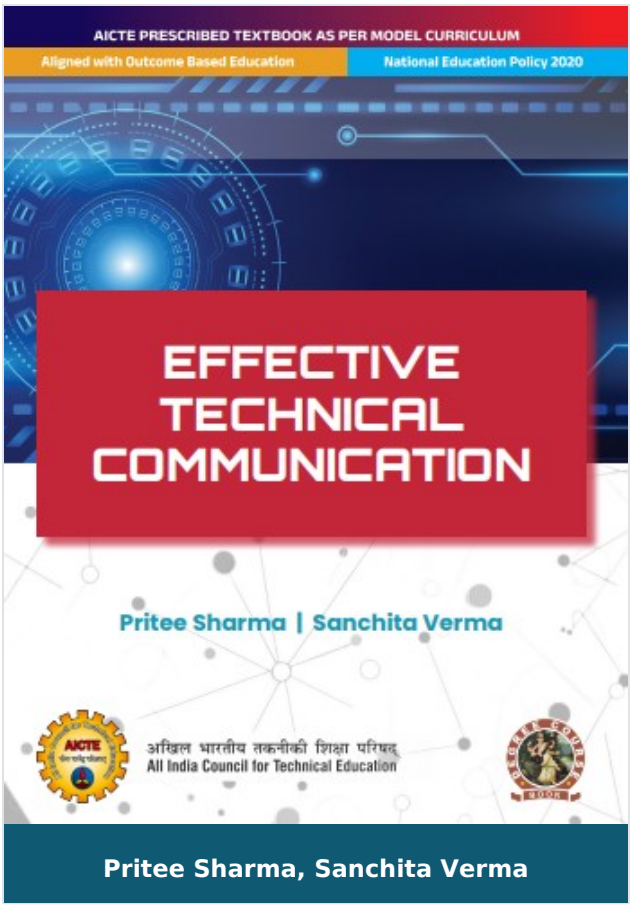



# Effective Technical Communication

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## Product Description

### Effective Technical Communication

This book is a comprehensive guide into the sphere of technical communication. In the contemporary time, the workplace has become global, and communication is increasingly becoming more challenging and complex. This book serves as an essential guide to understand and develop technical skills in organizational communication.

Starting with the basics of communication process, this book delves into business communication, e-correspondence and various facets of planning and preparing a document for technical communication purposes.

Salient Features:

- Detailed alignment of content with course outcomes, program outcomes and specific unit outcomes
- each unit begins with clear learning objectives and pre-reading activity, preparing the reader to acquire necessary skills and knowledge.
- The book is enriched with latest information, interesting facts and QR codes linking to valuable e-resources for further information.
- An interesting blend of student and teacher centric materials, presented in a logical and coherent manner.
- Appropriate use of figures, tables and formats for better understanding of the concepts.
- Know more sections in each unit, encouraging readers to explore beyond the standard syllabus.
- Exhaustive exercises including MCQs and subjective questions provided at the end of each chapter.

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- This book is not just an academic tool, but a bridge to the contemporary professional world of technical communication making it a must have anyone stepping into the realm of organizational communication.

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