



# How to Write and Present Technical Information

*Charles H. Sides*

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How to Write and Present Technical Information provides readers with concise, easy-to-use guidelines for communicating about technology in professional environments. Communication is a vitally important function of every high-tech professional, and one that is often neglected in training. Many professionals are uncomfortable with the communication tasks they face every day in the workplace. These tasks include such diverse activities as writing reports, technical manuals, articles and papers; designing visual material; organising meetings and preparing speeches. The book shows how to save time by preparing for these activities, and how to tap into individual talents more effectively. Dr Sides' book is clear, easy-to-read and easy to put into practice. Furthermore, the advice has been tested by the author on courses he has held for General Electric, Digital Equipment Corporation and MIT, among others. This edition is fully updated to cover internet and multimedia applications, and publicity material and advertising copy.

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