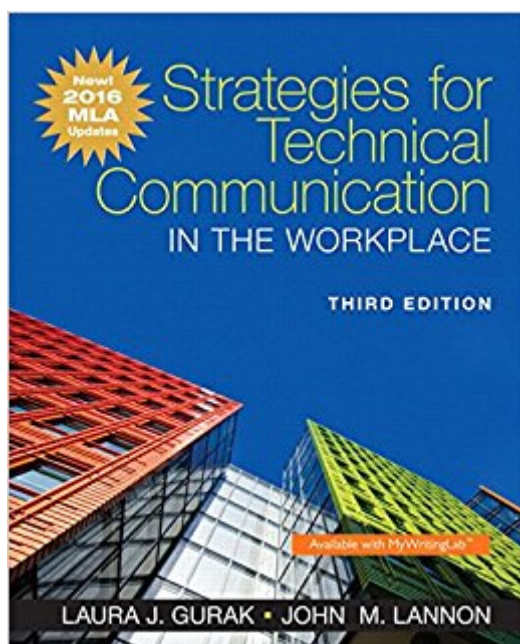The book was found

Strategies For Technical Communication In The Workplace, MLA Update Edition (3rd Edition)

Synopsis

For introductory courses in Technical Communication.   ThisÃ Â versionÃ Â of   Strategies for Technical Communication in the Workplace has been updated to reflect the 8th Edition of the MLA HandbookÃ Â (April 2016)* Ã Â Complete but streamlined coverage, with a focus on audience and purpose Based on the acclaimed Technical Communication by Lannon and Gurak, Strategies for Technical Communication in the Workplace prepares individuals for workplace writing through a clear and concise writing style, useful checklists, practical applications, numerous sample documents, and coverage of technology and global issues. The 3rd Edition addresses changing technology in the workplace with a complete chapter on social media, updated examples, and sample documents. This brief and affordable text is accessible to individuals of all writing levels. Ã Â * The 8th EditionÃ Â introduces sweeping changes to theÃ Â philosophy and details of MLA works cited entries. Responding to the Ã¢â ¬Å"increasing mobility of texts,Ã¢â ¬Â• MLA now encourages writers to focus on the process of crafting the citation, beginning with the same questions for any source. These changes, then, align with current best practices in the teaching of writing which privilege inquiry and critical thinking over rote recall and rule-following.

Book Information

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Customer Reviews

Are you looking for a practical, streamlined, and inexpensive text for your course? Ã Â Strategies for Technical Communication in the Workplace clearly and concisely presents the many complex aspects of technical and workplace writing at a more affordable price than most other

books in the market. Ã Â   Do you want to provide students with practical guidance they can apply when creating effective workplace documents?Ã Â   Ã Â   Strategies presents technical and workplace communication in a hands-on manner, keeping the focus on doing. Hands-on features include Let's Get Started prompts, marginal notes, in-chapter Strategies boxes, and end-of-chapter Checklists and Application exercises. Ã Â   Would your students benefit from a wide variety of annotated model documents? Ã Â Students learn best by not only creating but also seeing effective annotated examples of workplace documents and other communications. See Chapters 9 Ã¢â ¬â • 17. Ã Â   Do you want your students to be prepared for todayÃ¢â ¬â„¢s workplaces with the latest knowledge about global issues and technology?   Ã Â   The importance of reaching a global audience is introduced as a major topic in Chapter 2 and carried throughout the book. Strategies also addresses todayÃ¢â ¬â„¢s workplace technologies by incorporating up-to-the-minute coverage of email, instant messaging, blogs, wikis, online video, podcasts, Web pages, presentation software, and more.Ã Â   See Chapters 18 Ã¢â ¬â • 21.   --This text refers to the Loose Leaf edition.

Laura GurakÃ Â is Professor and Chair of the Department of Writing Studies at the University of Minnesota, where she teaches courses in technical and professional communication, digital literacies, and communication research. She received an M.S. in Technical Communication and Ph.D. in Communication and Rhetoric from Rensselaer Polytechnic Institute and is a recipient of the Society for Technical CommunicationÃ¢â ¬â„¢s Outstanding Article award. Prior to graduate school, Gurak worked as a technical writer for a number of companies; she continues to collaborate with workplace professionals through her departmentÃ¢â ¬â„¢s Industrial Affiliates Program. In addition to four textbooks, Gurak is author of two books from Yale University Press, co-editor of three edited collections, and author of many articles and commentaries. Ã Â   John LannonÃ Â is Professor Emeritus and former Director of Writing at the University of Massachusetts Dartmouth, where he developed the undergraduate major in professional writing and co-developed the M.A. program in professional writing. He holds a B.S., M.A. & Ph.D. from the University of Massachusetts Amherst and received an NDEA Fellowship and a Fulbright Lectureship. He worked four years in biomedical science and technology with the U.S. Air Force, and an additional three years in medical laboratories. In addition to five textbooks in business communication, rhetoric, and technical communication, he is author or coauthor of book reviews, environmental publications, scripted training, and instructional software. He has served as a communications and training consultant in business, government, and education. Ã Â --This text refers to the Loose Leaf edition.

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