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# Writing In The Technical Fields

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### Writing in the Technical Fields

#### A Practical Guide

*Writing in the Technical Fields* is a concise guide that introduces students to the elements of technical writing. Using clear, direct language and easy-to-follow principles, this second edition teaches students how to approach a wide range of fundamental concepts - including planning and editing documents, collaborative writing, and delivering engaging presentations - and helps them develop the skill and confidence needed to succeed as effective writers and communicators in the workplace.

### Writing in the Technical Fields

#### A Step-by-Step Guide for Engineers, Scientists, and Technicians *John Wiley & Sons*

Using an informal, hands-on approach, this practical guide reviews the basics of good technical writing. It provides a simple, effective system for writing all types of technical documents including letters, memos, minutes, procedures, manuals, proposals, progress reports, and final reports. You will gain a better understanding of the writing process and learn how to: improve the coherence of your writing, write better paragraphs, write better sentences, choose the right word and more.

#### The IEEE Guide to Writing in the Engineering and Technical Fields *John Wiley & Sons*

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 introduces 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.

### Technical Writing

#### Engineers' Guide to Technical Writing *ASM International*

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

### Slide Rules

#### Design, Build, and Archive Presentations in the Engineering and Technical Fields *John Wiley & Sons*

A complete road map to creating successful technical presentations. Planning a technical presentation can be tricky. Does the audience know your subject area? Will you need to translate concepts into terms they understand? What sort of visuals should you use? Will this set of bullets truly convey the information? What will your slides communicate to future users? Questions like these and countless others can overwhelm even the most savvy technical professionals. This full-color, highly visual work addresses the unique needs of technical communicators looking to break free of the bulleted slide paradigm. For those seeking to improve their presentations, the authors provide guidance on how to plan, organize, develop, and archive technical presentations. Drawing upon the latest research in cognitive science as well as years of experience teaching seasoned technical professionals, the authors cover a myriad of issues involved in the design of presentations, clearly explaining how to create slide decks that communicate critical technical information. Key features include: Innovative methods for archiving and documenting work through slides in the technical workplace. Guidance on how to tailor presentations to diverse audiences, technical and nontechnical alike. A plethora of color slides and visual examples illustrating various strategies and best practices. Links to additional resources as well as slide examples to inspire on-the-job changes in presentation practices. *Slide Rules* is a first-rate guide for practicing engineers, scientists, and technical specialists as well as anyone wishing to develop

useful, engaging, and informative technical presentations in order to become an expert communicator. Find the authors at [techartsconsulting.com](http://techartsconsulting.com) or on Facebook at: SlideRulesTAC

### How to Become a Technical Writer

#### **You Can Earn a Great Living as a Writer Now!** *Booklocker.Com Incorporated*

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.

### Developing Quality Technical Information

#### **A Handbook for Writers and Editors** *Pearson Education*

"The examples are excellent--right on target and easy to understand and adapt. Even those who don't adopt the entire procedure can profit from the parts, but the greatest value will flow to those who adopt the whole." --Carolyn Mulford, senior writer and editor of *Writing That Works* "This is also a book that students can keep for their professional libraries because it will increase in its value to them after they leave class and face real life experiences on the job. It is plain enough for them to understand while they are learning, and at the same time comprehensive enough to support them as professionals." --Elizabeth Boling, Instructional Systems Technology, Indiana University "It practices what it preaches. Its guidelines are understandable and appropriate; its examples clear. It contains exactly what writers and editors need to know. It is the book that I would have written." --Cynthia E. Spellman, Unisys The #1 guide to excellence in documentation--now completely updated! A systematic, proven approach to creating great documentation Thoroughly revised and updated More practical examples More coverage of topic-based information, search, and internationalization Direct from IBM's own documentation experts, this is the definitive guide to developing outstanding technical documentation--for the Web and for print. Using extensive before-and-after examples, illustrations, and checklists, the authors show exactly how to create documentation that's easy to find, understand, and use. This edition includes extensive new coverage of topic-based information, simplifying search and retrievability, internationalization, visual effectiveness, and much more. Coverage includes: Focusing on the tasks and topics users care about most Saying more with fewer words Using organization and other means to deliver faster access to information Presenting information in more visually inviting ways Improving the effectiveness of your review process Learning from example: sample text, screen captures, illustrations, tables, and much more Whether you're a writer, editor, designer, or reviewer, if you want to create great documentation, this book shows you how!

