

1. Record Nr.	UNINA9910813674603321
Autore	Estrin Herman A
Titolo	Technical writing in the corporate world // Herman A. Estrin, Norbert Elliot
Pubbl/distr/stampa	Los Altos, Calif., : Crisp, c1990
ISBN	1-4175-2422-7
Descrizione fisica	1 online resource (86 p.)
Altri autori (Persone)	ElliotNorbert
Disciplina	808/.0666
Soggetti	Technical writing Communication of technical information
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	<p>""TITLE""; ""COPYRIGHT""; ""ACKNOWLEDGMENTS""; ""CONTENTS""; ""SECTION 1 UNDERSTANDING TECHNICAL WRITING""; ""1.0 UNDERSTANDING TECHNICAL WRITING""; ""WHAT IS TECHNICAL WRITING?""; ""1.1 SURVEYING YOUR ATTITUDES TOWARDS WRITING""; ""AUTHORSa€? COMMENTS: YOUR ATTITUDES TOWARD WRITING""; ""1.2 KNOWING YOUR AUDIENCE""; ""SIX TECHNIQUES FOR SUCCESS""; ""CASE STUDY #1: ANALYZING AN AUDIENCE""; ""EXERCISE: EVALUATING EFFECTIVE TECHNICAL WRITING""; ""1.3 UNDERSTANDING THE WRITING PROCESS""; ""EXERCISE: THINKING ABOUT YOUR WRITING PROCESS""; ""1.4 THE FIVE Ca€?S OF REPORT WRITING""</p> <p>""C NUMBER #1: Conciseness""""C NUMBER #2: Completeness""; ""C Number #3: Concreteness""; ""C Number #4: Correctness""; ""C NUMBER #5: Coherence""; ""Method 1: Transitional Words""; ""Method 2: Repetition of Key Terms""; ""Method 3: Graphics""; ""SECTION 2 DEVELOPING THE TECHNICAL DOCUMENT""; ""2.0 DEVELOPING THE TECHNICAL DOCUMENT""; ""2.1 CORRESPONDENCE""; ""2.1.1 The Memo""; ""DOCUMENT 1: THE MEMO""; ""2.1.2 The Cover Letter""; ""DOCUMENT 2: THE COVER LETTER""; ""2.1.3 The Resume""; ""Document 3: THE RESUME""; ""2.2 REPORTS""; ""2.2.1 The Trip Report""; ""DOCUMENT 4: THE TRIP REPORT""</p> <p>""2.2.2 The Activities Report""""DOCUMENT 5: THE ACTIVITIES REPORT""; ""2.3 PROPOSALS""; ""2.3.1 The Brief Proposal""; ""DOCUMENT 6: THE BRIEF PROPOSAL""; ""2.3.2 The Extended Proposal"";</p>

""DOCUMENT 7: THE EXTENDED PROPOSAL""; ""CASE STUDY #2:
THINKING ARGUMENTATIVELY""; ""AUTHORSa€? ANALYSIS OF CASE
STUDY #2""; ""2.4 PROCEDURES""; ""DOCUMENT 8: THE PROCEDURAL
DOCUMENT""; ""2.5 LONG DOCUMENTS""; ""DOCUMENT 9: LETTER OF
TRANSMITTAL""; ""DOCUMENT 10: TITLE PAGE""; ""DOCUMENT 11:
ABSTRACT""; ""DOCUMENT 12: THE TABLE OF CONTENTS"";
""DOCUMENT 13: LIST OF FIGURES""
""EXERCISE: COLLECTING MODEL TECHNICAL DOCUMENTS""""SECTION 3
EDITING THE TECHNICAL DOCUMENT""; ""3.0 EDITING THE TECHNICAL
DOCUMENT""; ""3.1 ORGANIZATION""; ""3.2 STYLE""; ""3.3.
CORRECTNESS""; ""EXERCISE: IDENTIFYING THE SEVEN DEADLY ERRORS
OF TECHNICAL WRITING""; ""IDENTIFYING THE SEVEN DEADLY ERRORS
OF TECHNICAL WRITING KEY""; ""3.3.1 Pronoun Reference Agreement
Problems""; ""3.3.2 Subject-Verb Agreement Problems""; ""3.3.3 Vague
Pronoun Reference""; ""3.3.4 Dangling Modifiers""; ""3.3.5 Overuse of
Passive Voice""; ""3.3.6 Inappropriate Comma Use""; ""3.3.7
Inappropriate Semicolon Use""
""3.4 A NOTE ON EDITING""""SECTION 4 CONCLUSION: THE
IMPORTANCE OF TECHNICAL WRITING""; ""4.0 CONCLUSION: THE
IMPORTANCE OF TECHNICAL WRITING""; ""APPENDICES""; ""APPENDIX A:
BUILDING A COMMUNITY OF TECHNICAL EDITORS""; ""APPENDIX B:
WORD PROCESSING FOR THE TECHNICAL WRITER""; ""APPENDIX C:
TECHNICAL WRITING AND ENGLISH AS A SECOND LANGUAGE"";
""APPENDIX D: FOR FURTHER READING""
