

**AN AGILE PLAYBOOK**  
————— *for* —————  
**TECHNICAL**  
**COMMUNICATORS**



A Guide for Technical Communicators  
Working with Agile Teams

**Luke Pivac**

# Technical Communicators Handbook

**Michelle Carey, Moira McFadden  
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Wilde**

## **Technical Communicators Handbook:**

*The Technical Communicator's Handbook* Dan Richard Jones, 2000 The Technical Communicator's Handbook offers concise discussions of more than 300 essential topics in technical communication for students and practicing professionals in a variety of technical disciplines The handbook's format spiral binding and convenient tabs and clear style make it particularly accessible while its systematic organization and comprehensive approach make it equally useful as a classroom teaching tool or a quick reference for technical writers The Technical Communicator's Handbook begins with five sections covering the essential topics of the technical communication process from planning to production The remaining four sections cover topics all technical writers need to know to succeed in their fields including Internet use correspondence and a wide variety of technical documents Unique qualities of this handbook include discussions of brainstorming mind mapping and freewriting evaluating Internet sources style tone and bias designing and illustrating on line as well as print documents and major editing strategies Complete sections are devoted to using the Internet and developing a wide variety of interpersonal skills Lists of practical tips and computer tools provide expert advice to students and professionals alike Both the tips and the section by section bibliographies reflect the input of practicing professionals

**The Technical Communication Handbook** Laura J. Gurak, Mary E. Hocks, 2009 The Technical Communication Handbook a life long companion for technical communicators is a comprehensive reference guide for technical communication students at all levels as well as by practicing technical communicators and others writing in the technical workplace The handbook boasts a full color design extensively annotated model documents and coverage of current topics in intellectual property digital communication collaboration and accessibility issues

**Handbook of Technical Communication** Alexander Mehler, Laurent Romary, 2012-10-30 The Handbook of Technical Communication brings together a variety of topics which range from the role of technical media in human communication to the linguistic multimodal enhancement of present day technologies It covers the area of computer mediated text voice and multimedia communication as well as of technical documentation In doing so the handbook takes professional and private communication into account Special emphasis is put on technical communication by means of web 2.0 technologies and its standardization in system development In summary the handbook deals with theoretical issues of technical communication and its practical impact on the development and usage of text and speech technologies

Handbook of Technical Writing Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2011-10-21 Combining guidance for writing over 40 types of professional documents with thorough coverage of grammar usage and style the Handbook of Technical Writing functions as both a writer's handbook and a complete guide to technical communication It provides quick access to hundreds of topics and scores of sample documents and visuals publisher's note

*Mastering Technical Communication Skills* Peter Wide, 2017-03-27 To live is to communicate and to communicate with confidence is a craft that one will do well to master early rather than later in life If only the gift of the gab were enough to

sail smoothly through the rough waters that the tough world is teeming with every glib conversationalist would have a successful vocation but that's not the case. The means of communication come naturally to human beings but the skills that make communicating worthwhile and meaningful do not. Thankfully anyone who wishes to can learn and even perfect these skills. This concise handbook focuses on the ways in which students can develop a robust career after completing their academic studies. The foundational work of nurturing and strengthening individual abilities begins during university life but these skills need to be complemented with strategies that help the student turned professional to not only interact well with society but also earn its respect through clear, precise, and honest communication. Talent needs to be matched with competence and the book shows exactly how one goes about doing that. It spells out the ingredients of a sound and strategic action plan that definitively aligns one's goals with one's aspirations, no matter how lofty. This plan has to be closely related to the choices, conditions, and possibilities that will be available for the kind of education and experience that individuals have and the aspirations they harbor. Students entering high school or university can use the book to review the necessary courses to choose during their academic life. Young people will find solid guidelines in it that provide a structure for planning and focusing on the skills needed when one embarks upon a fulfilling career.

Handbook for Technical Communication Anne Parker, Sandra Anne Ingram, 2003

Technical Marketing Communication Emil B. Towner, Heidi L. Everett, 2016-04-15

Toothpaste, disposable razors, security systems, farm equipment. Those products have one thing in common. Their marketing messages emphasize technical features to drive sales. This book not only explains how technical product marketing is unique but also how to write and design promotional materials using the benefit of the benefit to tell a marketing story.

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Technical Communication Michael H. Markel, 1998

A Concise Guide to Technical Communication Laura J. Gurak, John M. Lannon, 2004. The book takes a situational approach, emphasizing issues of audience, purpose, and task. In addition, it is the first Technical Communication text which acknowledges that most technical communication today is electronic, whether it be Web sites, CD-ROM, help files, or e-mail reports. Today's technical communicators work more in the new media than in the old ones. The Concise Guide offers a seamless connection between the new and old worlds of technical communication. Offering a critical look at communication technologies in relation to technical communication, this text is designed for a broad range of undergraduate classes. Includes concise coverage and examples of how to create and design successful technical print and electronic documents, including proposals, instructions, specifications, documentation, procedures, reports, and memos. Also includes cutting edge coverage of such issues as ethics, copyright, plagiarism, usability, page design, and visual communication. This book is for any professional who wants a concise guide to becoming a better communicator in the technical professions.

The Business Communication

Handbook Judith Dwyer, Nicole Hopwood, 2019-07-18 The Business Communication Handbook 11e helps learners to develop competency in a broad range of communication skills essential in the 21st century workplace with a special focus on business communication. Closely aligned with the competencies and content of BSB40215 Certificate IV in Business and BSB40515 Certificate IV in Business Administration, the text is divided into five sections: Communication foundations in the digital era; Communication in the workplace; Communication with customers; Communication through documents; Communication across the organisation. Highlighting communication as a core employability skill, the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete applications and empowers students to apply communication skills in real workplace settings. Written holistically to help learners develop authentic communication-related competencies from the BSB Training Package, the text engages students with its visually appealing layout and full colour design, student-friendly writing style, and range of activities.

