

Improving Your Technical Writing Skills

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your day—then take credit for it - you accidentally trash-talk someone in an email or text, hit “reply all,” you're being micromanaged—or not being managed at all - you catch a colleague in a lie - your boss seems unhappy with your work - your cubemate's loud speakerphone is making you homicidal - you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works. . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with humor (start with a review) “The author is friendly, warm, and no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—The Aschkele

An introduction to the field of applied ontology with examples derived particularly from biomedicine, covering theoretical components, design practices, and practical applications. In the era of “big data,” science is increasingly information driven, and the potential for computers to store, manage, and integrate massive amounts of data has given rise to such new disciplinary fields as biomedical informatics. Applied ontology offers a strategy for the organization of scientific information in computer-tractable form, drawing on concepts not only from computer science but also from the philosophy of language. This book provides a detailed introduction to the field of applied ontology that is of particular relevance to biomedicine, covering theoretical components of ontologies, best practices for ontology design, and examples of biomedical ontologies in use. After defining an ontology as a representation of the types of entities in a given domain, the book distinguishes between different kinds of ontologies and taxonomies, and shows how applied ontology draws on more traditional ideas from metaphysics. It presents the core features of the Basic Formal Ontology (BFO), now used as a domain ontology that utilize BFO. The book also describes Web Ontology Language (OWL), a common framework for Semantic Web technologies. Throughout, the book provides concrete recommendations for the design and construction of domain ontologies.

Looks at the principles and clean code, includes case studies showcasing the practices of writing clean code, and contains a list of heuristics and “smells” accumulated from the process of writing clean code.

A CUSTOMER SERVICE SKILLS FOR THE SERVICE DESK PROFESSIONAL, the definitive service desk text now available in a fully revised fourth edition, teaches technical professionals the skills and work habits needed to successfully interact with customers and achieve job satisfaction. Each chapter describes a specific business skill, soft skill, or self-management skill required to deliver effective technical customer support while providing proven, how-to techniques for mastering that skill. Research and references have been updated in each chapter, and throughout the text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Developing Writing Skills in Spanish

Strategies for Business and Technical Writing

Microsoft Manual of Style

What Big Data Can't Do

Managing Your Documentation Projects

Engineer Your Own Success

A guide to successful business communication describes how to draft effective letters, emails, and proposals; adapt one's writing style to an audience; and self-edit and troubleshoot documents.

Gravity and Gravitation is a physics book that is written in a form that is easy to understand for high school and beginning college students, as well as science buffs. It is based on the lessons from the School for Champions educational website.The book explains the principles of gravity and gravitation, shows derivations of important gravity equations, and provides applications of those equations. It also compares the different theories of gravitation, from those of Newton to Einstein to present-day concepts.

"Plan, structure, write, review, publish"—Cover.

"Writing Successfully in Science" pays particular attention to the needs of scientists whose first language is not English, explaining how to avoid the main pitfalls of English grammar and how to present work in a clear and logical fashion. It combines practical tips for the first-time writer with useful instructions for experienced contributors wishing to improve their technique

The IEEE Guide to Writing in the Engineering and Technical Fields

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE)

A Handbook for Technical Writers and Editors

A Real-world Guide to Planning and Writing Technical Documentation

Technical Writing

A Handbook of Agile Software Craftsmanship

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.

