



TECHNICAL REPORT WRITING AND PRESENTATION SKILLS

Our **TECHNICAL REPORT WRITING AND PRESENTATION SKILLS** is accredited by the **Local Government Sector Education and Training Authority (LGSETA)** and covers **unit standards 119459 and 12153** at NQF level 5 with 10 credits.

OVERVIEW

Report Writing for Technical Professionals is designed to help technical professionals improve report writing skills, sharpen up and deliver reports that are concise, logical and persuasive. One thing is for sure, the more effective reports are, the greater the chances for a successful outcome.

Technical writing involves the ability to understand technical language as well as being able to express that knowledge in a clear, concise, and coherent manner. Our two day report writing course is extremely practical giving participants the opportunity to analyse technical writing in terms of language, grammar and style.

Delegates will have to identify three things they can implement in their workplace immediately upon their return. They will be encouraged to discuss these with their Manager or Supervisor when they get back to work.

LEARNING OUTCOMES

After successfully completing this course, you will be able to:

- Write for a particular target audience, and adapt the same material for different audiences.
- Formulate the purpose and goal of the writing, and develop an approach and method of persuading the audience of your main points.
- Order and structure the material and the flow of information in a manner to support your argument.
- Given the purpose and the persuasive message, create a report outline, and know how the various sections are going to link together to support the persuasive message.
- Recognise the value of writing in plain English.
- Recognise the value of visual material in technical reports, and be to match the verbal message with a graphical message

TECHNICAL REPORT WRITING AND PRESENTATION SKILLS

SESSION 1: DEFINING THE FEATURES OF TECHNICAL WRITING

- Principles and Strategies of Technical Report
- Knowing Your Audience, Purpose and Length of Report

SESSION 2: FORMATTING TECHNICAL REPORTS

- Headings, Chapters and sections
- Running headers and footers
- Types of reports and templates to use

SESSION 3: GET TO THE POINT-DISCOVERING THE MAIN IDEA AND ARRANGING DETAILS

- Writing styles & techniques
- The 12 golden rules of Writing

SESSION 4: IT TAKES TWO- THE IMPORTANCE OF AUDIENCE AWARENESS

- Focus on your audience's needs
- Deter word choice, tone, and amount of details to include

SESSION 5: STYLE OF WRITING

- Writing Clear Sentences and paragraphs
- Remove Jargon, Redundancy and Wordiness

SESSION 6: GRAPHIC DETAILS- PUNCHING UP THE PRESENTATION

- Kinds of graphics and their messages
- Suitability for placement in a graphic representation

SESSION 7: GROUP PRACTICE AND INTERACTIVE SESSION

- Spotting common language problems (lengthy and confusing sentence structures, weak vocabulary, etc)
- Editing Content, Logic and Language
- Guided writing practice with examples

SESSION 8: PUTTING IT ALL TOGETHER

- Drafting – the mindset to avoid writer's block
- Checking your own
- Giving and receiving constructive feedback – what makes a review effective?