



TECHNICAL REPORT WRITING

EAST LONDON INTERNATIONAL
CONVENTION CENTRE

EVERYTHING YOU NEED TO KNOW ABOUT WRITING A TECHNICAL REPORT

This two-day course is very interactive, and the results are achieved through step-by-step increments of both theory and practical activities, giving the participants real first-hand practice through-out the course to dramatically improve their Technical Report Writing.

It allows them to assess their own levels of competence, which creates a huge 'buy-in' from participants to learn as much as they can and participate willingly in all the learning activities.

As a result, this two-day Technical Report Writing course has been highly acclaimed in all the countries where it has been offered.

WHO SHOULD ATTEND

Engineers, Project Managers, Technicians, Technical Writers, Project Assistants, Technical Managers, Researchers, Office Assistants, Office Managers, Managers, and many more....

FEB.

27-28, 2020

8:30AM - FINISHED

Book and pay before
3 February 2020
and get a discount per
delegate.

in association with:

Les Wiggill

accredited by:



ECSA: 2 CPD Points

TECHNICAL REPORT WRITING TRAINING SEMINAR

DAY ONE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

1. INTRODUCTION

- Outcomes
- The purpose of Technical Reports
- Reasons for improving your technical report writing skills

2. IMPORTANCE OF READABILITY

- Individual activity: Pre-assessment exercise
- The Fog Index
- Readability exercises
- Flesch-Kincaid Grade Level
- Examples of different 'Levels of Readability'
- Individual activity: Self-evaluation of Readability Grade Level

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

3. THE VALUE OF GOOD REPORT WRITING

- The Seven C's of great Report Writing
- Construction of good Sentences
- Group activity – constructing good Sentences
- Construction of good Paragraphs
- Individual activity: Constructing good Paragraphs by sequencing of Sentences
- Individual activity: Break this passage up into Paragraphs

4. THE TECHNICAL COMMUNICATIONS STYLE

- Overview of the Technical Communication Process
- Different phases of the Report-writing process
- The Structure of the Technical Report
- The importance of putting forward a 'Hypothesis' or 'Argument'
- 'Brainstorming' and 'Mind mapping' Techniques
- Group activity: Using the 'Brainstorming' Technique
- Group activity: Categorisation
- Individual activity: Applying the 'Mind Mapping' Technique from the brainstorming activity
- Individual activity: Complete the Mid-assessment exercise – from the mind-mapping exercise, write the body of the report for the chosen topic

16:00 END OF DAY ONE

DAY TWO

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

5. DETERMINING THE READER PROFILE

- Understanding the different Personality/Character Temperaments
- Individual activity: Understanding your own Personality Type
- How this applies to understanding your audience profile and when/how to use it to best effect

6. THE 'PURPOSE STATEMENT' FOR THE REPORT

- Group activity: Discuss the Project Topic
- Criteria for an effective 'Purpose Statement'
- The relationship between the Report 'Title' and the 'Purpose Statement'
- Examples of good and bad 'Purpose Statements' and/or 'Titles'
- How to use Bloom's Taxonomy in developing effective 'Purpose Statements'

- Individual & Group activity: Develop an effective 'Purpose Statement' for your group's report

7. DEVELOPING THE REPORT 'INTRODUCTION'

- What should be included in the Report 'Introduction'
- Group activity: Create the 'Introduction' for your group's report

8. DIFFERENT MODELS OF REPORT DESIGN

- Different Models of Report Design and ways to organise the Premises
- Choosing the right Report Design to best suit your 'thesis' or 'premises'
- Group activity: Develop the 'Main Body' of the Report
- Justification – supporting your 'premises' and using Statistical Data
- Statistical Data – what goes into the 'Main Body' and what goes into the Appendix/Annexure
- Group activity: Develop the premises and arguments to support the content of the body of your group's report, and justify your findings using statistical data.

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

9. CONCLUSIONS AND RECOMMENDATIONS

- Different ways of presenting conclusions and recommendations
- Being clear on the requirements and avoiding subjectivity

TECHNICAL REPORT WRITING TRAINING SEMINAR

DAY TWO AFTERNOON SESSION CONTINUED...

