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This 6-page guide outlines the basic concepts of business writing, ranging from memos to customer correspondence.

Author's credits taken from front cover and p. ix.

Written by a practicing scientist, this book is directed to scientists, engineers, and others who want to improve their writing and communication.

This book provides a comprehensive and simplified guide on how to improve your technical writing. The first part of this guide will go through the fundamentals of technical writing: what it involves, some of its central problems, how to establish yourself as a credible author, and how to approach your work. This is designed to assist all audiences in building the groundwork for technical writing, and to help shift common perceptions of its difficulties. The rest of this guide will go into more detail about the specifics of different technical writing formats. This will go through the ins and outs of shorter and longer forms of technical writing, ranging from memos, to CVs, to reports and proposals. Each section will include a thorough overview of what the form of technical writing involves, things to do and to avoid, samples and exercises for you to try at home.

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? Appendixes: References to websites, books, and other resources to keep you learning. Index

The focus of this text is to teach engineering students the skill of technical writing. The book is unique in that it gets to the point, uses practical outlines throughout, and actually shows students how to produce the most common technical documents step-by-step. It also employs a laid-back approach that is focused on providing real-world information in a straightforward, easy-to-understand way. This book is part of McGraw-Hill's Best (Basic Engineering Series and Tools) Series, which consists of modularized textbooks covering virtually every topic and speciality likely to be presented in an introductory engineering course. These affordable Best modules are easily combined with each other to construct the ideal first-year course. Best texts are also easily customized to create a single text via both traditional and online customization options.

Offers practical guidelines and samples for writing coherent, accessible technical reports and proposals

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

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In 2010, US News and World Report named technical writing one of the "50 Best Careers" in the world. Want a new (or better) career as a technical writer, but aren't sure where to begin? *How to Get Started as a Technical Writer* is a practical, personal, no-nonsense guide to preparing for and launching your career in technical writing. You won't find a lot of fluff or detailed instructions on how to write. Instead, you'll get over 80 pages of concise, real-world information on what it *really* takes to break into the field. Take advantage of the author's 20 years of industry experience to get answers to questions like: \* What is a technical writer? \* What does a typical day look like? \* What are the "must have" skills for a technical writer? \* Should I get more education? And, of course: \* How do I get experience and land my first job? *How to Get Started as a Technical Writer* also includes an extensive list of useful Internet resources and a glossary of up-to-date technical writing terms.

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