



Technical Report Writing

Course Objectives

- Analyze the communication situation fully and accurately: needs, audiences, and users.
- Gather, interpret, and document information logically, efficiently, and ethically.
- Develop professional work and teamwork habits.
- Design usable, clear, persuasive, accessible documents:
- Select the appropriate format for presenting information.
- Organize information using reader-based principles.
- Use graphics effectively.
- Develop an effective, clear writing style.

COURSE OUTLINE

Introduction

- Why technical reports are different
- What's in it for me?
- Setting Objectives
- Targeting the audience

- Spelling
- Abbreviations
- Punctuation
- GoldeRules
- Bibliography

Collecting Information

- Research
- Processing of documents relevant to the company and its industry
- Organise

Layout and Format

- Clarity in documentation
- Types of layout
- Putting the report in context - topping and tailing
- Executive summaries
- Typographics
- References
- Use of Appendices
- Use of diagrams, graphs, tables and charts
- Illustrations

Reports - Structure

- Research reports and Persuasive Reports
- Position
- Issues
- Possibilities
- Recommendations

Document Review

- How to review documents
- Proof Reading
- Tools
- Checklist

Language -Style

- Use of plain English
- General approach
- Phrasing and sentences
- Use of words

Psychology of Persuasion

- Creating empathy with the audience
- Hints for Persuasion

Language – Mechanics

- Vocabulary
- Technical grammar

Who Should Attend

Scientists, engineers, and technicians in research and development will find this course valuable, as will quality assurance (QA), information technology (IT), manufacturing, and other operations professionals. This course is also useful for administrative staff that must prepare documentation in support of R&D and operations activities. Additionally, the course is helpful for anyone who wants an in-depth and comprehensive overview of the structure of the language and writing within the broad range of reporting that the industry requires.

COURSE DURATION: 3 Days

TRAINING HOURS: 15 hrs

MINIMUM NO. OF TRAINEES: 15

LANGUAGE: English / Arabic

