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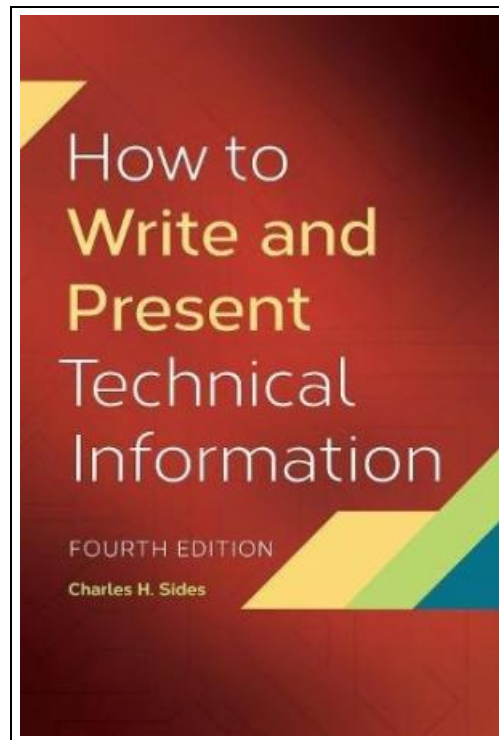
How to
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Present
Technical
Information

FOURTH EDITION

Charles H. Sides

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Greenwood Publishing Group Inc, United States, 2017. Paperback. Condition: New. 4th Revised edition. Language: English . Brand New Book ***** Print on Demand *****.Professional communications are the information product of all organizations and businesses. Based on that premise, this book offers communications strategies that will benefit any organization that disseminates technical information in-house and/or to customers. The popular work provides easy-to-understand and apply guidelines for designing and writing effective technical documents, as well as other related communications. What makes this new edition especially valuable is that it maintains the quality of information that distinguished the previous editions, but is now updated to encompass current technology and trends, including today s prevalent communication tools such as social media. The book begins by looking at skills common to all technical writing and offering general advice on designing and writing reports. Next is a discussion of specific types of reports along with common problems and issues writers face. Finally, the work overviews other forms of communications such as professional presentations. The updated material also considers the growing importance of interviews and focus groups as information-gathering tools, the influence of visual rhetoric, and the use of technologies such as Skype and webinars.

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