### Technical Writing

#### **A Practical Guide for Engineers, Scientists, and Nontechnical Professionals, Second Edition** *CRC Press*

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.

### Technical Writing for Teams

#### **The STREAM Tools Handbook** *John Wiley & Sons*

A unique, integrative, team-centered approach to writing and formatting technical documents Technical Professionals: Do you have difficulty producing high-quality documents with multiple contributors when faced with a tight deadline? Do you need a process that enables global team members to collaborate online as they produce sophisticated documents? Do you prefer the ease of a WYSIWYG desktop publishing tool like Microsoft Word rather than more complex software like LaTeX? Professors and Graduate Students: Do you want to streamline the process of writing multi-investigator papers, reports, proposals, and books? Do you spend a lot of time formatting documents instead of thinking and writing? Do you write research papers in Microsoft Word and then need to convert them to LaTeX for your thesis? Do you write research papers in LaTeX and then need to convert them to Microsoft Word when embarking on collaborations with your colleagues from industry? Undergraduate Students: Do you need to write a research paper and don't know where to start? Do you need to collaborate with classmates on a long paper and find yourself lost in organizational details rather than immersed in the content? If you answered "yes" to any of these questions, *Technical Writing for Teams: The STREAM Tools Handbook* is for you. It provides an easy-to-learn system that streamlines individual and collaborative writing, allowing you and your teams to instantly become more productive and create the highest quality documents in a minimum amount of time. Introduced here are the STREAM Tools—Scientific and Technical wRiting, Editing, And file Management Tools—which unlock your collaborators' potential and addresses team dynamics, separation of duties, and workflow. You'll see how to ensure compatibility among multiple writers, achieve consistent formatting, organize content, integrate bibliographic databases, automate the process of document preparation, and move content between Microsoft Word and LaTeX. Checklists, guidelines, and success stories are also included to help you operate as efficiently as possible. From planning and editing documents to solving common team writing problems to managing workflow, *Technical Writing for Teams: The STREAM Tools Handbook* is the one-stop reference that allows teams to collaborate successfully and create unified, effective documents.

#### **Handbook of Technical Writing** *St. Martin's Press*

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.

### Technical Writing Process

**The Simple, Five-step Guide That Can Be Used to Create Almost Any Piece of Technical Documentation Such As User Guide, Manual Or Procedure** *Technical Writing Process*  
"Plan, structure, write, review, publish"--Cover.

### Writing a Professional Life

**Stories of Technical Communicators on and Off the Job** *Longman Publishing Group*

This is the first collection of narratives by practicing technical communicators telling their own personal stories about the workplace and their lives on the job. The authors portray a wide range of jobs: writers, editors, interface designers, marketing writers, and trainers working in 9 different technical fields, including software, R&D, engineering, medicine, transportation, and telecommunications. The stories vividly demonstrate the unique power of narrative as a teaching and learning tool. Unlike fabricated cases, these real-life narratives show new and veteran technical writers at work on the job, dealing with tasks, clients, and co-workers, and revealing their insights, values, and attitudes about their work. The stories also show the skills required in the profession and the ethical and other issues raised in the course of the workday. For anyone interested in technical communication and professional writing.

### A Field Guide for Science Writers

**The Official Guide of the National Association of Science Writers** *Oxford University Press*

This guide offers practical tips on science writing - from investigative reporting to pitching ideas to magazine editors. Some of the best known science writers in the US share their hard earned knowledge on how they do their job.

### Writing Your Journal Article in Twelve Weeks

**A Guide to Academic Publishing Success** *SAGE*

'A comprehensive, well-written and beautifully organized book on publishing articles in the humanities and social sciences that will help its readers write forward with a first-rate guide as good company.' - Joan Bolker, author of *Writing Your Dissertation in Fifteen Minutes a Day* 'Humorous, direct, authentic ... a seamless weave of experience, anecdote, and research.' - Kathleen McHugh, professor and director of the UCLA Center for the Study of Women Wendy Laura Belcher's *Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success* is a revolutionary approach to enabling academic authors to overcome their anxieties and produce the publications that are essential to succeeding in their fields. Each week, readers learn a particular feature of strong articles and work on revising theirs accordingly. At the end of twelve weeks, they send their article to

a journal. This invaluable resource is the only guide that focuses specifically on publishing humanities and social science journal articles.

