

## **Technical Report Writing Training Program** (English Material)

**Course Length:** 9 Hours @ (3 days / 2 days)

### **Course Brief Description**

A good report is easy to recognize. Its title is precise and informative, its layout and format are well organized, and the binding is easy to handle and opens flat to reveal both text and diagrams. Reading a well written report is pleasurable: the style is accurate, fluent and concise, with headings to indicate the content of each section. The diagrams, which in this Guide will be taken to include non-verbal material such as tables and graphs, are well presented and clearly labeled.

There are no absolute rules about the details of report production, because every report must be totally adapted to the needs of its reader. This Guide suggests laws of good report writing, but only because in the field of communication, laws should be generally applied but broken if necessary. For example, the second law concerns brevity. If clients have spent thousands of pounds to gain access to expert knowledge, it may be inappropriate to reveal it in five pages. They will feel cheated if they receive so little, even if it represents value for money. A longer report will be politically more expedient.

### **Course Objectives**

At the end of this course you will be able to answer the following questions:

- Why should the particular reader need this particular report and what is it necessary to tell the reader?
- How can the writer provide a technical report in a professional format

### **Training method**

The trainer will use the facilitation style “two ways communications“, between the participants & the facilitator, using the technique of what ? – Now what ? – So what ?

Through conducting role-plays and team activities and conclude by group Debrief. Also, the course includes workshops, where participants work in small groups to apply the learned methods for managing their times.

## **Course content**

- **Introduction**
- **What is the clarity**
- **Six principles of clear writing**
- **Avoid three taboos**
- **How important is brevity?**
- **Measuring your clarity**
- **Gunning Fox index**
- **Official tone**
- **Engineering and scientific tone**
- **Practical tips on organizing**
- **The inverted pyramid**
- **Recommended format for formal reports**
- **checklist for organizing**
- **How to outline sense and nonsense**
- **The finishing touches**