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Microsoft Technical Writing Style Guide

S Ashworth



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Technical Writing 101 Alan S. Pringle, Sarah O'Keefe, 2003

The Global English Style Guide John Kohl, 2008-03-07 This detailed example-driven guide illustrates how much technical communicators can do to make written texts more suitable for a global audience. You'll find dozens of guidelines that you won't find in any other source, along with thorough explanations of why each guideline is useful.

Writing and Speaking in the Technology Professions David F. Beer, 2003-07-04 An updated edition of the classic guide to technical communication. Consider that 20 to 50 percent of a technology professional's time is spent communicating with others. Whether writing a memo, preparing a set of procedures, or making an oral presentation, effective communication is vital to your professional success. This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace. The revised and expanded second edition of this popular book completely updates the original, providing authoritative guidance on communicating via modern technology in the contemporary work environment. Two new sections on global communication and the Internet address communicating effectively in the context of increased e-mail and web usage. As in the original, David Beer's Second Edition discusses a variety of approaches such as writing technical documents that are clear and effective, giving oral presentations more confidently, using graphics and other visual aids judiciously, holding productive meetings, becoming an effective listener. The new edition also includes updated articles on working with others to get results and on giving directions that work. Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator.

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