



Technical Report Writing Two-day Workshop

Presented by Les Wiggill

Training Objective:

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 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.

The primary objective of this course is to assist technical people in transferring their assessments and findings to paper and in effectively and fluently presenting their reports.

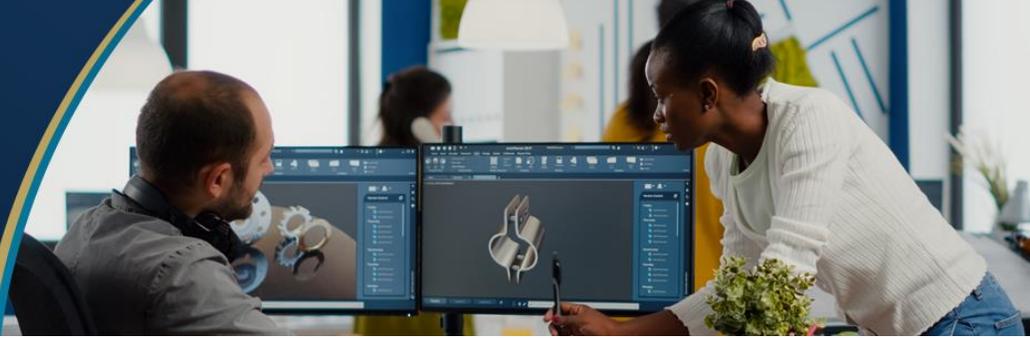
Training Overview:

This two-day Technical Report Writing course will teach technical people 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, including 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.

Writing great technical reports is a major challenge for many people, but presenting the report can be equally challenging. As a result, 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.

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 Les Wiggill has presented it.



A summary of the benefits of this Technical Report Writing:

- 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



Couse Outline - Technical Report Writing - Les Wiggill

Day One:

Introduction to the Technical Report Writing course

Outcomes

The purpose of Technical Reports

Reasons for improving your technical report writing skills

The 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

The value of good Report Writing

The Seven C's of great Report Writing

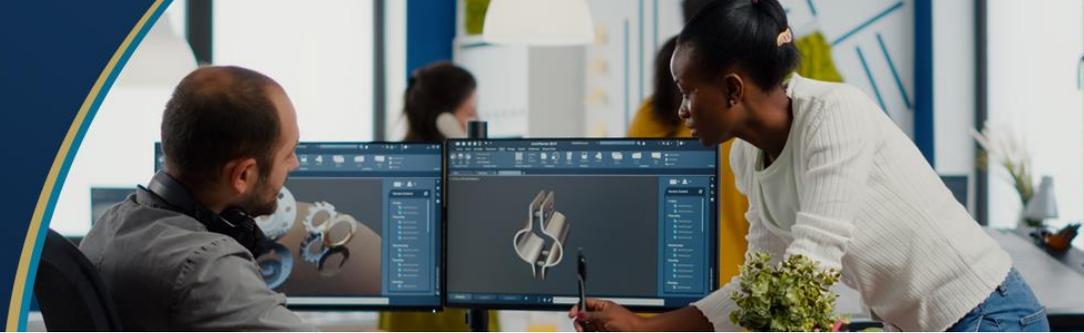
Construction of good Sentences

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



The Technical Communication 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

Day Two:

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

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

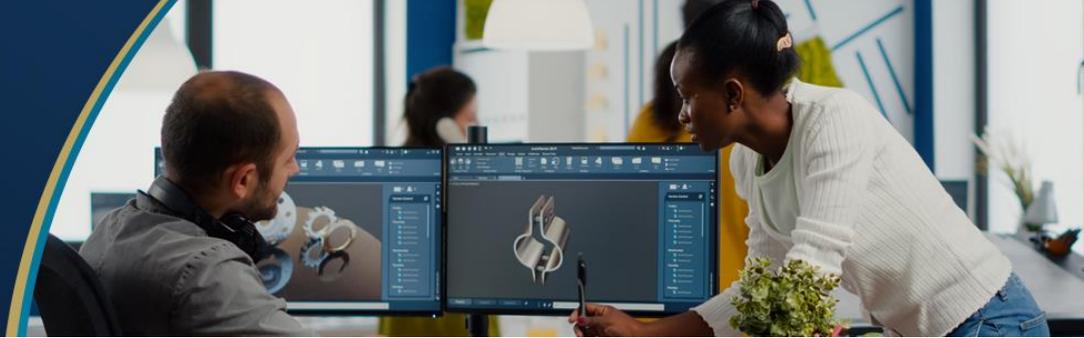
Developing the Report 'Introduction'

What should be included in the 'Report Introduction'

Group activity: Create the 'Introduction' for your group's report

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.

Conclusions and Recommendations

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

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

To be used throughout the course and after the course, a fantastic language help guide:

Language Life-Savers, which covers the following:

- 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