

Essentials Of Technical Communication Second Edition

This practical volume provides a thorough introduction to conducting and critically reading research in technical communication, complete with exemplars of research articles for study. Offering a solid grounding in the research underpinnings of the technical communication field, this resource has been developed for use in master's level and upper-division undergraduate research methods courses in technical and professional communication.

Author's credits taken from front cover and p. ix.

Technical Writing: A Practical Guide for Engineers, Scientists, and Nontechnical Professionals, Second Edition enables readers to write, edit, and publish materials of a technical nature, including books, articles, reports, and electronic media. Written by a renowned engineer and widely published technical author, this guide complements traditional writer's reference manuals on technical writing through presentation of first-hand examples that help readers understand practical considerations in writing and producing technical content. These examples illustrate how a publication originates as well as various challenges and solutions. The second edition contains new material in every chapter including new topics, additional examples, insights, tips and tricks, new vignettes and more exercises. Appendices have been added for writing checklists and writing samples. The references and glossary have been updated and expanded. In addition, a focus on writing for the nontechnical persons working in the technology world and the nonnative English speaker has been incorporated. Written in an informal, conversational style, unlike traditional college writing texts, the book also contains many interesting vignettes and personal stories to add interest to otherwise stodgy lessons.

Engineers are smart people. Their work is important, which is why engineering material should be written as deliberately and carefully as it will be read. *Engineering Writing by Design: Creating Formal Documents of Lasting Value* demonstrates how effective writing can be achieved through engineering-based thinking. Based on the authors' combined experience as engineering educators, the book presents a novel approach to technical writing, positioning formal writing tasks as engineering design problems with requirements, constraints, protocols, standards, and customers (readers) to satisfy. Specially crafted for busy engineers and engineering students, this quick-reading, conversational text: Describes how to avoid logical fallacies and use physical reasoning to catch mistakes in claims Covers the essentials of technical grammar and style as well as the elements of mathematical exposition Emphasizes the centrality of the target audience, and thus the need for clear and concise prose *Engineering Writing by Design: Creating Formal Documents of Lasting Value* addresses the specific combination of thinking and writing skills needed to succeed in modern engineering. Its mantra is: to write like an engineer, you must think like an engineer. Featuring illustrative examples, chapter summaries and exercises, quick-reference tables, and recommendations for further reading, this book is packed with valuable tips and information practicing and aspiring engineers need to become effective writers.

Usability Testing Essentials presents a practical, step-by-step approach to learning the entire process of planning and conducting a usability test. It explains how to analyze and apply the results and what to do when confronted with budgetary and time restrictions. This is the ideal book for anyone involved in usability or user-centered design—from students to seasoned professionals. Filled with new examples and case studies, *Usability Testing Essentials, 2nd Edition* is completely updated to reflect the latest approaches, tools and techniques needed to begin usability testing or to advance in this area. Provides a comprehensive, step-by-step guide to usability testing, a crucial part of every product's development Discusses important usability issues such as international testing, persona creation, remote testing, and accessibility Presents new examples covering mobile devices and apps, websites, web applications, software, and more Includes strategies for using tools for moderated and unmoderated testing, expanded content on task analysis, and on analyzing and reporting results

This textbook takes a unified view of the fundamentals of wireless communication and explains cutting-edge concepts in a simple and intuitive way. An abundant supply of exercises make it ideal for graduate courses in electrical and computer engineering and it will also be of great interest to practising engineers.

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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Teaching Professional and Technical Communication guides new instructors in teaching professional and technical communication (PTC). The essays in this volume provide theoretical and applied discussions about the teaching of this diverse subject, including relevant pedagogical approaches, how to apply practical aspects of PTC theory, and how to design assignments. This practicum features chapters by prominent PTC scholars and teachers on rhetoric, style, ethics,

design, usability, genre, and other central concerns of PTC programs. Each chapter includes a scenario or personal narrative of teaching a particular topic, provides a theoretical basis for interpreting the narrative, illustrates the practical aspects of the approach, describes relevant assignments, and presents a list of questions to prompt pedagogical discussions. Teaching Professional and Technical Communication is not a compendium of best practices but instead offers a practical collection of rich, detailed narratives that show inexperienced PTC instructors how to work most effectively in the classroom. Contributors: Pam Estes Brewer, Eva Brumberger, Dave Clark, Paul Dombrowski, James M. Dubinsky, Peter S. England, David K. Farkas, Brent Henze, Tharon W. Howard, Dan Jones, Karla Saari Kitalong, Traci Nathans-Kelly, Christine G. Nicometo, Kirk St. Amant

