BTS
Training & Consultancy

Technical Report Writing (TRW) Skills

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Introduction

Reports play an important duty in the life of a professional engineers, and senior technicians. Report techniques act as a link between the writer and colleagues and clients world-wide. Engineers and senior technicians are often judged by the quality of their reports; a poorly composed document will not reflect engineer's technical expertise or the reputation of their organization. To do their jobs successfully, they must write reports that are both technically correct and easy to read.

This five-day course aims to create a noticeable improvement in the standard of written reports through an intensive program of advice, tutoring and practical exercises. It includes how to meet the needs of readers with different levels of technical knowledge and how to deal with terminology, abbreviations, diagrams, graphs, references, etc. The program includes exercises to see how well the trainees have improved their writing quality.

Who Should Attend?

The training program is designed and targeted to engineers, assistant engineers, senior technicians, and technical officers who use technical report in everyday work and need improvement in the standard of written reports. As a prerequisite to this training program, the trainees are expected to have a Basic English skills and willing to write their technical reports in English. Instruction will be English/Arabic.

Training Methodology

The programme is carefully designed to address all styles of learning and to fully engage participants through the use of program materials, exercises, case study, and discussions of relevant organisational issues. Lectures and discussions are either preceded or followed by comprehensive individual or group exercises.

Certificate

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Course Objectives:

In general, this training course provides participants with the essential tools and techniques for successful technical report writing (TRW) to meet their supervisory and management responsibilities.

In particular, at the end of this program, the participants will be able to:

- Understand what TRW means
- Be familiar with the applications of TRW
- Examine the TRW structure and process
- Identify various types of report formats
- Recognize important elements of effective TRW
- Be familiar with and manage various types of reports
- Understand the right approaches to writing effective reports
- Prepare an action plan to implement on return to work.

Course Outline:

Day 1: Report Writing – Process and Structure

- Why TRW Skills Are So Important
- Assess Your Writing Skills
- Process and Structure of a Report
- Writing a Management Report

Day 2: Organizing your Argument

- What is an Argument?
- Why Organizing Your Argument?
- How to Organize Your Argument.
    - Questioning Statistics in a Report

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Days 3 & 4:

- Sentence Clarity and Combining
  - Sentence Clarity
  - Clarity Issues
  - Sentence Combining

- Writing Plain Language
  - Putting The Reader First
  - What Is Plain Language?
  - Active Verbs, Not Passive
  - Whodunnit? Name The Agent
  - Making Sense — Managing Stress
  - KISS: Keep It Short And Simple

Day 5: Case Studies and Exercises

- Application of a variety of technical report writing - case analysis and sample exercises.