2 CPD Credits: ECSA
SAICEbus25/03743/28 / SAICEEL25/03742/28

1.5 CPD Credits: SACPCMP
SACPCMP/CPD/25/251

CPD Validated

Getting Acquainted with Technical Report Writing and Presentation Skills

This two-day course provides the necessary knowledge and skill to produce and present professional technical reports that can be understood by both technical and non-technical readers.



Attend this course and learn about:

- The Shannon-Weaver model of communication
- Critical Questioning, DISC profiling, Power/Control Continuum of Communication
- The difference between technical reports and other types of business reports
- Importance of purpose statement in technical reports
- Strategies to customise reports for your audience
- Eight -step process of planning, drafting, editing and presenting a report.
- Evaluating written text using Flesch Reading Score and Flesch-Kincaid Grade level
- Gunning Fog Index Formula
- Presentation skills including principles of persuasion

After attending this course, you will be able to:

- Improve your communication
- Apply techniques and methods that will enable you to write technical reports confidently and competently
- Use appropriate language, good sentences, and paragraphs
- Consider your audience and be persuasive in your reports to get positive responses
- Use proven presentation skills and techniques to present your report convincingly

Presenter: Susan Williams, MA Philosophy, BA (Hons) (Linguistics)

COURSE DATES & VENUES

Scheduled courses are offered online and face-to-face around the country based on demand.

Please contact Lizélle du Preez for more information on upcoming courses: Lizelle@saicepdp.org / 011 476 4100

TIMES: 08:00 for 08:30 to 16:30

REGISTRATION

To register, visit www.candidateacademy.co.za
OR email Academy@saicepdp.org

WHO SHOULD ATTEND

The course is aimed at:

- Registered and unregistered engineers, technologists and technicians requiring assistance with technical report writing
- Personnel working in engineering management or support positions, particularly those required to submit technical reports
- Government and municipal officials supporting engineering projects
- Engineering practitioners aspiring to register with ECSA and/or SACPCMP

SCE School of Consulting Engineering

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candidate® academy
the road to registration – tower above the rest

COURSE CONTENT - DAY 1

FUNDAMENTALS OF TECHNICAL REPORT WRITING

- Introduction to technical report writing
  - What is a report?
  - Purpose of technical reports
  - The communication act, and why communication often fails
  - The Shannon-Weaver Model of Communication
- Trust the process
  - Eight-step process to plan, draft, edit and present a report
  - Define the purpose and intent of the report
  - Relationship between a clear purpose statement and the report title
  - Define the reader profile
  - Power/Control in communication to plan approach
  - Methods and techniques: Critical Questioning, DISC profiling, Power/Control Continuum of Communication
- Structure of technical reports
  - Structure and composition of a technical report
  - Define sections of report: Introduction pages, Body pages and Information pages
  - Plan headings, sub-headings, notation, referencing style and typography
- Apply principles of effective communication for readability and meaning
  - The Seven Cs of technical communication
  - Methods and techniques: Flesch-Kincaid and Gunning Fog Readability indicators
  - The Gunning Fog Index
- Collecting and collating information
  - The use of methods and tools
  - Organise information based on report purpose and audience requirements
  - Methods and techniques: Brainstorming, Mind-mapping and Ishikawa diagrams
- Composition
  - Putting it all together: plan layout and data presentation using chunking principles
  - Tips for visual clarity
  - Integrating visuals with text
  - Methods and techniques: Bloom's Taxonomy of Verbs
- Language and Tone
  - Sentence and paragraph structure made easy: Sentence formation, sequencing, transitions and signposts
  - Understand formality, objectivity and perspective in writing
  - Know the difference between active and passive voice

COURSE CONTENT - DAY 2

ADVANCED TECHNIQUES AND PRACTICAL APPLICATION

- Revising and editing
  - Follow an editing process to revise, edit and proofread
  - Common errors to avoid.
  - Peer review: how to give and receive constructive feedback
- Finalising the document
  - Presentation and binding
  - Distribution guidelines
  - Final checklist: spotting a good technical report
  - Group activity: Review of group report
- Introduction to effective presentation
  - The Aristotelian communication model
  - Key presentation elements: structure, clarity, engagement and confidence
  - Persuasive literary devices
  - Group activity: Present a technical concept in 1 minute, focusing on clarity, conciseness, and engaging delivery with the intent to persuade
- The value and pitfalls when using visual aids
  - Using slides, charts, and diagrams to enhance presentations.
  - Dos and don'ts of visual aids.
- Fun activity: Role play with DISC audience types
  - Breakaway Group Activity
  - Peer feedback
- Wrap-up and Conclusion
  - Recap of the course
  - Final Q&A and participant reflection.

ABOUT YOUR FACILITATOR

Susan Williams is a seasoned organisation and people development professional. With a strong theoretical foundation in linguistics, philosophy and complexity theory, combined with practical business and life experience, she brings a unique blend of expertise to her work.
Susan facilitates credit-bearing workshops in Occupationally Directed Education Training Development as well as short / skills courses on essential (soft) skills. Her Technical Report Writing and Presentation Skills course has been presented in various industries through face-to-face, online and self-directed distance learning courses over the past 15 years. Classes are interactive, energetic, and practical with an emphasis on collaborative work.

WHAT TO BRING TO THE COURSE

- **Pen/pencil and eraser & notepad**
- **For online courses MS Word is recommended, as well as Notepad - a very nice tool for notetaking in your own notebooks**

For in-house courses contact Lizélle at lizelle@saicepdp.org.



The Candidate Academy's philosophy is to support candidates on their road to registration with ECSA, by helping them through the transition from theoretical training to the 'how' of engineering projects and processes. The Academy offers practical, hands-on training relevant to experiences in the workplace.