10. THE 'EXECUTIVE' SUMMARY

- The 'Executive Summary' or 'Abstract'
- The importance of the 'Executive Summary'
- Descriptive vs Informational 'Executive Summaries'
- Tips on writing really effective 'Executive Summaries'
- Individual activity: Post-assessment – write the Executive Summary for your group's report
- Overview of:
 - Report Covers
 - Referencing Techniques
 - Bibliographies - a list of Sources

16:00 END OF DAY TWO

TO BE USED THROUGHOUT THE COURSE

LANGUAGE LIFE-SAVERS

- Abbreviations
- Understanding grammar
- Tenses
- Punctuation
- Common language errors
- English usage in the UK and USA
- Word choice
- Homonyms
- Pronunciation
- Capitalization
- Persuasive writing
- Listing techniques and bullets
- Referencing techniques

COURSE OBJECTIVES

In all technical and engineering-related fields, there is a very real need for people to write reports that can be clearly understood by all the role-players, in order for the people and organizations concerned (including company employees, clients and anyone else who may be involved in the project or transaction), to make the best possible decisions.

This is equally true for professionals in any technical sector, where it is often a challenge for people to transfer their assessments and findings to paper, and a challenge to present the report fluently and effectively. This is the prime objective of this course.

COURSE OVERVIEW

This two-day Technical Report Writing course will teach technical professionals how to write professional technical reports in a way that will be clearly understood by technical and non-technical readers alike, to ensure the maximum impact for them and their businesses. The course starts off by building up from the 'foundations' of language, in terms of how to improve 'readability' and understanding by the readers for the best results. It teaches how to write good sentences and paragraphs.

Once the fundamentals of language have been covered through both theory and practical activities and exercises, it then covers how to write in the technical domain. It also teaches technical professionals how to write persuasively and how to write for specific audiences to get the best results. This course covers very practical tips on how technical professionals can prepare really professional presentations, plus on how to do interesting and engaging verbal presentations to their audiences.

A summary of the benefits of this Technical Report Writing Skills course:

- The course is very interactive, giving participants plenty of opportunity to ask questions and to practice through all the individual and group activities and exercises
- It takes technical professionals from where they are (often at different levels) to the professional level they need to be at, to get the best possible results
- There is a logical, structured approach to get participants from where they are to where they need to be, and they can assess their progress through the assessment exercises
- This course is designed to equip and empower technical professionals in their careers
- Course group size is limited to allow for personal interaction with participants.

ABOUT THE TRAINER

For the past 23 years our facilitator, Les Wiggill, has been involved in a comprehensive range of soft skills training, including Management and Leadership, Customer Service, Coaching & Mentoring, Conflict Handling & Negotiation Skills, Communication and basic Project Management. He graduated at Wits with a B.A. degree and a B.Ed. (Hons) degree majoring in Adult Education.

Our facilitator has a passion for empowering people, enabling them to achieve and maximise their full potential. He is an excellent communicator and is able to establish "buy-in" when interacting with delegates.

Easy ways to register

COURSE REGISTRATION FORM

REGISTRATION INFO / FEES

Event: Technical Report Writing Training Seminar

Date: 27-28 February 2020

Venue: East London International Convention Centre, East London

Price: (excluding VAT and per delegate)

Early Bird: R7490 + vat (pay before 3 Feb. 2020)

Standard: R8490 + vat

Group Discount: 4-6 10%
7-11 13%
12+ 16%

calculated on standard price

AUTHORIZATION

Full Name:

Tel (Direct Line):

Signature + date:

Person responsible for payment:

Tel (Direct Line):

Email Address:

COMPANY DETAILS

Company / Organization Name:

Physical Address:

Postal Address:

Tel (Direct Line):

Tel (S/Board):

Fax:

Email:

VAT Registration:

OFFICE USE

STATUS

DELEGATE DETAILS

Title:	Full Name:	Designation:	I.D. Number:	Cell:	Email:

TERMS AND CONDITIONS

Payment Terms:

Payment is required within five (5) days on receipt of tax invoice

Following completion and return of the registration form, full payment is required within five (5) days from receipt of tax invoice and an invoice will be sent as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.

Fees:

Fees are exclusive of VAT

Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate. If names and/or ID numbers are not confirmed before documents are sent through to the venue, you will be liable to pay the courier fee.

Cancellation Policy: Written cancellations made within 48 hours of the receipt of the signed registration form will receive a full refund. Cancellation received in writing 1 month prior to the start of the event will receive a 50% refund or discount on the invoiced amount. Cancellation within 1 month of the start of the event will not receive any refund and will be liable for the full invoiced amount, however a substitution of the delegate will be allowed.

Indemnity: Should for any reason outside the control of CPD Africa conferences or training events, the venue or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa conferences and training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa conferences and training harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client. The construction, validity and performance of this agreement shall be governed in all respects by the laws of South Africa and to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

No-shows: Registrants who do not attend the event, without written notices as per the cancellation policy will be liable for 100% of the invoiced amount.

***Important Notice:

This booking form constitutes as a legal binding contract.

Whilst every reasonable effort will be made to adhere to the advertised brochure(s), CPD Africa reserves the right to change venues or location.



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