



Report Writing for Individuals and Teams

Presenter

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Course Structure and Accreditation

The course is offered over 2 consecutive days.

This course has been accredited for 2 CPD credits with the Engineering Council of South Africa

Course Objective

This two-day workshop is designed to assist participants to transition from classical academic technical writing to the more contemporary style of modern corporate technical reports. During the two-day workshop you will have an opportunity to work through a process of document production from inception to release. You will learn about best practice, up-to-date trends and how to write reports that are streamlined and interesting. Taking into account the team-writing nature of engineering reports, this workshop addresses these challenges whilst reinforcing the fundamental principles and practice of good technical writing.

Who Should Attend

If you are tasked with writing and producing technical content for reports you should attend this workshop. Whilst this workshop caters for individuals, team members attending together will gain additional benefit from being able to discuss their joint work during the activities. So bring a teammate!

Course Content

- Characteristics of effective technical reports
- Process of report production
- Focus for reports
- Critical thinking in reports
- Readability considerations
- Content visualisation
- Team writing and editing

What to Bring

To maximise the value of this course you should bring a sample report to work on during the practical activities. You may be asked to share your activities with fellow participants so please do not bring sensitive information to the session.

A laptop is advised, but not compulsory. You must, however, bring a hard-copy of your report with you. Colour prints are advisable. Sample reports should ideally be between 10 and 30 pages long.

Register

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In-houses available on request