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Autore	Paradis James G. <1942->
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Sommario/riassunto	This guide covers the basics of scientific and engineering communication, including defining an audience, working with collaborators, searching the literature, organizing and drafting documents, developing graphics, and documenting sources. The documents covered include memos, letters, proposals, progress reports, other types of reports, journal articles, oral presentations, instructions, and CVs and resumes. Throughout, the authors provide realistic examples from actual documents and situations. The materials, drawn from the authors' experience teaching scientific and technical communication, bridge the gap between the university novice and the seasoned professional. In the five years since the first edition was published, communication practices have been transformed by computer technology. Today, most correspondence is transmitted electronically, proposals are submitted online, reports are distributed to clients through intranets, journal articles are written for electronic transmission, and conference presentations are posted on the Web. Every chapter of the book reflects these changes. The second edition

also includes a compact Handbook of Style and Usage that provides guidelines for sentence and paragraph structure, punctuation, and usage and presents many examples of strategies for improved style.

2. Record Nr.

Autore

Titolo

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Keith George <1639?-1716.>

A Christian catechisme, for the instruction of youth, and others to whom it may be useful in the grounds of Christian religion, and practice of Christian piety [[electronic resource]] : wherein the twelve articles of the Christian creed, and the Godhead and manhood natures of Christ and his prophetical, priestly, and kingly office are briefly explained : and the true Christian doctrin, concerning Christ his being a sufficient saviour, as he is both God and man : and with respect to both the absolute necessity, and excellent consistencie of his outward coming in the flesh, and his inward coming, and spiritual appearance in our hearts, through faith in him, and love and obedience to him, in order to our eternal salvation, declared and demonstrated by testimonies of Holy Scripture : and the divine excellency of the light within, in distinction from humane reason, asserted and vindicated : and the question concerning its sufficiency to salvation, truly stated and resolved : where also many other Gospel doctrins, and practical Christian truths and duties are held forth // by George Keith

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