Language in its different forms and means is, essentially, used to communicate a message and to achieve an end; the written form is one of the means used to achieve such an end of conveying messages. Business, by its nature as we know, is competitive and is becoming more competitive globally, which means that such competition exists between companies worldwide and amongst employees of the company itself as they try to better themselves in their own client's eyes. Client objectives take priority over other objectives within the company. For example, a German company in Korea has a long-term objective of establishing good long-term trading relations with the Koreans, thus their representative's use of English is geared to that end. Similarly, a French company's manager in India needs the language to communicate with his Indian workers. In speaking and writing we judge the success of the person inasmuch as he or she succeeds in expressing his or her ideas precisely enough and appropriately sufficiently for the target situation. A user of the language, particularly, a writer is usually judged on the basis of his or her grammatical accuracy and the range and appropriateness of the vocabulary used.I must assure the user of this Easy Guide to Effective Technical Writing that the content of the Guide derives from my many years of success in teaching the various skills of English as a Foreign Language, mainly to the oil and technical trades in various parts of the world. I used the same skills included in this Guide in teaching writing to various managerial and supervisory levels who had some background of English Language and, Praise be to the Lord, I was never disappointed with the results of my students at all. This Easy Guide of the Skills in Business Writing Workbook is not intended for teaching the long process of what to learn or how to learn a language but is specifically targeted to helping business people who use writing in communicating their business needs to their employees, but more importantly, to outsiders. The Workbook is designed to help you improve the writing you do on the job.By working on your own or with a facilitator who can guide you through the Workbook, you will explore means that are prepared to help you improve your writing by exploring how to accomplish different purposes when you write. For example, if your purpose in writing a particular memo is to order a piece of machinery, state a problem and suggest a solution to the problem or inform someone of his or her promotion you will learn an effective way to accomplish that purpose. You will also learn how to explain processes and how to make and support generalizations. These are only examples. You will learn to accomplish many different purposes through your writing.Corporates may consider that this Business English Writing Skills Workbook can be administered in a 2- week workshop which would be designed to cover the various objectives in order to help the user improve and have hands-on experience in the writing for the various objectives he or she may write about or may have to write about on the job.A user will improve writing by studying how to accomplish his or her purposes through your writing. For example, if your purpose in writing a particular memo is to order a piece of machinery, state a problem and suggest a solution to the problem or inform someone of his or her promotion you will learn an effective way to accomplish that purpose. You will also learn how to explain processes and how to make and support generalizations. These are only examples. You will learn to accomplish many different purposes through your writing. For example, if your purpose in writing a particular memo is to order a piece of machinery, state a problem and suggest a solution to the problem or inform someone of his or her promotion you will learn an effective way to accomplish that purpose. You will also learn how to explain processes and how to make and support generalizations. These are only examples. You will learn to accomplish many different purposes through your writing. In the Workshop, user will focus on formats for memos, e-mail, and internal letters. Participants will also learn how to organize their documents so that they are attractive to the reader. In addition, they will work with a set of grammar rules that can markedly reduce the number of errors in their writing. As well, they will focus on techniques that make better

Comprehensive and truly accessible, Technical Communication guides students through planning, drafting, and designing the documents that will matter in their professional lives. Known for his student-friendly voice and eye for technology trends, Mike Markel addresses the realities of the digital workplace through fresh samples and cases, practical writing advice, and a companion Web site – TechComm Web – that continues to set the standard with content developed and maintained by the author. The text is also available in a convenient, affordable e-book format.

Let's face it, a lot of technical documentation reads as if it had been translated into English from Venutian by a native speaker of gibberish. Which is annoying for you and expensive for the manufacturer who pays with alienated customers and soaring technical support costs. That's why good technical writers are in such big demand worldwide. Now, Technical Writing For Dummies arms you with the skills you need to cash in on that demand. Whether you're contemplating a career as a technical writer, or you just got tapped for a technical writing project, this friendly guide is your ticket to getting your tech writing skills up to snuff. It shows you step-by-step how to: Research and organize information for your documents Plan your project in a technical brief Fine-tune and polish your writing Work collaboratively with your reviewers Create great user manuals, awesome abstracts, and more Write first-hand electronic documents Write computer- and Web-based training courses Discover how to write energized technical documents that have the impact you want on your readers. Wordsmith Sheryl Lindsell-Roberts covers all the bases, including: All about the red-hot market for technical writing and how to get work as a technical writer The ABCs of creating a strong technical document, including preparing a production schedule, brainstorming, outlining, drafting, editing, rewriting, testing, presentation, and more Types of technical documents, including user manuals, abstracts, spec sheets, evaluation forms and questionnaires, executive summaries, and presentations Writing for the Internet—covers doing research online, creating multimedia documents, developing computer-based training and Web-based training, and writing online help Combining examples, practical advice, and priceless insider tips on how to write whiz-bang technical documents, Technical Writing For Dummies is an indispensable resource for newcomers to technical writing and pros looking for new ideas to advance their careers.

