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Titolo	Communication skills : a guide for engineering and applied science students // John W. Davies and Ian K. Dunn
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ISBN	1-283-05596-1 9786613055965 0-273-72954-3
Edizione	[Third edition.]
Descrizione fisica	1 online resource (178 pages)
Disciplina	620.0014
Soggetti	Communication in engineering Communication of technical information Communication in science Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
Nota di bibliografia	Includes bibliographical references (pages [168]-169) and index.
Nota di contenuto	Cover -- Communication Skills -- Contents -- List of checklists -- Acknowledgements -- Introduction -- Words -- Sentences -- Grammar and style -- The writing process -- Technical information -- Source information and good practice -- Laboratory assignments -- Reports -- Proposals, specifications and manuals -- Final year project reports -- Spoken presentations -- Recording experience and personal development -- Group work and meetings -- Essays and exam answers -- Letters and email -- CVs and job applications -- Interviews -- What next? -- Complete list of further reading suggestions -- Answers to tests -- Index.
Sommario/riassunto	An informal guide to help engineering and applied science students become better communicators. It is the only British book to cover the communication skills engineering and applied science students will need in both their academic and professional careers, using examples of good practice, checklists and self-assessment tests. Topics include writing technical reports, giving presentations, email and web communication, avoiding plagiarism, and compiling work-based

