Why Study Technical and Professional Communication?

Generating Ideas

Identifying Audiences and Purposes

Constructing Arguments

Stating Problems

Drafting and Word Processing

Testing and Revising

Selecting Visual Elements

Creating Visual Elements

Resumes and Job Letters

The Business Letter

Basic Features of Reports

Memos, Short Informal Reports, and Progress Reports

Feasibility Reports

Long Reports

Proposals

Instructions, Procedures, and Computer Documentation

Theses and Journal Articles

Oral Presentations

Meetings and Negotiation

Readability: General Principles

Writing Paragraphs

Using Parallelism

Maintaining Focus

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