Writing for Science and Technology

Grammar, Punctuation, and Capitalization

An Easy Guide to Effective Technical Writing: A Business Writing Skills Workbook

Professional Tools and Insights

Technical Writing, Presentational Skills, and Online Communication: Professional Tools and Insights

Effective Writing

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. A bold challenge to our obsession with efficiency—and a new understanding of how to benefit from the powerful potential of serendipity. Algorithms, multitasking, the sharing economy, life hacks: our culture can't get enough of efficiency. One of the great promises of the Internet and big data revolutions is the idea that we can improve the processes and routines of our work and personal lives to get more done in less time than we ever have before. There is no doubt that we're performing at higher levels and moving at unprecedented speeds. But what if we're headed in the wrong direction? Melding the long-term history of computer science and social science, The Efficiency Paradox questions our ingrained assumptions about efficiency, persuasively showing how relying on the algorithms of digital platforms can in fact lead to wasted efforts, missed opportunities, and, above all, an inability to break out of established patterns. Edward Tenner offers a smarter way of thinking about efficiency, revealing what we and our institutions, when equipped with an astute combination of artificial intelligence and trained intuition, can learn from the random and unexpected.

Master verbalist Richard Lederer, America's "Wizard of Idiom" (Denver Post), presents a love letter to the most glorious of human achievements... Welcome to Richard Lederer's beguiling celebration of language -- of our ability to utter, write, and receive words. No purists need stop here. Mr. Lederer is no linguistic sheriff organizing posses to hunt down and string up language offenders. Instead, join him "In Praise of English," and discover why the tongue described in Shakespeare's day as "of small reach" has become the most widely spoken language in history: English never rejects a word because of race, creed, or national origin. Did you know that juche comes from Gullah and canoe from Haitian Creole? Many of our greatest writers have invented words and bequeathed new expressions to our everyday conversations. Can you imagine making up almost ten percent of our written vocabulary? Scholars now know that William Shakespeare did just that! He also points out the pitfalls and pratfalls of English. If a man mans a station, what does a woman do? In "The Department of Redundancy Department," "Is English Prejudiced?" and other essays, Richard Lederer urges us not to abandon that which makes us human: the capacity to distinguish, discriminate, compare, and evaluate.

Good style explains the tactics that can be used to write technical material in a coherent, readable style. It discusses in detail the choices of vocabulary, phrasing and sentence structure and each piece of advice is based on evidence of the styles preferred by technical readers and supported by many examples of writing from a variety of technical contexts. John Kirkman draws from his many years of experience lecturing on communication studies in Europe, the USA, the Middle East and Hong Kong, both in academic programmes and in courses for large companies and government departments. Good Style has become a standard reference book on the shelf of students of science, technology and computing and is an essential aid to all professionals whose work involves writing of reports, papers, guides, manuals or on-screen texts. This new edition also includes information on writing for the web and additional examples of how to express medical and life-science information.

A Writing Guide for Corporate Middle Managers of Oil Industry and Technical Trades in EFL Speaking Countries

How to Write about Technical Subjects and Products So Anyone Can Understand

How to Navigate Clever Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work

Technical Writing 101

Writing Successfully in Science

Technical Communication

Helps both engineers and students improve their writing skills by learning to analyze target audience, tone, and purpose in order to effectively write technical documents This book introduces students and practicing engineers to all the components of writing in the workplace. It teaches readers how considerations of audience and purpose govern the structure of their documents within particular work settings. The IEEE Guide to Writing in the Engineering and Technical Fields is broken up into two sections: "Writing in Engineering Organizations" and "What Can You Do With Writing?" The first section helps readers approach their writing in a logical and persuasive way as well as analyze their purpose for writing. The second section demonstrates how to distinguish rhetorical situations and the generic forms to inform, train, persuade, and collaborate. The emergence of the global workplace has brought with it an increasingly important role for effective technical communication. Engineers more often need to work in cross-functional teams with people in different disciplines, in different countries, and in different parts of the world. Engineers must know how to communicate in a rapidly evolving global environment, as both practitioners of global English and developers of technical documents. Effective communication is critical in these settings. The IEEE Guide to Writing in the Engineering and Technical Fields Addresses the increasing demand for technical writing courses geared toward engineers Allows readers to perfect their writing skills in order to present knowledge and ideas to clients, government, and general public Covers topics most important to the working engineer, and includes sample documents Includes a companion website that offers engineering documents based on real projects The IEEE Guide to Engineering Communication is a handbook developed specifically for engineers and engineering students. Using an argumentation framework, the handbook presents information about forms of engineering communication in a clear and accessible format. This book covers both forms that are characteristic of the engineering workplace and principles of logic and rhetoric that underlie these forms. As a result, students and practicing engineers can improve their writing in any situation they encounter, because they can use these principles to analyze audience, purpose, tone, and form.

