

## Technical Reporting and Procedure Writing Course

**Duration: 3 days**

### About the Programme

This programme covers detailed aspects of how to compile and write a technical report. The suggestions presented in the course may be employed, whether you are writing a single page report, or a multi-volume research study. Technical reports do, or at least should, have a clear purpose and an identifiable audience. This course will give you a systematic and easy to understand approach to technical reports, and also help you choose the correct graphics, layout, and presentation style.

### Course Objectives

- To effectively plan and structure technical reports
- To recognise the various stages in writing a technical report
- To examine the structure, layout and presentation of successful reports
- To have a clear understanding of the different sections within a report
- To understand the importance of knowing who you are writing the report for, and why
- To enhance writing skills to get 'straight to the point', using effective sentences and paragraphs
- To ensure that reports are sequential, logical, and easy-to-read
- To understand the importance of drafting and accurately proofreading a technical report
- To develop a positive report writing style
- To understand how to present graphical data

### Day One

- What Is A Technical Report?
  - Types Of Technical Reports
  - Technical Reports You Currently Write
  - Stages In Creating A Professional Technical Report
- The Seven Stage Technical Report Writing Process
- > Adapting Your Report To Your Audience
  - > The Differences Between Primary & Secondary Source Information
  - Use Of Headings In Your Technical Report



## Technical Reporting and Procedure Writing Course

### Day Two

- The Structure & Different Parts Of A Technical Report
- Practical Exercise - Writing Different Parts Of A Technical Report
- > Title Page
  - > Introduction
  - > Procedures & Findings
  - > Conclusion
    - > Recommendations
    - > Summary
    - > Contents
  - How To Properly Reference In A Technical Report
  - Proofreading Skills For Technical Reports
  - Correct Use Of Punctuations & Abbreviations
  - Choosing The Right Graphics To Present Information
- > Line Graphs
  - > Bar Graphs
  - > Gantt Charts
  - > Pie Charts
  - > Tables
  - > Flow Charts

### Day Three

Course in writing effective procedures covers:

- Organisation And Logic
- Using Plain English
- Using The Active Or Command Form For Verbs
- Chunking Information
- Headings And Layout To Identify Separate Steps
- Using Illustrations And Diagrams
- Using Icons
- Selecting An Appropriate Font Size And Background

### This course is beneficial for:

Anyone who writes or oversees operating procedures, instructions and end-user manuals.

### What you gain

Your employees learn how to produce clearly written procedures; the users of the documents save time and effort; and you can be sure that your functions are operating safely and efficiently.

**Price per Delegate: R6500-00 (Excluding Vat)**



Tel: 08610 99473 (WWIS)



2 300 5065 (Emergency)

