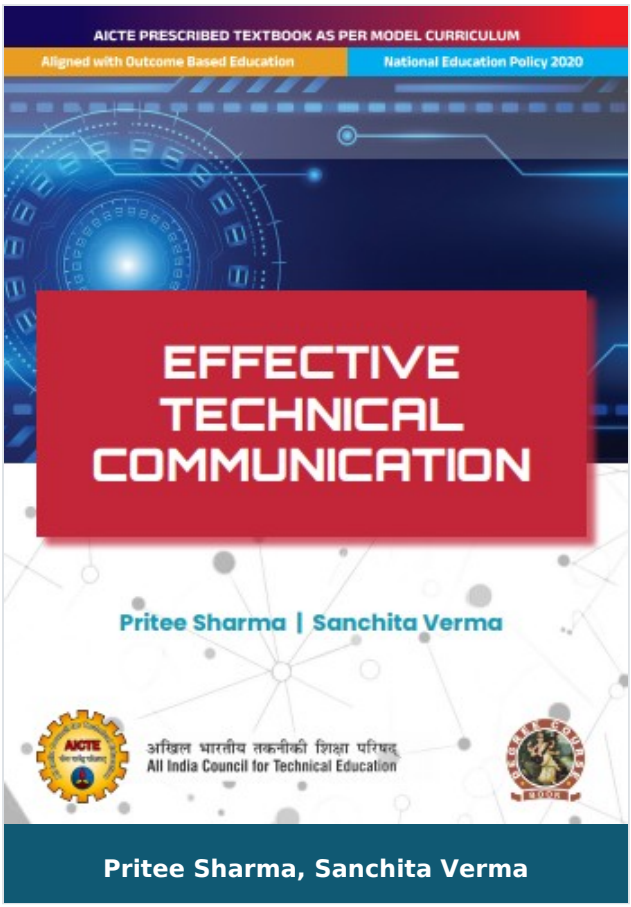

Effective Technical Communication

Author :	Pritee Sharma, Sanchita Verma
ISBN 13 :	978-93-55387-86-8
ISBN 10 :	9355387865
E-ISBN 13 :	978-93-55387-86-8
Edition :	First
Pages :	184
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 348.00
Categories :	English Books, Book Store, AICTE Prescribed Textbooks
Condition Type :	New
Country Origin :	India

Product Description

Effective Technical Communication

This book is a comprehensive guide into the sphere of technical communication. In the contemporary time, the workplace has become global, and communication is increasingly becoming more challenging and complex. This book serves as an essential guide to understand and develop technical skills in organizational communication.

Starting with the basics of communication process, this book delves into business communication, e-correspondence and various facets of planning and preparing a document for technical communication purposes.

Salient Features:

- Detailed alignment of content with course outcomes, program outcomes and specific unit outcomes
- each unit begins with clear learning objectives and pre-reading activity, preparing the reader to acquire necessary skills and knowledge.
- The book is enriched with latest information, interesting facts and QR codes linking to valuable e-resources for further information.
- An interesting blend of student and teacher centric materials, presented in a logical and coherent manner.
- Appropriate use of figures, tables and formats for better understanding of the concepts.
- Know more sections in each unit, encouraging readers to explore beyond the standard syllabus.
- Exhaustive exercises including MCQs and subjective questions provided at the end of each chapter.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- This book is not just an academic tool, but a bridge to the contemporary professional world of technical communication making it a must have anyone stepping into the realm of organizational communication.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Foreword
- Acknowledgement
- Preface
- Outcome Based Education
- Course Outcomes
- Guidelines for Teachers
- Guidelines for Students
- List of Figures, Tables and formats
- Introduction to the Essentials of technical communication
- Routine technical communication
- E-communication
- Planning and preparing documents for technical communication
- References
- CO-PO Attainment Table
- Index

Author

Pritee Sharma

Prof. Pritee Sharma Professor School of Humanities and Social Sciences IIT Indore Dr.

Sanchita Verma

Dr. Sanchita Verma Assistant Professor Adjunct (Former) School of Humanities and Social Sciences IIT Indore

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320