Including examples of real usage, this handy volume provides clear information about grammar and punctuation that we need on a day-to-day basis in over 300 entries. Revised and updated, The Oxford A-Z of Grammar and Punctuation offers accessible and coherent explanations across a broad range of topics, and is the first port of call for any reader seeking clear, authoritative help with grammar and punctuation. Both easy to use andcomprehensive, it is an essential tool for writing at home, in the office, at school, and at college.

"This book is a collection of work to assist any professional who needs to deal with ethical issues, write up a technical project, give or develop a presentation, or write material for an online audience."—Provided by publisher.

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &– Seventh Edition is structured around eight project performance domains.This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes.This edition of the PMBOK&&® Guide: "Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);•Provides an entire section devoted to tailoring the development approach and processes;•Includes an expanded list of models, methods, and artifacts;•Focuses on not just delivering project outputs but also enabling outcomes; and• Integrates with PMIstandards+™ for information and standards application content based on project type, development approach, and industry sector.

Business Writing For Dummies

7 Key Elements to Creating an Extraordinary Engineering Career

The Insider's Guide to Technical Writing

Learning How to Learn

Handbook of Technical Writing

Unteachable Writing

The Elements of Style William Strunk concentrated on specific questions of usage—and the cultivation of good writing—with the recommendation “Make every word tell”; hence the 17th principle of composition is the simple instruction: “Omit needless words.” The book was also listed as one of the 100 best and most influential books written in English since 1923 by *Time* in its 2011 list.

DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if you e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you: • Push past writer's block • Grab-and-keep-readers' attention • Earn credibility with tough audiences • Trim the fat from your writing • Strike the right tone • Brush up on grammar, punctuation, and usage

No other book can better prepare you to work as a writer in the technical world, to write better about technology for a nontechnical audience, or to understand how the ever-more-important writer can help fill the technology gap between the knows and know-nots. Book jacket.

Writing reports is a vital skill in many professions and roles across every sector. Despite this, the majority of reports generated in organizations tend to be difficult to read, dull and do not make the impact they should - either for the content or for the author. In this book, you will learn how to write in a convincing way for a variety of different audiences. Fundamentals covered include structure, graphic presentation, plagiarism and oral presentation. The authors include a useful section on writing under pressure (by writing as a team, for example) as well as material on pitfalls to avoid when writing in English as a second language. This simple, effective book is a great tool for readers across the globe who wish to improve their report-writing skills.

Gravity and Gravitation

How to Become a Technical Writer

Making Money in Technical Writing

The Simple, Five-step Guide That Can Be Used to Create Almost Any Piece of Technical Documentation Such As User Guide, Manual Or Procedure

Ask a Manager

Clean, Well-Lighted Sentences: A Guide to Avoiding the Most Common Errors in Grammar and Punctuation

Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

Every complex product needs to be explained to its users, and technical writers, also known as technical communicators, are the ones who do that job. A growing field, technical writing requires multiple skills, including an understanding of technology, writing ability, and great people skills. Whether you're thinking of becoming a technical writer, just starting out, or you've been working for a while and feel the need to take your skills to the next level, The Insider's Guide to Technical Writing can help you be a successful technical writer and build a satisfying career. Inside the Book Is This Job for Me? What does it take to be a technical writer? Building the Foundation: What skills and tools do you need to get started? The Best Laid Plans: How do you create a schedule that won't make you go crazy? How do you manage different development processes, including Agile methodologies? On the Job: What does it take to walk into a job and be productive right away? The Tech Writer Toolkit: How do you create style guides, indexes, templates and layouts? How do you manage localization and translation and all the other non-writing parts of the job? I Love My Job: How do you handle the ups and downs of being a technical writer? Appendices: References to websites, books, and other resources to keep you learning. Index

