



Technical Writing Basics: A Guide to Style and Form [Taschenbuch] by Holloway.

By Brian R.; Holloway

Prentice Hall, 2007. Taschenbuch. Condition: Neu. Gebraucht - Wie neu Unbenutzt. Schnelle Lieferung, Kartonverpackung. Abzugsfähige Rechnung. Bei Mehrfachbestellung werden die Versandkosten anteilig erstattet. - This concise and cumulative guide shows readers the art of technical writing for a variety of contexts and institutions. Using examples from the business and non-corporate world, the book emphasizes transactional writing through practical explanations, real-world examples, and a variety of role-playing exercises. Each section builds on the next as readers learn a variety of models of style and format. This edition features a stronger emphasis on electronic communication, integrated coverage of ethics, and more explanation of how to create technical documents that produce concrete results. Begins with the basics of technical writing (from fundamental components of technical communication, to templates of presentation, to construction of letters, memos, announcements and instructions) and then focuses on using these skills to construct short and long reports and a job search portfolio. 217 pp. Englisch.



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