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Technical Writing: Process and Product by Sharon Gerson

It's fairly easy to read and understand. The Gersons do a great job of walking the reader through the entire process of writing from concept to final product. I'm not sure how much an advanced technical writer will get out of this because it really geared for the novice to intermediate technical writer.

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Technical Writing: Process and Product, Fifth Edition, offers numerous tools to create effective written communication in the workplace. A step-by-step process, complete with process logs and student-written samples, will help you learn how to craft correspondence, documents, and presentations that will get the job done. Book jacket.

"Plan, structure, write, review, publish"--Cover.

The younger generation today aspires to work for multinational corporations, large organizations, or the civil services as these are more remunerative or invest them with more power. And, with the competition becoming stiffer each passing day, the ability to communicate effectively, precisely as well as acquiring communication skills has become an important determinant in getting jobs and subsequent growth and development. A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication and more so in technical communication. This comprehensive book on Basic Technical Communication strives to focus on the communication skills needed by professionals. One of the major aims of this text is to enable students to acquire proficiency in the English language. Divided into five parts and 19 chapters, the text deals with the four essential ingredients of communication—reading, writing, listening and speaking skills—as well as their importance, objectives, types, and methods of improving these skills. The book also discusses how these skills can be effectively applied and provides considerable practice exercises. KEY FEATURES : The

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text is logically organized with adequate practice in each part. Gives emphasis on grammar and pronunciation. Provides plenty of vocabulary on commonly mis-spelt words, difficult words, foreign words, and so on. This student-friendly book, suffused with practical examples, is primarily intended as a textbook for the first year students of engineering (B.Tech.) of Uttarakhand Technical University for their course on Basic Technical Communication. It will also be of immense benefit to undergraduate students and technical professionals across the country.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Technical Communication: Process and Product, 8e by Sharon J. Gerson and Steven M. Gerson, provides a proven, complete methodology that emphasizes the writing process and shows how it applies to both oral and written communication. With an emphasis on real people and their technical communication, it provides complete coverage of communication channels, ethics, and technological advances. This edition includes information on dispersed teams, collaboration tools, listening skills, and social networking. Using before/after documents, authentic writing samples and skill-building assignments, the book provides a balance of how-to instruction with real-world modeling to address the needs of an evolving workplace.

No other book can better prepare you to work as a writer in the technical world, to write better about technology for a nontechnical audience, or to understand how the ever-more-important writer can help fill the technology gap between the knows and know-nots. Book jacket.

This book provides a broad perspective about the essential aspects of creating technical documentation in today's product development world. It is a book of opinions and guidance, collected as short

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essays. You can read selectively about subjects that interest you, or you can read the entire collection in any order you like. Information development is a multidimensional discipline, and it is easy to theorize. We have written this book from our direct experience, using the concrete insights and practices we apply to our work every day. If you work as an information developer, a manager in a documentation team, or in another part of product development that collaborates with a doc team, there is information in this book for you. Perhaps you are a technical writer in a small, high-growth company that is figuring out its processes. Perhaps you are an information-development manager in a large enterprise company with an expanding product line and an ever more complex matrix of cross-functional dependencies. You might work at a medium-sized company where your management is asking you to do more with fewer people, and you want some additional perspective that will help you find a leaner and more effective way to deliver what your business demands. Or you might work outside the technical documentation world, in another part of product development, and are wondering how to collaborate most effectively with the documentation team. The purpose of *The Product is Docs* is to provoke discussion, shine light on some murky areas, and--we hope--inspire our colleagues to consider their processes and assumptions with new eyes. All proceeds from the sale of *The Product is Docs* will go to charity.

Technology is changing the way we do business, the way we communicate with each other, and the way we learn. This new edition is intended to help technical writers, graphic artists, engineers, and others who are charged with producing product documentation in the rapidly changing technological world. While preserving the basic guidelines for developing manuals and warnings presented in the previous edition, this new edition offers

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new material as well, including a much-expanded section on hazard analysis. Features Provides more explicit guidance on conducting a hazard analysis, including methods and documentation Offers in-depth discussion of digital platforms, including video, animations, and even virtual reality, to provide users with operating instructions and safety information Incorporates current research into effective cross-cultural communication—essential in today’s global economy Explains new US and international standards for warning labels and product instructions Presents expanded material on user analysis, including addressing generational differences in experience and preferred learning styles Writing and Designing Manuals and Warnings, Fifth Edition explores how emerging technologies are changing the world of product documentation from videos to virtual reality and all points in between.

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

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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.

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