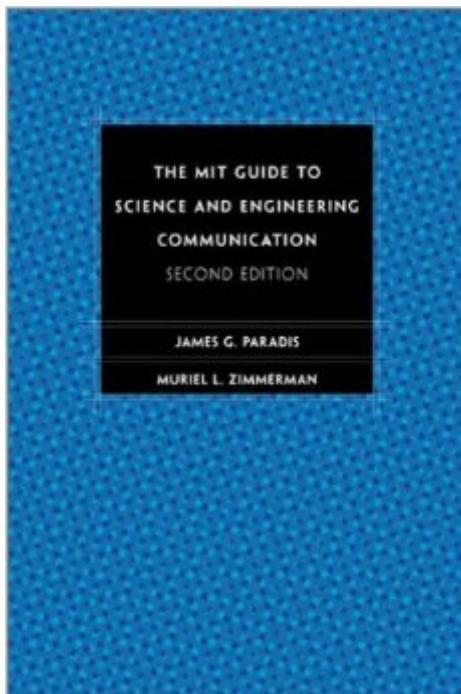


The book was found

The MIT Guide To Science And Engineering Communication: Second Edition



Synopsis

This guide covers the basics of scientific and engineering communication, including defining an audience, working with collaborators, searching the literature, organizing and drafting documents, developing graphics, and documenting sources. The documents covered include memos, letters, proposals, progress reports, other types of reports, journal articles, oral presentations, instructions, and CVs and resumes. Throughout, the authors provide realistic examples from actual documents and situations. The materials, drawn from the authors' experience teaching scientific and technical communication, bridge the gap between the university novice and the seasoned professional. In the five years since the first edition was published, communication practices have been transformed by computer technology. Today, most correspondence is transmitted electronically, proposals are submitted online, reports are distributed to clients through intranets, journal articles are written for electronic transmission, and conference presentations are posted on the Web. Every chapter of the book reflects these changes. The second edition also includes a compact Handbook of Style and Usage that provides guidelines for sentence and paragraph structure, punctuation, and usage and presents many examples of strategies for improved style.

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Customer Reviews

This book mainly presents strategies to write effectively in real world engineering/science situations, assuring that what you write is really read. It shows how to present your ideas so that your target audience understands it. It describes the characteristics that a document aimed to a technical

person, to a lay person and to a manager should have. Besides, it shows how to write memos, letters, reports and even e-mails, explaining from the initial document outline, sentence/paragraph structure to the final polished form. I wish I had read this book when I was an undergrad, I had to learn how to write effectively in the hard way.

This book helped me to effectively write my dissertation. The methods described facilitate organizing a difficult task and presenting the ideas in a clear format. I continue to draw on the wealth of information contained within the text.

The explanation for each particular topic is very concise and clear. I would recommend to have a look if it is available in your library. However, I would give a 5 star rating if the book provides more examples and visual aids.

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