THE SOUTH AFRICAN INSTITUTE OF ELECTRICAL ENGINEERS

Technical Report Writing

2 CPD credits : Category 1

1. ONLINE COURSE OVERVIEW:

Effective writing involves little more than using and managing the right words correctly. This is particularly so for those in a technical environment. For many it is also the most difficult part of the job. Easy to read and understand documents are more likely to be read and achieve their objective and can positively influence the status and career prospects of the writer in the technical environment.

The Technical Report Writing programme focusses on the narrow requirements of technical reports; the underlying principles and the specific guidelines recommended for successful writing. At the same time participants develop confidence in their ability to develop the skill further.

2. TARGET AUDIENCE

Engineers, Managers, Supervisors, Team Leaders, Administration and Support Staff who are required to write reports as part of their professional responsibilities.

LIVE ONLINE COURSE OVER 4 DAYS

Commences 7th June 2021

Day 1 – 7th June 2021
(08h00 to 16h30)
Day 2 – 8th June 2021
(08h00 to 16h30)

Closing date for applications: 1st June 2021**.**

PROGRAMME SCHEDULE

Applicable over two days:

08:00 – 12:00	Session starts
12:00 – 12:30	Break
12:30 – 16:30	End of Session

ONLINE COURSE FEE

R3 565.00 incl. VAT SAIEE member (Disc. Fee: R2 530)
R5 865.00 incl. VAT non-member (Disc. Fee: R4 715)

PRESENTER: Malcolm Haffner – BSc (Hons) PGCE

Malcolm started his career as a teacher. After leaving the classroom, he has remained in education and has owned and successfully run several small businesses. Malcolm currently owns and runs a training and development business where he uses his expertise and experience to provide learning and development opportunities to individuals in a variety of fields. Malcolm is a skilled writer and trainer of writing, having been involved in development training programmes, editing books and preparation of professional technical presentations for international events.

BENEFITS AND OUTCOMES

This programme is designed to include as much actual writing as possible, making it a very practical experience.

Participants will:

- Learn about the underlying principles of writing technical reports
- Learn to recognise how their words influence the readability of their documents and how to make adjustments.
- Be able to analyse and understand their readers and how to write appropriately for different reader groups.
- Understand the difference between different types of documents and how to structure them appropriately.
- Learn how to structure a report for maximum effectiveness.
- Understand how and when to use appropriate visual aids in a report.
- Gain confidence to create technical documents in English.

PROGRAMME OUTLINE

The Importance of Effective Writing	• Effective Communication
The Writing Process	• FOG Analysis • Words • Sentences • Paragraphs
Understanding the Reader	• Reader Groups • Defining the Audience
Elements of a Report	• Abstract • Introduction • Body • Conclusion • Other sections
Common Technical Documents	• Proposals • Progress Reports
Email	• Elements of Email • Email Guidelines
Visual Aids	• Graphs • Tables • Drawings and Photographs

What do you need to Participate?

- Laptop/Desktop/Tablet
- Internet connection – broadband wired or wireless

How does it work?

A link will be sent to all persons who have registered to enter WebinarJam room and to take part in the interactive live course.

You can simply access via web browser, preferably Google Chrome or Mozilla Firefox to enter the WebinarJam platform.

REGISTRATION AND ENQUIRIES CONTACT DETAILS:
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