Practical, authoritative, and the first comprehensive guide to your publication project. The only bookdevoted exclusively to technical publication project management.Managing Your Documentation Projects arms you with provenstrategies and techniques for producing high-quality, extremelyusable documentation, while cutting cost and time-to-market. Dr. JoAnn T. Harkos, a top documentation design and project managementconsultant to major corporations, including IBM andHewlett-Packard, shares with you the fruit of her more than 15years of experience in the field. She gives you: • Clear-cut, rational guidelines to managing every phase of theproject from planning and development, through production,distribution, and project evaluation • Scores of usable templates, checklists, summaries, andforms • Dozens of real-life case studies and scenarios taken from theauthor's extensive experience at top corporations • Techniques applicable to virtually all fields ofdocumentation Managing Your Documentation Projects was designed to function as comprehensive guide for new managers and a daily tool of survivalfor veterans. It is also an invaluable resource for technicalwriters, editors, graphic designers, consultants, and anyone calledupon to produce high-quality technical documentation on time andwithin budget. JOANN T. HARKOS, PH.D, is President of ComtechServices, Inc., an information/design firm in Denver, Colorado andSan Jose, California. She is also president of JoAnn Harkos Associates, Inc., a strategic planning and management consultingfirm. In 1993, she served as president of the Society for TechnicalCommunication (STC) and is a frequent conference keynote speaker onsuch topics as quality and usability of products and services, theimportance of meeting the needs of the customer, and projectmanagement.

SHORT RETAIL DESCRIPTION: A must-have reference book for business and technical writers of any level.Strategies for Business and Technical Writing will help you plan, organize, create, and polish your writing. You know the ability to communicate effectively both in person and on paper will help you advance in your career—the selections in this book will help you write effective letters, reports, memos, resumes, and other professional documents. The new edition includes helpful models, tips, and advice from top experts including David V. Lewis, Making Your Correspondence Get Results, The Royal Bank of Canada, Letters That Sell, Vincent Vinci, Ten Report Writing Pitfalls: How to Avoid Them, and Sheryl Lindsell-Roberts, Ten Ways to Make Your Technical Documents Shout "Read Me!" Whether you are a student, or seasoned professional, this book will help you plan, create, and improve your business and technical writing. Readings, advice, and models from top experts to help writers improve their technical and business writing skills. Correspondence, ethics, proposals, email, reports, memos, letters, resumes, business writing, technical writing, business communication, technical communication.

The Efficiency Paradox

Improving Scientific, Technical and Business Communication

A Guide to Customer Service Skills for the Service Desk Professional

How to Succeed in School Without Spending All Your Time Studying: A Guide for Kids and Teens

Oxford A-Z of Grammar and Punctuation

Good Style

Improve Your Writing Skills: Powerful Techniques toward Mastering Writing by award winning writer Cathy Wilson, is a take-action introductory guide, delivering the tools you need to write better. Improving your writing skills, offers simple practical solutions to help you develop the techniques to achieve your personal writing goals. Wilson knows if you are serious about MASTERING the skills of writing, you've gotta commit to opening your mind, always gathering new information, and purposefully looking for the latest tips, tricks, and proven strategies, to transform your writing (antabulous! SNEAK PEAK INSIDE THIS SELF-HELP GUIDE EXTRAORDINAIRE... "Technical Writing Explained... "Beginner Writing Tips, Tricks, And Strategies Uncovered *How to Make Serious Money with Your Magical Fingers *Solutions to Common Writing Issues *Top Secret Tips on How to Write a Non-Fiction E-Book Fast *Proven Strategies to Sell Your Writing *How to Create a Plan to Manage Your Writing Time Let's get started! Thoughts that lie dormant often struggle for expression. They translate into words only when time is ripe—at an opportune moment... These verses, often serious and sometimes written in a lighter vein, are reflections of various thoughts, moods and experiences, which are facets of that universal experience called life ! Write in a simple, lucid style. Thoughts to Words has a universal appeal and leaves the reader with a pleasant, feel-good effect.