Proven techniques and invaluable advice for writing winning business proposals—revised and updated! What makes a winning business proposal? It highlights your skills and services, meets your client's needs, and clearly sets you apart from the competition. Since 1995, Handbook for Writing Proposals has helped thousands of professionals develop winning proposals. This exceptional handbook guides you through the unique nine-step proposal-writing process from the initial RFP to the client presentation. In this revised and updated version, the authors show you how to: Choose the RFPs that give you the best chance of success Showcase your company's skills and services Set realistic time/cost schedules and budgets Avoid the mistakes that sink most proposals Build client relationships that bring you repeat business Tailor your writing for an international business audience The second edition also offers you a wealth of downloadable forms and checklists that you can adapt for your own proposal-writing process. Whether you own your own business, need to train your corporate staff, or simply want to improve your skills, Handbook for Writing Proposals, second edition will show you how to profit from every proposal you write. Praise This book guides you through the process of creating the best impression of your sweat equity to your customer. Whether you need to polish up and improve every aspect of the proposal or just certain elements, this book will fill the need. Remember, the economics of gain only occur when a customer feels you've fulfilled a need and created value. Paul V. Baron, President, In-Store Bakery Division, The Quarter Oats Company Handbook for Writing Proposals offers a wealth of down-to-earth, practical guidance on all phases of proposal writing. The book is well organized and full of concrete ideas that are easy to include in real-life situations. The sample letters, checklists, budgets, and proposals are extremely valuable. This book is a great resource for anyone whose success depends on convincing others through the proposal process. Richard M. Sawdey, Former Vice President and Secretary, R. R. Donnelley & Sons Company

ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. Packages Access codes for Pearson's MyLab & Mastering products may not be included when purchasing or renting from companies other than Pearson; check with the seller before completing your purchase. Used or rental books If you rent or purchase a used book with an access code, the access code may have been redeemed previously and you may have to purchase a new access code. Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase. -- 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 MyWritingLab for Technical Communication. 0133970531 / 9780133970531 Technical Communication: A Practical Approach with NEW MyWritingLab with Pearson eText Access Card 8/e Package consists of: 0132785781 / 9780132785785 Technical Communication: A Practical Approach 0133933296 / 9780133933291 MyWritingLab Generic -- Glue in Access Card 013393330X / 9780133933307 MyWritingLab Generic -- Inside Star Sticker

A practical guide to effective treatment planning Expert advice includes case examples, callout boxes, and "Test Yourself" questions Conveniently formatted for rapid reference Improve patient care through better treatment planning and monitoring Essentials of Treatment Planning presents a clear and concise approach to the development and use of treatment plans in behavioral health care settings. This nuts-and-bolts guide covers such essential material as the role and benefits of treatment planning in a clinical setting, methods for conducting comprehensive patient assessments, the use of assessment information to develop the basis of individual treatment plans, and strategies for ongoing evaluations and revisions of treatment plans. Essentials of Treatment Planning guides you in how to develop and use treatment plans to strengthen the entire treatment process. An important component in documentation, accurate treatment plans provide such benefits as: meeting the accountability requirements of managed behavioral health care organizations; allowing for more efficient coordination of care with other health care professionals; and facilitating better communication with outside reviewers. Mental health professionals may gain the additional security of protection from certain types of litigation. As part of the Essentials of Mental Health Practices series, this book provides the information mental health professionals need to practice knowledgeably, efficiently, and ethically in today's behavioral health care environment. Each concise chapter features numerous callout boxes highlighting key concepts, bulleted points, and extensive illustrative material, as well as "Test Yourself" questions that help you gauge and reinforce your grasp of the information covered.

