premise this book offers communications strategies that will benefit any organization that disseminates technical information in house and or to customers The popular work provides easy to understand and apply guidelines for designing and writing effective technical documents as well as other related communications What makes this new edition especially valuable is that it maintains the quality of information that distinguished the previous editions but is now updated to encompass current technology and trends including today s prevalent communication tools such as social media The book begins by looking at skills common to all technical writing and offering general advice on designing and writing reports Next is a discussion of specific types of reports along with common problems and issues writers face Finally the work overviews other forms of communications such as professional presentations The updated material also considers the growing importance of interviews and focus groups as information gathering tools the influence of visual rhetoric and the use of technologies such as Skype and webinars

Technical Communications, Sixth Canadian Edition Plus NEW MyTechCommLab with Pearson EText -- Access Card Package John M. Lannon, Laura J. Gurak, Don Klepp, 2014-02-20 Note If you are purchasing an electronic version MyTechCommLab does not come automatically packaged with it To purchase MyTechCommLab please visit www.mytechcommlab.com or you can purchase a package of the physical text and MyTechCommLab by searching for ISBN 10 0205991939 ISBN 13 9780205991938

Technical Communication continues to be the best selling technical and professional communication studies text in the market The sixth edition offers new material in response to the rapid changes taking place in communications technology and looks at how those changes have altered the way that technical communicators complete their tasks With its focus on practical applications and advice on communications analysis writing processes document structures and effective language the book functions as a workplace tool that students can use for many years in their career

Approaches to Specialized Genres Kathy Ling LIN, Isaac N. Mwinlaaru, Dennis Tay, 2020-12-29 Approaches to Specialized Genres provides a timely update of the field of genre studies with 14 cutting edge contributions split into five sections using and integrating an exceptionally wide variety of methods and perspectives such as ESP genre research corpus linguistics systemic functional linguistics ethnographic and multimodal research to analyse genres in written spoken visual and auditory modes across a multiplicity of pedagogic professional and digital settings It highlights and illustrates the growing trend of a multiperspective and inter theoretic approach to genre studies and demonstrates how such methodological rigour can extend our knowledge of language in general and genres in particular It also examines a rich variety of underexplored genres such as the digital genre of synchronous videoconferencing instructional slides video ads engineers training log book entries the narrative story genres fundraising letters and retraction notices It demonstrates not only the prominent value of genre research but wide applications of genre knowledge in various educational and professional domains The book brings together experts spreading across the world including countries in South East Asia Europe America West Africa and South America Accordingly it will

appeal to readers of diversified socio cultural backgrounds working in all the aforementioned inter related fields of applied linguistics and communication studies **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

Ethics in Technical Communication Lori Allen,Dan Voss,1997-02-07 With the advancement of technical communications in recent years many ethical issues have emerged This book focuses on college programs in technical communications Based on nine real world case studies it covers legal issues like copyrights patents licensing intellectual property confidentiality international issues and more **Communication Works!** Alex Whitman,Kathy K. Demarest,2000 For courses in Business English Editing and Proofreading Career Development and Counseling and Business Writing This sensible approach to the

requisites for language mastery explores grammar and composition along with the skills needed for effective communication reading writing speaking listening thinking critically and collaborating An additional focus on certain aspects of personal development and interpersonal skills as they relate to numerous and varied jobs complements the other material and provides students with practical information on how to succeed in the workplace Paperbound Books in Print ,1991

American Book Publishing Record ,2001 **Solving Problems Through Technical and Professional Writing** George E. Kennedy,Tracy T. Montgomery,1993 Using a problem solving approach this book emphasizes the connection between writing and learning learning to solve problems in and through technical communication The text stresses the importance of the environment which consists of such elements as the purpose of the document the audience at which it is directed the organizational culture in which it is produced and time constraints Practical real world cases set the framework for each chapter involving students in the processes of communication and problem analysis solution Contemporary technology communication theory is highlighted throughout and in addition the book s emphasis on value and ethics should give students a balanced view of the connection between technology and humanities **Technical Writing** John M. Lannon,1985 Forthcoming Books Rose Arny,1999 *Procedure Writing* Douglas Wieringa,Christopher J. Moore,Christopher Moore,Valerie Elizabeth Barnes,1998 More examples taken from a range of technical and business

settings You'll find examples of the kind of procedures you write Chapters on flowcharts and logic tables Guiding procedure users through the decision making process can be among the most difficult tasks faced by the procedure writer Flowcharts and logic tables present this information simply and intuitively Essentializing including only essential information in the procedure The concept of essentializing is crucial to effective procedure writing More on the procedure writing process Many deficiencies in procedures stem from deficiencies in the process used to write the procedures Compare your process to the process discussed in Chapter 3

The English Quarterly, 1989 Canadian Books in Print, 2003 **Research in Word Processing Newsletter**, 1987 **Whitaker's Cumulative Book List**, 1980 **Proceedings**, 1988

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