

Course Outline | Technical report writing

1 day(s)

Overview

This programme gives participants the skills to write clear technical documents, help them to organise information and, more importantly, communicate powerful ideas to support decision-making.

Key Objectives

- identify your barriers and strengths when writing technical reports
- explain the advantages of a systematic approach to writing technical reports
- review the use of appropriate grammar, punctuation and plain English
- recognise the necessity of avoiding the use of too many words, clichés and jargon
- effectively plan a report with the appropriate level of detail required
- research and prepare your report content in accordance with the exact needs of the reader
- structure the report to ensure maximum impact and readability
- recognise the reader's preferred style and match the words to their style
- critically review your own work

Course Outline

Intro

- Personal objectives for the course

The Basics

- What is Technical Writing?
- Setting the purpose of your writing
- The importance of knowing your audience
- Writing in plain English
- Review of punctuation, grammar and spelling
- Keeping your average sentence short
- The use of jargon and reducing the number words and clichés.
- What makes a good report?

Planning and Writing a report

- The importance of the objective
- Organising your ideas with Mind Mapping
- Structuring ideas
- Presenting your report professionally
- Using Word to complete your report quickly
- Identifying content
- Identifying communication styles

Reviewing and Editing

- Editing your report
- Report writing practice
- Completion of a personal action plan