Written in a refreshing conversational style, this text thoroughly prepares students, program administrators, and new evaluators to conduct evaluations or to use them in their work. The book's question-driven focus and clear discussions about the importance of fostering evaluation use by building collaborative relationships with stakeholders set it apart from

other available texts. In 26 concise sections, Marvin C. Alkin explores how to articulate answerable evaluation questions, collect and analyze data using both quantitative and qualitative methods, and deal with contingencies that might alter the traditional sequence of an evaluation. Student-friendly features include handy bulleted recaps of each section, "Thinking Ahead" and "Next Steps" pointers, cautionary notes, annotated suggestions for further reading, and an in-depth case study that provides the basis for end-of-chapter exercises.

A Down-to-Earth Approach James Henslin shares the excitement of sociology in *Essentials of Sociology: A Down-to-Earth Approach*, 11/e. With his acclaimed "down-to-earth" approach and personal writing style, the author highlights the sociology of everyday life and its relevance to students' lives. With wit, personal reflection, and illuminating examples, Henslin stimulates students' sociological imagination so they can better perceive how the pieces of society fit together. In addition to this trademark down-to-earth approach, other distinctive features include: comparative perspectives, the globalization of capitalism, and visual presentations of sociology. MySocLab is an integral part of the Henslin learning program. Engaging activities and assessments provide a teaching a learning system that helps students see the world through a sociological lens. With MySocLab, students can develop critical thinking skills through writing, explore real-world data through the new Social Explorer, and watch the latest entries in the Core Concept Video Series. Revel from Pearson is a new learning experience designed for the way today's students read, think, and learn. Revel redesigns familiar and respected course content and enriches it for today's students with new dynamic, rich-media interactives and assessments. The result is improved student engagement and improved learning. Revel for Henslin will be available for Fall 2014 classes. This program will provide a better teaching and learning experience—for you and your students. It: **Personalizes Learning with MySocLab:** MySocLab is an online homework, tutorial, and assessment program. It helps students prepare for class and instructor gauge individual and class performance. **Explores a A Down-to-Earth Approach:** This title highlights the sociology of everyday life and its relevance to students' lives. **Improves Critical Thinking:** Features throughout help build critical thinking skills. **Understands Social Change:** An important theme of the text, social change over time, examines what society was previously like, how it has changed, and what the implications are for the present and future. **ALERT:** Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. Packages Access codes for Pearson's MyLab & Mastering products may not be included when purchasing or renting from companies other than Pearson; check with the seller before completing your purchase. **Used or rental books** If you rent or purchase a used book with an access code, the access code may have been redeemed previously and you may have to purchase a new access code. **Access codes** Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase.

A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation. These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions. The second edition adds a chapter on business communication, reworks the discussion on technical style, and expands the information on visual communication and ethics into free-standing chapters. Particular attention is paid throughout to the needs of Canadian students.

When you need accurate, up-to-date information in the rapidly changing field of asset protection, you need the most authoritative resource available. You need *Safety, Health, and Asset Protection: Management Essentials, Second Edition*. It covers regulatory compliance, technical standards, legal aspects, risk management, and training requirements. The chapters on communication and management skills assist you in functioning as an effective member of your unit's management team. In light of the global workplace, the book highlights some of the technical standards and cultural approaches to asset protection in the international arena. See what's new in the Second Edition: **Fire Protection Security Safety Engineering Standards** Get complete, updated coverage of: **Safety and Health Systems Management Environmental Management Professional Management International Developments Standards of Competence** Written by widely experienced asset protection practitioners and edited by one of the field's most experienced professionals, *Safety, Health, and Asset Protection: Management Essentials, Second Edition* has been extensively revised and expanded to ensure that you will have the essential information required to maintain competency and confidence in your profession. *Designing Engineers* First Edition is written in short modules, where each module is built around a specific learning outcome and is cross-referenced to the other modules that should be read as pre-requisites, and could be read in tandem with or following that module. The book begins with a brief orientation to the design process, followed by coverage of the design process in a series of short modules. The rest of the book contains a set of modules organized in several major categories: **Communication & Critical Thinking, Teamwork & Project Management, and Design for Specific Factors** (e.g. environmental, human factors, intellectual property). A resource section provides brief reference material on economics, failure and risk, probability and statistics, principles & problem solving, and estimation.