### Technical Writing Essentials

#### Introduction to Professional Communications in the Technical Fields

"This open textbook is designed to introduce readers to the basics of professional communications in technical fields: audience and task analysis in workplace contexts, clear and concise communications style, effective document design, teamwork and collaboration, and fundamental research skills"--BC Campus website.

### Ask a Manager

**How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work** *Ballantine Books*

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 career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then 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 candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, 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."—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

### Evolution's Witness

**How Eyes Evolved** *Oxford University Press*

"The evolution of the eye spans 3.75 billion years from single cell organisms with eyespots to Metazoa with superb camera style eyes. At least ten different ocular models have evolved independently into myriad optical and physiological masterpieces. The story of the eye reveals evolution's greatest triumph and sweetest gift. This book describes its journey"--Provided by publisher.

## Technical Writing Basics

### **A Guide to Style and Form** *Prentice Hall*

This concise and cumulative guide shows readers the art of technical writing for a variety of contexts and institutions. Using examples from the business and non-corporate world, the book emphasizes transactional writing through practical explanations, real-world examples, and a variety of “role-playing” exercises. Each section builds on the next as readers learn a variety of models of style and format. This edition features a stronger emphasis on electronic communication, integrated coverage of ethics, and more explanation of how to create technical documents that produce concrete results. Begins with the basics of technical writing (from fundamental components of technical communication, to templates of presentation, to construction of letters, memos, announcements and instructions) and then focuses on using these skills to construct short and long reports and a job search portfolio. Goes beyond the large corporate view to survey challenges within a variety of settings—e.g., small businesses, social services, the academy, the corporation. Anyone looking to improve their technical writing skills.

### **Basic Technical Mathematics with Calculus, SI Version + MyLab Math**

Basic Technical Mathematics with Calculus, SI Version is intended primarily for students in technical and pre-engineering technology programs or other programs for which coverage of basic mathematics is required. This tried-and-true text from Allyn Washington builds on the author's highly regarded approach to technical math, while enhancing its pedagogy with full-colour figures and boxes that warn students of Common Errors. Appropriate for a two- to three-semester course, Basic Technical Mathematics with Calculus shows how algebra, trigonometry and basic calculus are used on the job. It covers applications in a vast number of technical and pre-engineering fields, including statics, electronics, solar energy, laser fiber optics, acoustics, fluid mechanics, and the environment. Known for its exceptional problem sets and applied material, the book offers practice exercises, writing exercises, word problems and practice tests. The 11th Edition SI Version is enhanced with a mix of Canadian and global examples, a reorganised Statistics chapter and updated notation that reflects standard engineering practice in industry. Pearson MyLab(tm) is the world's leading online self-study, homework, tutorial and assessment product designed with a single purpose in mind: to improve the results of all higher education students, one student at a time. Please note: The duration of access to a MyLab is set by your instructor for your specific unit of study. To access the MyLab you need a Course ID from your instructor.

## Lady Godiva

### **A Literary History of the Legend** *John Wiley & Sons*

This book investigates who Lady Godiva was, how the story of her naked horseback ride through Coventry arose, and how the whole Godiva legend has evolved from the thirteenth century through to the present day. Traces the erotic myth of Lady Godiva back to its medieval origins. Based on scholarly research but written to be accessible to general readers. Combines history, literature, art and folklore. Focuses on the twin themes of voyeurism and medievalism. Contributes to our understanding of cultural history, medievalism and the history of sexuality.

