

# **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

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

## Reports - Structure

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

# Language -Style

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

# Language - Mechanics

- Vocabulary
- Technical grammar

- Spelling
- Abbreviations
- Punctuation
- GoldeRules
- Bibliography

### **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

### **Document Review**

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

# **Psychology of Persuasion**

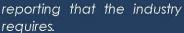
- Creating empathy with the audience
- Hints for Persuasion

COURSE DURATION: 3 Days
TRAINING HOURS: 15 hrs

MINIMUM NO. OF TRAINEES: 15

LANGUAGE: English / Arabic





Who Should Attend

quality

operations

must

the

language

Scientists, engineers, and

technicians in research and

development will find this

course valuable, as will

information technology (IT),

manufacturing, and other

This course is also useful for

administrative staff that

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

structure of

within the broad range of

and

assurance

(QA),

prepare

the

writing

professionals.