The bestselling guide to reporting writing, updated and reworked for today's practice *Essentials of Assessment Report Writing* offers effective solutions to the creation of reader-friendly, yet targeted, psychological, and educational assessment reports. Parents, clinicians, clients, and other readers need more than test-by-test descriptions—they need an accessible analysis of the entire situation to determine their next steps. This book provides clear guidance for busy practitioners seeking ways to improve their report writing skills. With a focus on current practice, this new second edition covers DSM-5 updates and the latest assessment instruments including the WJ IV, WISC-V, WAIS-IV, KTEA-3, and the CAS2. New discussion includes advice on tailoring the report to the audience, and annotated case reports provide illustrative models of effective report styles, interpretation, and analysis. Key concepts are highlighted for quick reference throughout, and end-of-chapter questions help reinforce understanding. Reporting styles vary widely within the field, in both content and style; there is no definitive "standard," but many reports fail to reflect best practices and therefore prove less than useful to the reader. This book provides expert guidance throughout the reporting process to help practitioners provide high-quality, accessible reports. Integrate assessment results to provide a person-centered

report Identify and navigate critical decision points in the interpretive process Write efficiently yet effectively while enhancing the reader's experience Provide an accurate, informative, and readable assessment report Incorporate practical recommendations to address the referral concerns Expertly-conducted assessments should culminate with a carefully constructed analysis that provides direction via clear communication. Because this report will be used to inform treatment, intervention, and ultimately, the client's quality of life—it is critical that it provides clear, informative guidance in a way that readers can understand. Essentials of Assessment Report Writing provides comprehensive guidelines for navigating through the report writing process.

New to this edition: Up-to-date information on on-line research and computer resources. A unique four-way access system enables users of the Handbook of Technical Writing to find what they need quickly and get on with the job of writing: 1. The hundreds of entries in the body of the Handbook are alphabetically arranged, so you can flip right to the topic at hand. Words and phrases in bold type provide cross-references to related entries. 2. The topical key groups alphabetical entries and page numbers under broader topic categories. This topical table of contents allows you to check broader subject areas for the specific topic you need. 3. The checklist of the writing process summarizes the opening essay on "Five Steps to Successful Writing" in checklist form with page references to related topics, making it easy to use the Handbook as a writing text. 4. The comprehensive index provides an exhaustive listing of related and commonly confused topics, so you can easily locate information even when you don't know the exact term you're looking for.

Built around real group interactions, Team Writing is a flexible, hybrid resource that pairs videos with a brief print book. Based on research revealing major problems at all stages of peer group work, the book shows how written communication can help technical writing students contribute to team projects in a meaningful way — and provides strategies for dealing with the breakdowns that can derail a project's success. Numerous examples highlight the kind of written communication that helps teams thrive. Short, Web-based videos depict student teams in action, going beyond the textbook to show what real collaboration looks and sounds like.

The quick way to learn Windows 10 This is learning made easy. Get more done quickly with Windows 10. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Discover fun and functional Windows 10 features! Work with the new, improved Start menu and Start screen Learn about different sign-in methods Put the Cortana personal assistant to work for you Manage your online reading list and annotate articles with the new browser, Microsoft Edge Help safeguard your computer, your information, and your privacy Manage connections to networks, devices, and storage resources

This outstanding anthology of insightful essays, written by both theorists and practitioners, focuses on the content and structure of technical writing while also discussing the political, interpersonal, and ethical demands of writing in a professional workplace. Unlike most other texts in the field, Readings in Technical Communication goes beyond offering a traditional prescriptive approach to technical writing and provides students with a comprehensive and thoughtful examination of the field. Along with a wide variety of classic essays, RTC includes a wealth of new material that reflects the most up-to-date approaches and methods in technical communication.