## Late Bloomers

### **The Hidden Strengths of Learning and Succeeding at Your Own Pace** *Broadway Books*

A groundbreaking exploration of what it means to be a late bloomer in a culture obsessed with SAT scores and early success, and how finding one's way later in life can be an advantage to long-term achievement and happiness. We live in a society where kids and parents are obsessed with early achievement, from getting perfect scores on SATs to getting into Ivy League colleges to landing an amazing job at Google or Facebook—or even better, creating a startup with the potential to be the next Google or Facebook or Uber. We see software coders becoming millionaires or even billionaires before age 30 and feel we are failing if we are not one of them. But there is good news. A lot of us—most of us—do not explode out of the gates in life. That was true for author Rich Karlgaard, who had a mediocre academic career at Stanford (which he got into by a fluke), and after graduating, worked as a dishwasher, nightwatchman, and typing temp before finally finding the inner motivation and drive that ultimately led him to start up a high-tech magazine in Silicon Valley, and eventually to become the publisher of *Forbes* magazine. There is a scientific explanation for why so many of us bloom later in life. The executive function of our brains doesn't mature until age 25—and later for some. In fact our brain's capabilities peak at different ages. We actually enjoy multiple periods of blooming in our lives. Based on several years of research, personal experience, and interviews with neuroscientists and psychologists, and countless people at different stages of their careers, Bloom reveals how and when we achieve full potential—and why an algorithmic acuity in math is such an anomaly in terms of career success.

### **Survival Skills for GPs** *CRC Press*

Survival Skills for GPs is an in-depth interactive personal coaching course that: Shows how you can survive the rigours of general practice, teaches you how to stay in control of your professional life, helps you learn to enjoy your career as a GP again, gives you the confidence and skills to develop your career. The first personal coaching course for GPs presented as an interactive workbook, which allows individual GPs, to progress from any stress in their lives through to job satisfaction and career development. It is applicable to all areas of life and shows comparisons to how other GPs' are doing.

### **Writing for Engineers** *Macmillan International Higher Education*

This book is full of practical advice and useful examples to help students and engineers write clearly, accurately and impressively. This updated fourth edition features new material on technical notes, inspection reports and business cases, along with abstracts and summaries. It is an essential aid for today's engineers.

## Effective Writing

### **Improving Scientific, Technical and Business Communication** *Taylor & Francis*

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 IEEE Guide to Writing in the Engineering and Technical Fields** *John Wiley & Sons*

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 introduces 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.

#### **Understanding by Design** *ASCD*

Presents a multifaceted model of understanding, which is based on the premise that people can demonstrate understanding in a variety of ways.

#### **Corporate Technological Behaviour (Routledge Revivals)**

##### **Co-optation and Networks** *Routledge*

Efficient technological strategy is an increasingly important element in industrial profitability. An understanding of networks – the formal and informal web of contacts between suppliers, producers and customers – is vital to the application of such strategy. In this book, first published in 1989, Håkan Håkansson brings together theory and practice to provide the first comprehensive and detailed study of technological development in companies, and the associated interactions with other companies and organizations. This book is ideal for students of business.

#### **Scorched Earth**

##### **Australia's secret plan for total war under Japanese invasion in World War II** *Allen & Unwin*

In 1942 the threat of Japanese invasion hung over Australia. The men were away overseas, fighting on other fronts, and civilians were left unprotected at home. Following the attack on Pearl Harbor and the Japanese advance south, Prime Minister Curtin

ordered state governments to prepare. From January 1942, a team frantically pulled together secret plans for a 'scorched earth' strategy. The goal was to prevent the Japanese from seizing resources for their war machine as they landed, and capturing Australians as slaves as they had done in Malaya and elsewhere in Asia. From draining domestic water tanks to sinking dinghies and burning crops, from training special citizen squads to evacuating coastal towns, 'Total war, total citizen collaboration' was the motto. Today these plans vividly evoke the fraught atmosphere of the year Australia was threatened with invasion. After the war these top secret plans were forgotten. This is the first time they have ever been made public. 'This is a treasure trove, a gold mine, a Christmas-every-day cornucopia of rich Australian history...' Peter Grose, author of *An Awkward Truth* and *A Very Rude Awakening*.

#### **Technical Writing and Professional Communication**

##### **For Nonnative Speakers of English** *McGraw-Hill Humanities, Social Sciences & World Languages*

Developed for use by non-native speakers of English enrolled in Technical Writing and Communication courses. Technical Writing and Professional Communication, 2/e, places technical writing in its context, showing students how to consider their purpose and their audience when writing reports, memos, and correspondence. Formerly titled Technical Writing and Professional Communication: A Handbook for Nonnative Speakers, the new edition features a case running throughout seven chapters, dynamically illustrating the writing process. The revision also provides complete coverage of the new computer technologies and the new attention to the intercultural concerns in today's business world.

