

# Importance Of Technical Communication



# Technical And Business Communication In Two Year Programs

**Michael Rajnik**



## **Technical And Business Communication In Two Year Programs:**

Technical and Business Communication in Two-year Programs Wendall Keats Sparrow, Nell Ann Pickett, 1983 Designed chiefly for the growing number of technical and business writing teachers in two year colleges this collection of articles helps teachers understand technology and business students so that they can teach courses that satisfy the writing needs of those students Written by practicing teachers or writers the articles offer viewpoints on central issues Principal assignments in freshman and sophomore courses in technical and business writing are given primary emphasis Because of their multidisciplinary orientation many of the selections are presented as resources for teachers in writing across the curriculum programs The articles are divided into six parts arranged essentially in the order that teachers would use the materials Each part addresses a central concern of teaching technical and business communication in two year programs 1 preparing to teach the subject for the first time 2 designing the basic course 3 broadening the basic course or designing a program 4 developing classroom strategies 5 constructing effective assignments and 6 teaching report writing The book ends with an extensive bibliography of resources designed to help teachers of technical and business writing grow as professionals HTH

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