This compact but complete guide shows that less is more—with fewer extraneous details getting in the way of students trying to learn on the run, it allows them to focus on the most important principles of effective technical communication. The Concise Guide takes a rhetorical approach to technical communication; instead of setting up a list of rules that should be applied uniformly to all writing situations, it introduces students to the bigger picture of how the words they write can affect the people intended to read them. Assignments and exercises are integrated throughout to reinforce and test knowledge.

In today's constantly changing workplace, it's important to keep up with strategies for successful communication, whether it happens through email, websites, presentations, social media, or cover letters. Practical Strategies for Technical Communication helps get students up to speed with a concise, accessible guide to everything they need to know about audience and purpose, document design, research, style, and more. In the third edition, noted scholar and teacher Stuart A. Selber joins the author team. The new edition features expanded coverage of nontraditional resume formats such as infographics and videos, a new discussion of usability testing, and an array of revised and updated Tech Tips. Practical Strategies for Technical Communication is available with LaunchPad- a customizable course space featuring an ebook and an exciting array of digital resources including a test bank, adaptive quizzing, multimedia Document Analysis Activities, and more. To order or purchase the print book packaged with LaunchPad, use ISBN 978-1-319-22438-7.

Learn the tricks-of-the-trade of becoming a great technical communicator Remember when you were an undergraduate and freshman composition seemed so irrelevant to your life? After all, you were going to conquer the world with technological know-how. Your spellcheck software would handle the details. Now that you're a professional -pitching an idea, vying for a contract or grant, or presenting at a meeting - getting your point across effectively suddenly seems pretty essential for success, doesn't it? Fear not. This light-hearted text, brimming with proven techniques, good advice, and real-world examples that you can easily apply to your own case, will turn you into an adept communicator. Written expressly for technologists, this is a simple, concise, and practical guide to the communication dynamics of writing, presentation delivery, and meeting interaction. Herbert Hirsch, in-demand consultant who developed these techniques for his own prolific engineering career, teaches you how to use "scripting" to plan for communication events. More than a mere outline or storyboard, scripting is a powerful technique that assists you in getting the right structure and content, in the proper order. Using scripting, you will master the fundamental principles of communicating: How to grab the reader's or audience's attention from the start How to maintain the connection while proceeding smoothly from topic to topic How to provide the substantiation for the points you made How to communicate with people from other groups, such as marketers, investors, users, and others How to overcome such obstacles as fear, boredom, and aversion to your material Distilling the art of communication to its essence, Essential Communication Strategies empowers you to communicate with confidence and authority in every situation, to every audience.

One-quarter the length and price of conventional textbooks, this popular introduction to technical writing teaches the essentials with remarkable economy, clarity, and authority. The Elements of Technical Writing provides students with precisely the information needed to produce effective technical documents and no more.

Do you need to create some user assistance for your product? Do you want to make your user manual and online help system stand out from those of your competitors but don't have the time to study a dozen all-embracing textbooks about technical writing before getting down to work? This book provides you with a compilation of those rules that really matter. If you follow the given recommendations, this will significantly improve the quality of what you write, all with the least amount of effort. You get hands-on advice and simple, catchy examples-free from theoretical elaborations and highbrow grammar terms. The book is exemplary for what you need to achieve, too. It contains lots of valuable information on as few pages as possible in a clear and simple form.

Topics covered: Structuring principles, including building topics, establishing headings, and determining the best possible order of information; Layout and formatting essentials; General technical writing rules; Rules for building sections; Rules for building sentences; Plain language; Grammar and word choice FAQ. Audience: developers, marketing professionals, product managers.

The Essentials of Technical Communication Oxford University Press, USA

In today's complex workplace, no one wants to read what you write. The Essentials of Technical Communication, Fifth Edition, was

developed with this principle in mind. The respected author team continues to provide students with accessible and comprehensive instructions for planning, drafting, and revising technical documents that are clear and concise. Divided into two flexible parts--Principles and Applications--the text lays a strong foundation in the rhetoric principles before examining the principle types of workplace documents with checklists for use in preparing them.

