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Titolo	Professional communications : a handbook for civil engineers // Heather Silyn-Roberts
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Descrizione fisica	1 online resource (268 p.)
Disciplina	624/01/4
Soggetti	Civil engineers Communication
Lingua di pubblicazione	Inglese
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Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	The Basics of Technical Writing; The Structure of an Engineering Document; Organizing a Document and Choosing Appropriate Sections; Presentation Style; Requirements for Sections and Elements of a Document; Summarizing: An Executive Summary, a Summary, and a Conference or Journal Paper Abstract; Reports; A Set of Instructions: Handbook, Procedure, Operating Manual; Formal Letters; Short Workplace Documents: E-mails, Faxes, Memoranda, Agendas, and Minutes; Publicity Material: Brochures and Press Releases; A Journal or Conference Paper; A Conference or Display Poster; Referencing Your Sources; Editorial Conventions; Revising, Proofreading, and Reviewing a Document; Problems of Style: Recognizing and Correcting Common Mistakes; A Seminar or Conference Presentation; A Presentation to a Small Group; References and Resources; Quick Reference Guide: The Parts of Speech and Verb Forms; Index
Sommario/riassunto	Professional Communications provides practical, comprehensive advice on best practice for professional engineering communications. The purpose of this handbook is to convey information to the reader accurately and simply. The book presents in-depth coverage of the requirements for many forms of documentation, along with editorial conventions, editing and proofreading, writing style, conference or display posters, and oral presentations of technical material. Readers can choose a specific topic and read that chapter; this resourceful handbook does not have to be read sequentially. Engineering

professionals and students will benefit from the concise information listed in this handbook about what is needed in an effective engineering document.
