



Technically-Write! (6th Edition)

Ronald S. Blicq, Lisa Moretto

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This complete, “on-the-job” exploration of both written and oral communication concentrates on the most effective techniques for the types of communications most frequently encountered in today's business world. This new edition updates coverage to accurately reflect the techniques used to write today's professional correspondence and reports. The book uses the example of two employees involved in two technically-oriented companies, the type of work they perform, and some typical situations that call for them to communicate with clients, suppliers, and each other, to drive home the concepts presented. Topics include: letters, memos, and e-mail; short, informal reports; larger informal and semiformal reports; formal reports; technical proposals; communicating with prospective employers; and technical writing. For any employee whose responsibilities include preparing reports and documents; also for those where speaking at meetings and seminars is a necessary part of their jobs. This book can serve as an excellent reference for job-hunters.

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