The #1 Guide to Excellence in Technical Communication--Fully Updated for Embedded Assistance, Mobile, Search, Multimedia, and MoreDirect from IBM's own content design experts, this guide shows you how to design product interfaces and technical information that always place users front and center. This edition has been fully revised to help you consistently deliver the right content at the right time. You'll master today's best practices to apply nine essential characteristics of high-quality technical information: accuracy, clarity, completeness, concreteness, organization, retrievability, style, task orientation, and visual effectiveness. Coverage IncludesAdvocating for users throughout the entire product development processDelivering information in an ordered manner by following progressive disclosure techniquesOptimizing content so that users can find it from anywhereStreamlining information for mobile deliveryHelping users right where they areWhether you're a writer, editor, information architect, user experience professional, or reviewer, this book shows you how to create great technical information, from the product design to the user interface, topics, and other media. Thoroughly revised and updatedExtensive new coverage of self-documenting interfaces and embedded assistanceUpdated practical guidelines and checklistsHundreds of new examples.

Taking an applied approach to teaching workplace writing, TECHNICAL WRITING FOR SUCCESS 3E is a comprehensive text designed to focus on skills that employers demand in today's workplace-thinking, listening, composing, revising, and editing. Students are encouraged to acquire many workplace skills through integrated and applied instruction so that mastering technical writing is relevant and exciting. Abundant model documents reflect Office 2007 formats and include questions providing critical thinking opportunities. This comprehensive text features an engaging writing style, student and real-world models, write-to-learn activities, expanded oral presentation coverage, and much more. TECHNICAL WRITING FOR SUCCESS 3E provides instruction on the less common documents not covered in general communication texts, e.g., proposals, news releases, science lab reports, and instructions. Chapter contents include technical research; writing for the Web; brief informative, brief investigative and recommendation reports; as well as technical reading. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A comprehensive, easy-to-use guide to key workplace communication skills. Survivor's Guide to Technical Writing presents all of the essentials of workplace communication in an easy-to-read and easy-to-use format. The content is comprehensive and universal, and emphasizes the most practical and useful information, making the concepts relevant to each user. Integrating the most current technology, users will discover the usage and resources available to them through a number of different media. Survivor's Guide to Technical Writing reflects the most current topics and issues in technical communication and includes many cases, activities, and features to engage and enrich learning.

The text material has been restructured to provide a more balanced and exhaustive coverage of the subject.The text discusses the core concepts of technical communication and explains them with the help of numerous examples and practice exercises. The book also provides support for soft skills laboratory sessions through a companion CD.With its in-depth coverage and practical orientation, the book is useful not only for students, but also as a reference material for corporate training programmes.

This book traces Chinese technical communication from its beginnings, investigating how it began and the major factors that shaped its practice. It also looks at the major philosophical and historical traditions in Chinese technical communication, and how historical and philosophical threads play out in contemporary Chinese technical communication practice. In considering such issues, the book gives attention to some of the major classical Chinese texts, but treats them as artefacts of technical communication. It explores the roots of Chinese technical communication, reviews traditional philosophy that has shaped such practice, discusses the key links in the history of Chinese technical communication, and recounts historical roots and contemporary practice side by side. It provides the reader with compelling perspectives on the historical roots of Chinese technical communication.

Microsoft Azure Essentials from Microsoft Press is a series of free ebooks designed to help you advance your technical skills with Microsoft Azure. The first ebook in the series, Microsoft Azure Essentials: Fundamentals of Azure, introduces developers and IT professionals to the wide range of capabilities in Azure. The authors - both Microsoft MVPs in Azure - present both conceptual and how-to content for key areas, including: Azure Websites and Azure Cloud Services Azure Virtual Machines Azure Storage Azure Virtual Networks Databases Azure Active Directory Management tools Business scenarios Watch Microsoft Press's blog and Twitter (@MicrosoftPress) to learn about other free ebooks in the "Microsoft Azure Essentials" series.

In the workplace, no one wants to read what you write. The Essentials of Technical Communication is designed to help you get your message across by offering a practical introduction to all aspects of effective professional communication in today's world.

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