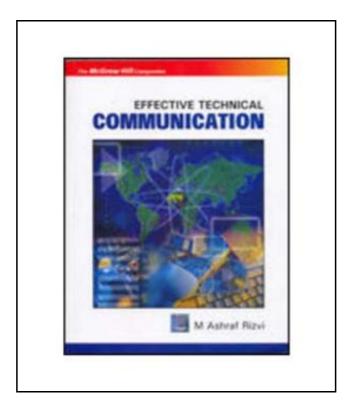
Effective Technical Communication



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Reviews

Thorough information! Its such a good study. Sure, it is perform, still an amazing and interesting literature. Once you begin to read the book, it is extremely difficult to leave it before concluding. (Evie Emmerich)

EFFECTIVE TECHNICAL COMMUNICATION



Tata McGraw-Hill Education Pvt. Ltd., 2005. Softcover. Book Condition: New. First edition. This text book focuses on helping the students to develop skills in all the four dimensions of communication, namely listening, speaking, reading, and writing. While maintaining a practice-oriented approach, the book also provides a comprehensive review of the principles of technical communication. Simple presentation, step-by-step discussion, use of examples, and the practice modules will help students in mastering the subject. Table of contents PART I:FUNDAMENTALS Chapter 1. Nature of Technical Communication Chapter 2. Organization in Technical communication Style in Technical Communication Chapter 3. Style in Technical Communication PART TWO: LISTENING COMPREHENSION Chapter 4. The Listening Process Chapter 5. Improving Listening Comprehension PART THREE: SPEAKING STRATEGIES Chapter 6. The Speech Process Chapter 7. Phonetics and Spoken English Chapter 8. Speaking Techniques PART FOUR: PROFESSIONAL SPEAKING Chapter 9. Job Interviews Chapter 10. Group Discussions Chapter 11. Presentation Skills PART FIVE: READING AND LANGUAGE COMPREHENSION Chapter 12. The Reading Process Chapter 13. Reading Strategies Chapter 14. Comprehension of Technical Materials PART SIX: STUDY SKILLS Chapter 15. Note Making Chapter 16. Summarizing and Paraphrasing Chapter 17. Referencing PART SEVEN: WRITING STRATEGIES Chapter 18. Writing Effective Sentences Chapter 19. Paragraph Writing PART EIGHT: PROFESSIONAL WRITING Chapter 20. Routine Business Letters Chapter 21. Sales Letters Chapter 22. Resumes and job applications Chapter 23. Business memos Chapter 24. E-mail messages Chapter 25. Reports Chapter 26. Proposals Chapter 27. Technical articles APPENDICES Appendix A: Functional Grammar Review Appendix B:Common Errors Appendix C: Vocabulary Development Index Printed Pages: 566.



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