#### **Technical Writing**

##### **A Practical Guide for Engineers and Scientists** *CRC Press*

Engineers and scientists of all types are often required to write reports, summaries, manuals, guides, and so forth. While these individuals certainly have had some sort of English or writing course, it is less likely that they have had any instruction in the special requirements of technical writing. Filling this void, Technical Writing: A Practical Guide for Engineers and Scientists 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 the traditional writer's reference manuals and other books on technical writing. It helps readers understand the practical considerations in writing technical content. Drawing on his own work, the author presents many first-hand examples of writing, editing, and publishing technical materials. These examples illustrate how a publication originated as well as various challenges and solutions.

#### **Open Technical Communication**

"Technical communication is the process of making and sharing ideas and information in the workplace as well as the set of applications such as letters, emails, instructions, reports, proposals, websites, and blogs that comprise the documents you write...Specifically, technical writing involves communicating complex information to a specific audience who will use it to accomplish some goal or task in a manner that is accurate, useful, and clear. Whether you write an email to your professor or supervisor, develop a presentation or report, design a sales flyer, or create a web page, you are a technical communicator." (Chapter 1)

### **The People's Train** *Open Road Media*

Artem Samsurov, an ardent follower of Lenin and a hero of the rebellion, flees his Siberian labor camp for the sanctuary of Brisbane, Australia in 1911. Failing to find the worker's paradise and brotherhood he imagined, Artem quickly joins the agitation for a general strike among the growing trade union movement. He finds a fellow spirit in a dangerously attractive female lawyer and becomes entangled in the death of another Tsarist exile. But, Artem can't overcome the corruption, repression, and injustice of the conservative Brisbane. When he returns to Russia in 1917 for the Red October, will his beliefs stand? Based on the true story of Artem Sergeiv, a Russian immigrant in Australia who would play a vital role in the Russian Revolution, *The People's Train* explores the hearts of the men and women who fueled, compromised, and passionately fought for their ideals.

### **Sexual Harassment of Women**

#### **Climate, Culture, and Consequences in Academic Sciences, Engineering, and Medicine** *National Academies Press*

Over the last few decades, research, activity, and funding has been devoted to improving the recruitment, retention, and advancement of women in the fields of science, engineering, and medicine. In recent years the diversity of those participating in these fields, particularly the participation of women, has improved and there are significantly more women entering careers and studying science, engineering, and medicine than ever before. However, as women increasingly enter these fields they face biases and barriers and it is not surprising that sexual harassment is one of these barriers. Over thirty years the incidence of sexual harassment in different industries has held steady, yet now more women are in the workforce and in academia, and in the fields of science, engineering, and medicine (as students and faculty) and so more women are experiencing sexual harassment as they work and learn. Over the last several years, revelations of the sexual harassment experienced by women in the workplace and in academic settings have raised urgent questions about the specific impact of this discriminatory behavior on women and the extent to which it is limiting their careers. *Sexual Harassment of Women* explores the influence of sexual harassment in academia on the career advancement of women in the scientific, technical, and medical workforce. This report reviews the research on the extent to which women in the fields of science, engineering, and medicine are victimized by sexual harassment and examines the existing information on the extent to which sexual harassment in academia negatively impacts the recruitment, retention, and advancement of women pursuing scientific, engineering, technical, and medical careers. It also identifies and analyzes the policies, strategies and practices that have been the most successful in preventing and addressing sexual harassment in these settings.

#### **The Elements of Technical Writing** *Macmillan General Reference*

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

#### **A Guide to Writing as an Engineer**

The purpose of the Beer/McMurrey book is to give engineering students and engineers a brief, easy to use guide to the essentials of engineering writing. Appropriate for use as a supplement to an existing course, or as a resource for an introduction to engineering course that includes writing as one of its components, the Beer/McMurrey book will give engineers the

basics of writing reports, specifications, using electronic mail and computers without trying to be an exhaustive survey of all kinds of technical writing.

