

TECHNICAL REPORT WRITING

DURATION: 2 DAYS

TIME SCHEDULE

Time: 9:00am to 5:00pm

Lunch Break: 1:00pm to 2:00pm



INTRODUCTION

Whilst engineers and technicians undergo many years of training to become proficient in their field of expertise, this does not necessarily include the art of writing. Because writing takes place in the absence of the reader it may represent a boring, dull, difficult and unfamiliar chore for the technologist.

The result is that, too often, technical writing has a flat style making documents difficult and tedious to read. Complex writing results in a waste of time, lost contracts and alienated customers – in other words, a loss of money.

Business reports are your company's main tool to enable and support critical decision-making. If you are proposing a course of action – either within your company or to a client – the report you write will be its best advocate.

It takes a lot of skill to communicate technical or commercial information efficiently and accurately. This programme has been designed specifically for people who are required to write business reports. It concentrates exclusively on the skills you need to make the writing process easier and the resulting document more effective.

BENEFITS

The aim of this workshop, **'Technical Report Writing'** is to develop the principles of technical writing that give it a logical base – appealing to both the technical or non-technical reader. This course encourages writers to be efficient and logical in their use of words, ensuring that the purpose of

each component is understood and achieved. The workshop focuses on the real challenge – to express complex ideas simply. This entails anticipating the needs of readers and supplying whatever context may be needed to understand the meaning, relevance and importance of what is written.

Upon completion of this program, participants will be able to:

- Analyse your audience and tailor the content to their specific needs
- Gather data efficiently and select the relevant information for your readers
- Use best practice in structuring your document
- Choose words that support your message and don't distract your reader
- Assess the best places to use graphics, and choose the right image to support your content
- Edit your draft for maximum impact
- Organise reports and plan the sections and subsections you need.
- Fully understand the steps in writing a report
- Understand the principles of clear and concise writing
- Develop effective communication with technical as well as non-technical staff at all levels – matching your content to your readers' knowledge.
- Keep information specific rather than general.
- Collect, organise, analyse and evaluate information
- Appreciate the use of active verbs rather than passive verbs.
- Edit wordy phrases – using simple words rather than complex ones
- Keep technical terms to a minimum – avoiding jargon, acronyms and abbreviations
- Use examples and illustrations.
- Transfer technical information into graphs, flowcharts and tables.
- Use good layout to draw attention to key technical information.

KEY CONTENT

MODULE 1: INTRODUCTION

- Goals
- Types of report (Formal Report, Technical Memo, Technical Proposals, Equipment or Maintenance Manuals, Journal Articles)
- Category of reader (skilled, decision-maker, technical, operator, general non-specialists)

MODULE 2: COMPILING THE REPORT

- Establishing a framework
- Terms of reference (subject matter, purpose, reader identification)

MODULE 3: REPORT STRUCTURE

- Findings
- Observations
- Discussions
- Conclusion
- Recommendations
- Executive summary
- Other sections (title page, table of contents, lists, appendices, references)

MODULE 4: DEVELOPMENT PROCESS

- Organising the report
- Development methods (general to specific, specific to general, chronological, sequential, cause and effect, comparison, spatial)
- Overview of conclusion/ recommendations section
- Practical Session: Applying the four-stage reading process, group discussion on conclusion and recommendations

MODULE 5: REPORT OUTLINE

- Mind mapping
- Outline formats (academic and engineering outline styles)
- Rough draft
- Activate the writing (correct grammar, language, expressions and units of measures)
- Simplify the writing (word/sentence/paragraph lengths, fog index)

MODULE 6: REPORT APPEARANCE

- White space
- Headings/sub-headings
- Colour
- Illustrations
- Practical Session: Interpreting graphic material, graphic presentation

MODULE 7: ORAL PRESENTATION

Practical Session: Delivery of a two minutes presentation (each delegate delivers a presentation on a particular aspect of the technical report)

PARTICIPANT MANUAL

What would the participant get:

- Technical report writing instruction manual via power point slides to easily grasp the facilitator's teaching.
- Detailed manual of technical report writing for further reference.
- Samples of Technical Report.
- A guide to Technical Report Writing from the Institution of Engineering & Technology

AUDIENCE

MTHODOLOGY

This course uses:

Over the two-day workshop, delegates practise report writing skills, learning the techniques through group discussion, exercises and working on real examples of reports you bring to the workshop. Designed for all levels of management, this workshop provides a practical hand-on approach to technical report writing. Throughout the workshop, participants will learn through active participation using exercises and questionnaires.