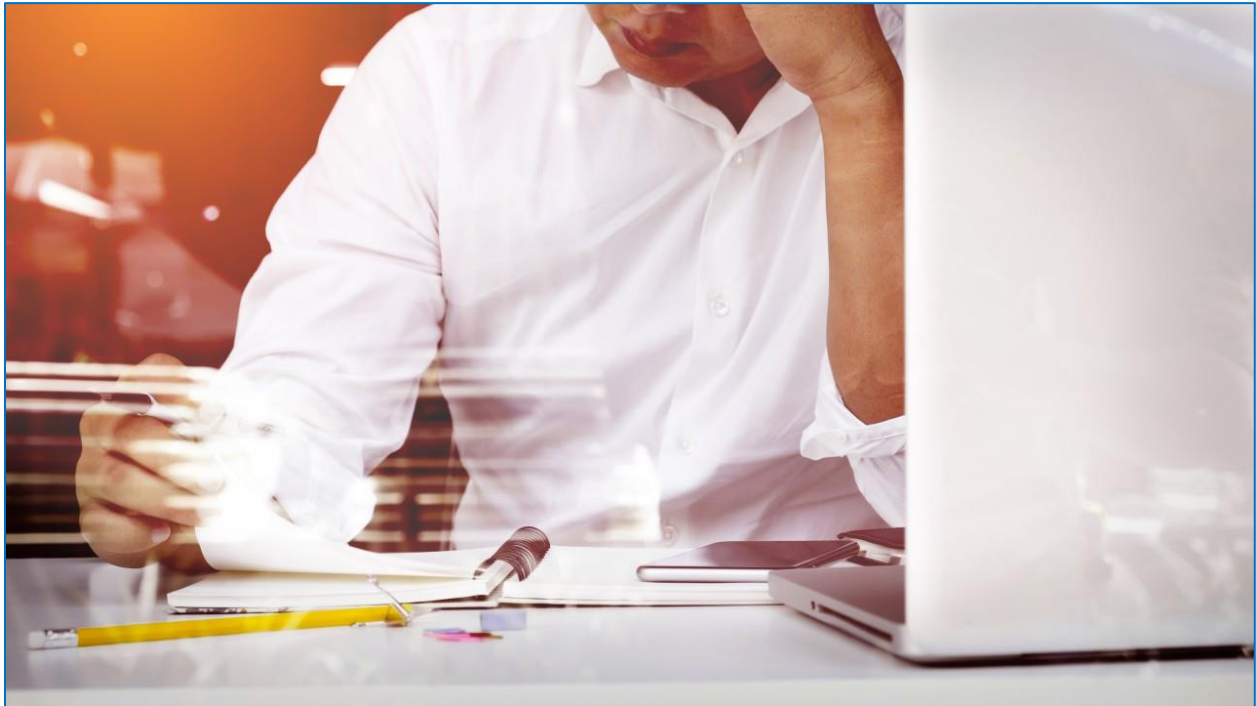




TM020-4D: Effective Technical Report Writing

Training Description:

With this Effective Technical Report Writing training course, you will gain the essential skills of producing technical reports of which you can be proud.

Technical reports often present complex information to non-specialists. Their effectiveness depends as much on the quality of the writer's ideas as on the accuracy of their information. An effective technical report displays complicated information in ways that make it easy to understand, and – above all – relevant to the reader.

You will learn how to construct coherent arguments and explanations, and how to present information to support them. We shall look at how to offer complex material to support managerial and strategic decision-making. We shall work on how to make language work for us, and how to make reports look as good as they read.

Throughout the training course, we shall work directly with participants' own reports. Working in English as a second or further language will be a reference theme throughout.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the types and purposes of technical reports
- ✓ Write realistic specifications
- ✓ Organize reports and plan the sections and subsections you need
- ✓ Fully understand the steps in writing a report
- ✓ Write clear and concise formal reports, equipment manuals and other technical documentation
- ✓ 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
- ✓ Brainstorm and identify technical problems and solutions
- ✓ Collect, organize, analyze 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
- ✓ Translate technical documents into compelling oral presentations

Training Designed for:

This course is intended for Engineering professionals (e.g. project and design engineers), Technical Personnel, Maintenance/Supervisory Managers, Maintenance Planning Staff, Technical managers, Project team members in; manufacturing, process industries, tendering, contracting, marketing, procurement, research & development, utilities, and local authorities.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FOUR DAYS:

- ❖ **What Makes Reports Work?**
 - Functions of reports
 - What makes a report effective?
 - Overt messages and hidden messages
 - Key principles of functional writing
 - Three key factors: objectives, audience, structure
 - Time management: a structural approach to writing
- ❖ *Practical work: critique of a range of examples of text*
- ❖ **Reports as Functional Documents**
 - Planning your material
 - Making sense of complexity
 - Getting to the point: summarising and grouping
 - Chunking and sequencing: core planning techniques
 - SPQR: a technique for introductions
- ❖ **Explain or persuade?**
 - Six modes of explanation
 - Persuasion in three dimensions
 - Logic: deductive and inductive
- ❖ **Creating an outline**
 - Key features of an effective outline
 - Checking for coherence and sense
 - Producing the outline
- ❖ *Practical work: participants plan, write, critique and rewrite an outline*
- ❖ **From outline to draft**
 - Essential apparatus of reports
 - Summaries, introductions, appendices
 - Navigation aids
 - Presenting information graphically: tables, charts algorithms...
- ❖ *Practical work: short exercises on key techniques*
- ❖ **Editing on three levels**
- ❖ **Constructing effective paragraphs**
 - Four characteristics of effective paragraphs
 - Paragraph structure and sequences
- ❖ **Bringing sentences under control**

- Sentence length and structure
- Sentence sequences
- Bringing your sentences to life
- ❖ **Words that work**
 - Finding and placing key words
 - Developing your style
 - Managing vocabulary, jargon and specialist terminology
 - Attention to detail: typos, spelling, punctuation
- ❖ **The elements of good style**
 - Composition and the writer's position
 - Bringing your writing to life
 - Formal or informal: judging what's appropriate
- ❖ *Practical work on existing pieces of writing, applying the tools and techniques covered.*
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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