#### **Technical Writing for Success** *Cengage Learning*

Taking an applied approach to teaching workplace writing, *TECHNICAL WRITING FOR SUCCESS 3E* is a comprehensive text designed to focus on skills that employers demand in today's workplace-thinking, listening, composing, revising, and editing. Students are encouraged to acquire many workplace skills through integrated and applied instruction so that mastering technical writing is relevant and exciting. Abundant model documents reflect Office 2007 formats and include questions providing critical thinking opportunities. This comprehensive text features an engaging writing style, student and real-world models, write-to-learn activities, expanded oral presentation coverage, and much more. *TECHNICAL WRITING FOR SUCCESS 3E* provides instruction on the less common documents not covered in general communication texts, e.g., proposals, news releases, science lab reports, and instructions. Chapter contents include technical research; writing for the Web; brief informative, brief investigative and recommendation reports; as well as technical reading. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

### **Technical Communication**

#### **A Practical Approach** *Longman Publishing Group*

**ALERT:** Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. Packages Access codes for Pearson's MyLab & Mastering products may not be included when purchasing or renting from companies other than Pearson; check with the seller before completing your purchase. Used or rental books If you rent or purchase a used book with an access code, the access code may have been redeemed previously and you may have to purchase a new access code. Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase. -- Emphasizing the connection between writing and context, *Technical Communication: A Practical Approach 8e* uses a fictional company (M-Global) and students' own school and workplace settings to introduce the common genres of technical communication. Featuring numbered guidelines and an ABC format, the book shows how to write a variety of technical documents including business proposals, white papers, scripts, research reports, digital documents and more! This edition features earlier coverage of collaboration, more on software tools, expanded ABC formats, and the innovative MyWritingLab for Technical Communication. 0133970531 / 9780133970531 *Technical Communication: A Practical Approach with NEW MyWritingLab with Pearson eText Access Card 8/e* Package consists of: 0132785781 / 9780132785785 *Technical Communication: A Practical Approach* 0133933296 / 9780133933291 *MyWritingLab Generic -- Glue in Access Card* 013393330X / 9780133933307 *MyWritingLab Generic -- Inside Star Sticker*

### **Sinuous Objects**

**Revaluing Women's Wealth in the Contemporary Pacific**  
*ANU Press*

Some 40 years ago, Pacific anthropology was dominated by debates about 'women's wealth'. These exchanges were generated by Annette Weiner's (1976) critical reappraisal of Bronisław Malinowski's classic work on the Trobriand Islands, and her observations that women's production of 'wealth' (banana leaf bundles and skirts) for elaborate transactions in mortuary rituals occupied a central role in Trobriand matrilineal cosmology and social organisation. This volume brings the debates about women's wealth back to the fore by critically revisiting and engaging with ideas about gender and materiality, value, relationality and the social life and agency of things. The chapters, interspersed by three poems, evoke the sinuous materiality of the different objects made by women across the Pacific, and the intimate relationship between these objects of value and sensuous, gendered bodies. In the Epilogue, Professor Margaret Jolly observes how the volume also 'trace[s] a more abstract sinuosity in the movement of these things through time and place, as they coil through different regimes of value ... The eight chapters ... trace winding paths across the contemporary Pacific, from the Trobriands in Milne Bay, to Maisin, Wanigela and Korafe in Oro Province, Papua New Guinea, through the islands of Tonga to diasporic Tongan and Cook Islander communities in New Zealand'. This comparative perspective elucidates how women's

wealth is defined, valued and contested in current exchanges, bride-price debates, church settings, development projects and the challenges of living in diaspora. Importantly, this reveals how women themselves preserve the different values and meanings in gift-giving and exchanges, despite processes of commodification that have resulted in the decline or replacement of 'women's wealth'.

**The Coding Manual for Qualitative Researchers** *SAGE*

The Second Edition of Johnny Saldaña's international bestseller provides an in-depth guide to the multiple approaches available for coding qualitative data. Fully up to date, it includes new chapters, more coding techniques and an additional glossary. Clear, practical and authoritative, the book: -describes how coding initiates qualitative data analysis -demonstrates the writing of analytic memos -discusses available analytic software -suggests how best to use The Coding Manual for Qualitative Researchers for particular studies. In total, 32 coding methods are profiled that can be applied to a range of research genres from grounded theory to phenomenology to narrative inquiry. For each approach, Saldaña discusses the method's origins, a description of the method, practical applications, and a clearly illustrated example with analytic follow-up. A unique and invaluable reference for students, teachers, and practitioners of qualitative inquiry, this book is essential reading across the social sciences.