



## Communication Skills for the Environmental Technician (Paperback)

By Intelcom

John Wiley and Sons Ltd, United States, 1999. Paperback. Book Condition: New. 280 x 217 mm. Language: English . Brand New Book. Communication Skills for the Environmental technician This book provides environmental technology students with an enjoyable way to quickly master the basic communication skills needed by the environmental technician. Like all the books in the critically acclaimed Preserving the Legacy series, it follows a rapid-learning modular format featuring learning objectives, summaries, chapter-end reviews, practice questions, and skill-building activities. The only book available that specifically addresses the communication responsibilities of the environmental technician, it offers a thorough review of corporate communication basics and covers the environmental documents commonly generated by technicians. Communication Skills for the Environmental Technician features: Advice on foundation reading and technical writing skills, including mastery of outlining and grammar awareness Chapters on writing skills for business letters and memos; technical documents such as contingency plans, logbooks, and field notes; and completion and filing procedures for numerous reporting forms In-depth coverage of oral communication skills, both for formal presentations and informal conferencing Specifics of the job search: creating portfolios, writing resumes and cover letters, and performing well in the interview setting With its comprehensive coverage and quick-reference format,...



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