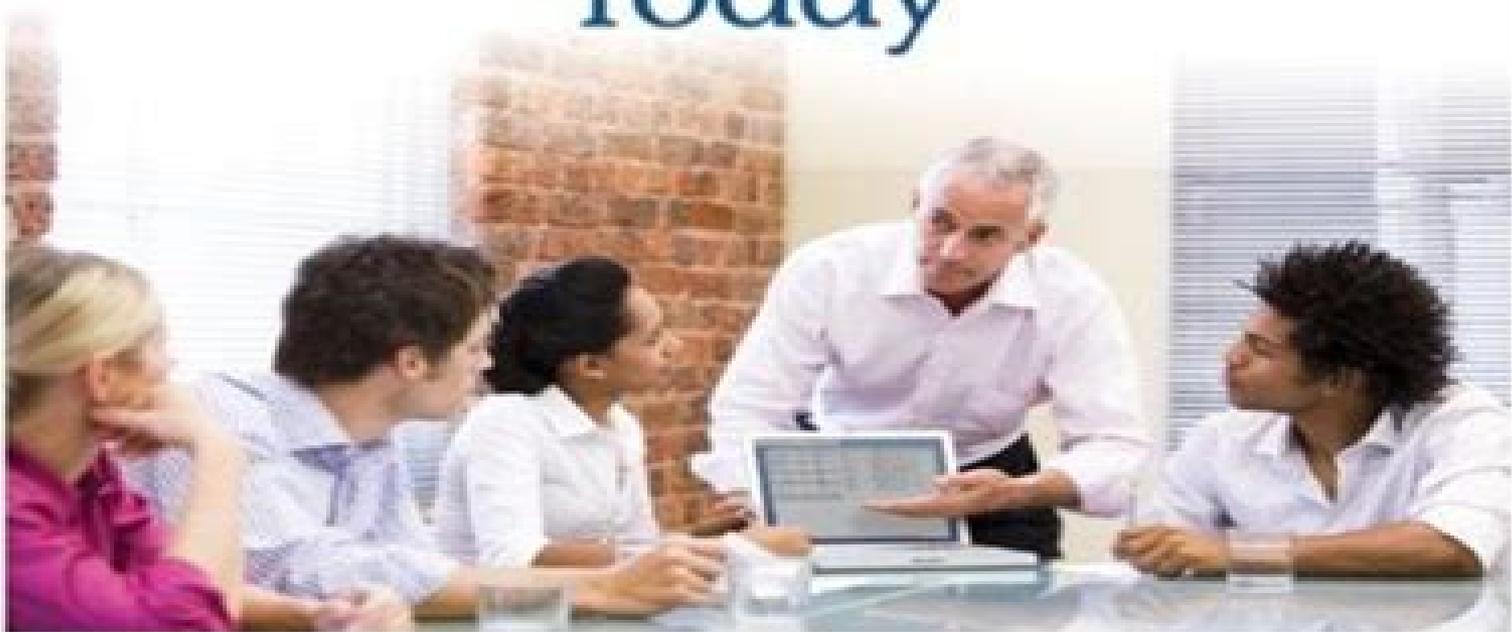


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FOURTH EDITION



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The Essentials of Technical Communication Elizabeth Tebeaux, Sam Dragga, 2017-12-15 This text is a clear concise and practical guide to effective technical communication in today's world Divided into two parts the book begins with rhetorical principles that help students understand the contexts in which various types of documents will be read and used The second part explains the major types of technical documents and offers checklists for students to use in preparing these documents **Approaches to Specialized Genres** Kathy Ling LIN, Isaac N. Mwinlaaru, Dennis Tay, 2020-12-29 Approaches

to Specialized Genres provides a timely update of the field of genre studies with 14 cutting edge contributions split into five sections using and integrating an exceptionally wide variety of methods and perspectives such as ESP genre research corpus linguistics systemic functional linguistics ethnographic and multimodal research to analyse genres in written spoken visual and auditory modes across a multiplicity of pedagogic professional and digital settings It highlights and illustrates the growing trend of a multiperspective and inter theoretic approach to genre studies and demonstrates how such methodological rigour can extend our knowledge of language in general and genres in particular It also examines a rich variety of underexplored genres such as the digital genre of synchronous videoconferencing instructional slides video ads engineers training log book entries the narrative story genres fundraising letters and retraction notices It demonstrates not only the prominent value of genre research but wide applications of genre knowledge in various educational and professional domains The book brings together experts spreading across the world including countries in South East Asia Europe America West Africa and South America Accordingly it will appeal to readers of diversified socio cultural backgrounds working in all the aforementioned inter related fields of applied linguistics and communication studies *The Cumulative Book Index*

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Opportunities in Technical Writing and Communications

Careers Jay Reid Gould, Wayne A. Losano, 1994

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