

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.

Book Information

Series: MIT Press

Paperback: 324 pages

Publisher: The MIT Press; second edition edition (June 15, 2002)

Language: English

ISBN-10: 0262661276

ISBN-13: 978-0262661270

Product Dimensions: 6 x 0.6 x 9 inches

Shipping Weight: 1 pounds (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (3 customer reviews)

Best Sellers Rank: #107,773 in Books (See Top 100 in Books) #29 in [Books > Textbooks >](#)

[Computer Science > Artificial Intelligence](#) #48 in [Books > Reference > Writing, Research &](#)

[Publishing Guides > Writing > Technical](#) #67 in [Books > Science & Math > Reference](#)

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.

[Download to continue reading...](#)

The MIT Guide to Science and Engineering Communication: Second Edition Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten Bürosoftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) The Structure of Materials (Mit Series in Materials Science and Engineering) New Tech, New Ties: How Mobile Communication Is Reshaping Social Cohesion (MIT Press) Face Image Analysis by Unsupervised Learning (The Kluwer International Series in Engineering and Computer Science, Volume 612) (The Springer International Series in Engineering and Computer Science) Your Voice is Your Business: The Science and Art of Communication, Second Edition Communication in Crisis and Hostage Negotiations: Practical Communication Techniques, Stratagems, and Strategies for Law Enforcement, Corrections and Emergency Service Personnel in Managing Critical Incidents Nonviolent Communication: A Language of Life, 3rd Edition: Life-Changing Tools for Healthy Relationships (Nonviolent Communication Guides) Building Automation: Communication systems with EIB/KNX, LON and BACnet (Signals and Communication Technology) Body Language: Discover and Understand the Psychological Secrets Behind Reading and Benefitting From Body Language (Read People On Sight - Body Communication - Nonverbal Communication) Marriage: How To Save And Rebuild Your Connection, Trust, Communication And Intimacy (FREE Bonus Included) (Marriage Help, Save Your Marriage, Communication Skills, Marriage Advice) Conversation Skills: Tactics to Improve Your Conversation and Small Talk Skills for Better Social, Business and Relationship Communication (Communication Skill Training) Kinesics and Context: Essays on Body Motion Communication (University of Pennsylvania Publications in Conduct and Communication) G.Dieter's

Li.Schmidt's Engineering 4th (Fourth) edition(Engineering Design (Engineering Series)
[Hardcover])(2008) Intelligent Communication Systems: Toward Constructing Human Friendly
Communication Environment Communication at the End of Life (Lifespan Communication)
Technical Communication 11e & LaunchPad for Technical Communication 11e (Six Month Access)
Conflict Communication (ConCom): A New Paradigm in Conscious Communication Communication
Research Measures: A Sourcebook (Routledge Communication Series) Fundamentals of
Earthquake Engineering (Civil engineering and engineering mechanics series)

[Dmca](#)