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Word Processing for Technical Writers - 1st Edition ...

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features new information on the Darwin Information Typing Architecture (DITA) standard for structured authoring, and it explains the impact of Web 2.0 technologies-blogs, wikis, and forums-on technical communication.

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Pragmatic technical writing for practicing writers who need to apply effective methods. This eBook focuses on writing as a process. Writing can consist of a task covering a few days or a team based effort of a few months. Since some writing tasks

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are large, an appendix is included that covers some aspects of project management that apply to a writing project (other aspects of PM are outside the scope of this eBook). The eBook commences with considerations related to writing: what is ""technical"", what are the risks and ethical considerations in writing. It then discusses the 9 activities in a writing process: Activity 1: Identify and Understand Your Readers Activity 2: Segment Multiple Readers Activity 3: Identify Information Providers and Collect Information Activity 4: Determine the Document's Sequencing or Flow Modes Activity 5: Develop the Structure of the Document Activity 6: Develop the Content of the Document Activity 7: Develop and Integrate Visual Aids Activity 8: Review, Evaluate and Update the Document Activity 9: Finalize or Create a Camera-ready Document Having

provided the technical writer with a framework, the eBook proceeds by discussing various skills and techniques needed when writing: •How to structure documents; •How to develop effective and efficient documents; •How to improve your writing skills; •How to improve your argumentation and persuasion skills; •The uses and misuses of language •How to make technology work for you The eBook is supported by a set of folders that can be downloaded. These consist of workouts, templates, various examples and even original images that are too large to be seen properly in an eBook (which has to be viewed on wide monitors as well 7 inch tablets).

Using easy-to-follow explanations and a wealth of writing samples taken from real

life, this classic introduction to basic
technical writing covers the formal
technical report and shorter forms such as
letters, memos, and abstracts -- and
explains all expository techniques in detail
-- e.g., definition, description, explaining a
process, analysis. It explores every aspect
of the technical writer's craft -- from the
process that begins before pen touches
paper -- e.g., topic research, literature
search, and the scientific method -- to the
writing, revising, and editing that results in
a final product. Major sections include:
modality and media (technical English,
technical style, and automated word
processing); technical writing
fundamentals (expository forms); technical
report writing (research, writing, editing,
graphics); short technical writing forms
(proposals, oral reports, technical papers
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