



Business and Technical Communication: An Annotated Guide to Sources, Skills, and Samples (Bibliographies and Indexes in Mass Media and Communications)

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The amount of material published in business and technical communications is still growing despite the number of textbooks, guides, and other resources that have already appeared. Universities continue to stress communication skills in business and engineering, partly in response to concerns expressed by executives and managers. What students and practitioners require for skill improvement are clear guidelines, well-structured outlines, and pertinent examples. This work locates these essential materials and the research tools needed to unlock them.

This handbook couples research sources, an annotated bibliography of how-to information, and detailed indexes to identify the most relevant items in aiding business and technical communication. Organized in two sections, the first consists of a research handbook, consisting of tools (i.e., dictionaries), resources (i.e., databases), and information providers (i.e., associations). Part two is a topical bibliography of books on general, written, and oral skills in business and technical communications. The printed works featured in the book emphasize approaches, formats, checklists, guidelines, models, and other helpful aids.

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