*A Concise Guide to Technical Communication* Heather Graves, Roger Graves, 2020-11-06 This compact but complete guide shows that less is more with fewer extraneous details getting in the way of students trying to learn. On the run, it allows them to focus on the most important principles of effective technical communication. The Concise Guide takes a rhetorical approach to technical communication instead of setting up a list of rules that should be applied uniformly to all writing situations; it introduces students to the bigger picture of how the words they write can affect the people intended to read them. Assignments and exercises are integrated throughout to reinforce and test knowledge.

Handbook of Technical Writing Practices Stello Jordan, Joseph Maurice Kleinman, H. Lee Shimberg, 1971

**Developing Quality Technical Information** Michelle Carey, Moira McFadden Lanyi, Deirdre Longo, Eric Radzinski, Shannon Rouiller, Elizabeth Wilde, 2014-06-23 The 1 Guide to Excellence in Technical Communication Fully Updated for Embedded Assistance, Mobile Search, Multimedia, and More. Direct from IBM's own content design experts, this guide shows you how to design product interfaces and technical information that always place users front and center. This edition has been fully revised to help you consistently deliver the right content at the right time. You'll master today's best practices to apply nine essential characteristics of high quality technical information: accuracy, clarity, completeness, concreteness, organization, retrievability, style, task orientation, and visual effectiveness. Coverage includes: Advocating for users throughout the entire product development process; Delivering information in an ordered manner by following progressive disclosure techniques; Optimizing content so that users can find it from anywhere; Streamlining information for mobile delivery; Helping users right where they are. Whether you're a writer, editor, information architect, user experience professional, or reviewer, this book shows you how to create great technical information from the product design to the user interface, topics, and other media. Thoroughly revised and updated, Extensive new coverage of self-documenting interfaces and embedded assistance. Updated practical guidelines and checklists. Hundreds of new examples.

Handbook of Technical Writing Practices Stello Jordan, Joseph M. Kleinman, H. Lee Shimberg, Society for Technical Communication, 1971

**Handbook of Technical Writing, Ninth Edition** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2009 This comprehensive resource organized alphabetically by topic provides guidance on the business and technical writing process real world examples in depth treatment of grammar and usage and up to date coverage of the latest office technology

**Practical Strategies for Technical Communication** Mike Markel, Stuart A. Selber, 2018-10-05 In today's constantly changing workplace it's important to keep up with strategies for successful communication whether it happens through email websites presentations social media or cover letters Practical Strategies for Technical Communication helps get students up to speed with a concise accessible guide to everything they need to know about audience and purpose document design research style and more In the third edition noted scholar and teacher Stuart A Selber joins the author team The new edition features expanded coverage of nontraditional resume formats such as infographics and videos a new discussion of usability testing and an array of revised and updated Tech Tips Practical Strategies for Technical Communication is available with LaunchPad a customizable course space featuring an ebook and an exciting array of digital resources including a test bank adaptive quizzing multimedia Document Analysis Activities and more To order or purchase the print book packaged with LaunchPad use ISBN 978 1 319 22438 7 *The Pearson Technical Communication Handbook* Sidney I. Dobrin, 2008-09-01

**Teaching Professional and Technical Communication** Tracy Bridgeford, 2018-09-21 Teaching Professional and Technical Communication guides new instructors in teaching professional and technical communication PTC The essays in this volume provide theoretical and applied discussions about the teaching of this diverse subject including relevant pedagogical approaches how to apply practical aspects of PTC theory and how to design assignments This practicum features chapters by prominent PTC scholars and teachers on rhetoric style ethics design usability genre and other central concerns of PTC programs Each chapter includes a scenario or personal narrative of teaching a particular topic provides a theoretical basis for interpreting the narrative illustrates the practical aspects of the approach describes relevant assignments and presents a list of questions to prompt pedagogical discussions Teaching Professional and Technical Communication is not a compendium of best practices but instead offers a practical collection of rich detailed narratives that show inexperienced PTC instructors how to work most effectively in the classroom Contributors Pam Estes Brewer Eva Brumberger Dave Clark Paul Dombrowski James M Dubinsky Peter S England David K Farkas Brent Henze Tharon W Howard Dan Jones Karla Saari Kitalong Traci Nathans Kelly Christine G Nicometo Kirk St Amant **Document Design** Miles A. Kimball, Ann R. Hawkins, 2007-12-12 The technological revolution of the last ten years has radically changed document designers materials processes and tools of the trade In short choices about everything from typography and color to planning and production have changed even multiplied The first new text for the college market in ten years Kimball and Hawkins Document Design assumes from the start that students are working online to produce a fuller range of print and online documents designed and delivered differently in a digital world Through practical accessible advice and examples Kimball and Hawkins lay out

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**Communication** William S. Pfeiffer, 2007 This handy reference is ideal for anyone interested in improving business technical and scientific writing It contains samples of every major document type resume business letter etc and showcases well written documents that serve as how to guides so readers can model the organization structure and tone in their own writing assignments It emphasizes the writing process the structure and design of writing and related topics such as graphics and oral presentations Alphabetized for easy reference a writing handbook is also included for quick checks of grammar and spelling Totally updated this text provides a text specific Companion Website with numerous activities including interactive editing and revision exercises Provides models of 17 different types of communications Offers helpful guidelines regarding other forms of communication skills that influence effective writing such as organization and speech Discusses the explosion of electronic communication and provides format guidelines and samples of effective e mail Examines the role that writing plays in other communication arts such as graphics and oral presentations Excellent resource for corporate training seminars in writing

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