Annotation An engineer with experience in the automotive and chemical process industries, Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co-workers to document their work in a reasonable manner. He does not focus on the mechanics of the English language, but on the types of documents that an average technical person will encounter in business, government, or industry. He also thinks that students with no technical background should be able to benefit from the tutorial. c. Book News Inc

Tells how to get started as a technical writer, describes technical service agencies, and covers sales, contracts, finding prospects, uses, business incorporation, and working online.

Improve Your Writing Skills: Powerful Techniques Toward Mastering Writing

Clean Code

HBR Guide to Better Business Writing (HBR Guide Series)

Technical Writing Process

Derivations, Equations and Applications

Thoughts to Words

Focusing on basic skills and tips for career advancement, Engineer Your Own Success is a guide to improving efficiency and performance in any engineering field. It imparts valuable organization tips, communication advice, networking tactics, and practical assistance for preparing for the PE exam—every necessary skill for success. Authored by a highly renowned career coach, this book is a battle plan for climbing the rungs of any engineering ladder.

A surprisingly simple way for students to master any subject—based on one of the world's most popular online courses and the bestselling book A Mind for Numbers A Mind for Numbers and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of their current studying. We all have the tools to learn what might not seem to come naturally to us at first—the secret is to understand how the brain works so we can unlock its power. This book explains: • Why sometimes letting your mind wander is an important part of the learning process • How to avoid "rut think" in order to think outside the box • Why having a poor memory can be a good thing • The value of metaphors in developing understanding • A simple, yet powerful, way to stop procrastinating Filled with illustrations, application questions, and exercises, this book makes learning easy and fun.

If you can write clear, concise instructions, then you can be a technical writer. Learn, step-by-step, how to turn your creative writing talent into a highly lucrative career, where you get paid big money consistently to use your writing skills.

A lighthearted and succinct guide to common errors in American sentence structure comprehensively explains grammar and usage problems while revealing the "dos and don'ts" of punctuation, in a guide that complements each chapter with a reinforcing quiz. 13,000 first printings.

Engineer's Guide to Technical Writing

Report Writing for Readers with Little Time

Technical Writing For Dummies

You Can Earn A Great Living as a Writer Now!

Building Ontologies with Basic Formal Ontology

A Practical Guide for Engineers, Scientists, and Nontechnical Professionals, Second Edition

Developing Writing Skills in Spanish provides intermediate and advanced level students with the necessary skills to become competent and confident writers in the Spanish language. With a focus on writing as a craft, Developing Writing Skills in Spanish offers a rich selection of original materials including narrative texts, expository essays, opinion pieces and newspaper articles. Each chapter covers a specific kind of writing and is designed to help tackle the material in small units. The book aids students in crafting clear, coherent and cohesive manuscripts by means of guided practice and step-by-step activities. Key features: Guidance on how to structure a variety of texts: narrative, descriptive, expository, argumentative, academic, journalistic, legal and scientific. Sequenced exercises on style, writing conventions, word choice, syntax and grammar. Reference lists and tables with specialized vocabulary, transition words and other useful expressions. Strategies and tips for planning manuscripts, brainstorming ideas, vocabulary enrichment, editing and proofreading. Includes original samples, as well as fragments from newspapers, well-known literary works and essays by notable Hispanic authors and journalists. Website with additional activities to reinforce the content of each chapter and a teacher's guide with valuable support materials at: www.developingwritingskills.com Designed as a classroom text, self-study material or simply as a resource on writing, Developing Writing Skills in Spanish is the ideal supplement for all intermediate to advanced students of Spanish.

Effective communication is vital to science, engineering and business management. This thoroughly updated second edition with a new chapter on the use of computers and word-processors gives clear, practical advice illustrated with real-life examples on how to select, organize and present information in reports, papers and other documents.

The Elements of Style

The Miracle of Language