

TECHNICAL REPORT **WRITING** FOR PROFESSIONALS IN THE BUILT ENVIRONMENT TRAINING SEMINAR



Coming Soon

Book and pay before **[date]** and get a discount per delegate.



This two-day Technical Report Writing course will teach technical professionals how to write professional technical reports in a way that will be clearly understood by technical and non-technical readers alike, to ensure the maximum impact for them and their businesses. The course starts off by building up from the 'foundations' of language, in terms of how to improve 'readability' and understanding by the readers for the best results. It teaches how to write good sentences and paragraphs.

Once the fundamentals of language have been covered through both theory and practical activities and exercises, it then covers how to write in the technical domain. It also teaches technical professionals how to write persuasively and how to write for specific audiences to get the best results.



Nationwide

WHO **SHOULD ATTEND?**

Engineers, Project Managers, Technicians, Technical Writers, Project Assistants, Technical Managers, Researchers, and many more...



**DO NOT MISS THE EVENT OF THE YEAR!
LIMITED SEATS AVAILABLE!
BOOK YOUR SEAT TODAY!**

Group Discounts
and In-House
Trainings
Available!



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TECHNICAL REPORT WRITING FOR PROFESSIONALS IN THE BUILT ENVIRONMENT TRAINING SEMINAR

DAY ONE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

INTRODUCTION TO THE TECHNICAL REPORT WRITING COURSE

- Outcomes
- The purpose of Technical Reports
- Reasons for improving your technical report writing skills

THE IMPORTANCE OF READABILITY

- Individual activity: Pre-assessment exercise
- The Fog Index
- Readability exercises
- Flesch-Kincaid Grade Level
- Examples of different 'Levels of Readability'
- Individual activity: Self-evaluation of Readability Grade Level

13:00 LUNCH BREAK

13:30 AFTERNOON SESSION

THE VALUE OF GOOD REPORT WRITING

- The seven C's of great report writing
- Construction of good sentences
- Group activity: constructing good sentences
- Construction of good paragraphs
- Individual Activity: Constructing good paragraphs by sequencing of sentences
- Individual Activity: Break this passage up into paragraphs

THE TECHNICAL COMMUNICATION STYLE

- Overview of the technical communication process
- Different phases of the report-writing process
- The structure of the technical report
- The importance of putting forward a 'Hypothesis' or 'Argument'
- 'Brainstorming' and 'Mind mapping' techniques
- Group Activity: Using the 'Brainstorming' technique
- Group Activity: Categorisation
- Individual Activity: Applying the 'Mind mapping' technique
- Individual Activity: Complete the mid-assessment exercise - write the body of the report

16:30 END OF DAY ONE

DAY TWO

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

DETERMINING THE READER PROFILE

- Understanding the different Personality/ Character Temperaments
- Individual Activity: Understanding your own Personality Type
- How this applies to understanding your audience profile and when/ how to use it to best effect

THE 'PURPOSE STATEMENT' FOR THE REPORT

- Group Activity: Discuss the Project Topic
- Criteria for an effective 'Purpose Statement'
- The relationship between the Report 'Title' and the 'Purpose Statement'
- Examples of good and bad 'Purpose Statements' and/or 'Titles'
- How to use Bloom's Taxonomy in developing effective 'Purpose Statements'
- Individual & Group Activity: Develop an effective 'Purpose Statement' for your group's report

DEVELOPING THE REPORT 'INTRODUCTION'

- What should be included in the report 'Introduction'
- Group Activity: Create the 'Introduction' for your group's report

13:00 LUNCH BREAK

13:30 AFTERNOON SESSION

DIFFERENT MODELS OF REPORT DESIGN

- Different Models of report design and ways to organise the premises
- Choosing the right report design to best suit your thesis or premises
- Group Activity: Develop the 'Main Body' of the report
- Justification - supporting your premises and using statistical data
- Group Activity: Develop the premises and arguments to support the content of the body of the group report

CONCLUSIONS AND RECOMMENDATIONS

- Different ways of presenting conclusions and recommendations
- Being clear on the requirements and avoiding subjectivity

THE 'EXECUTIVE SUMMARY'

- The importance of the 'Executive Summary'
- Descriptive vs Informal 'Executive Summaries'
- Tips on writing really effective 'Executive Summaries'
- Individual Activity: Post Assessment - write the Executive Summary for your group's report

OVERVIEWS

- Report covers, referencing, bibliographies

16:00 END OF DAY TWO

Easy ways to register

COURSE REGISTRATION FORM

REGISTRATION INFO / FEES

Event: Technical Report Writing for Professionals in the Built Environment Training Seminar

Date: Coming Soon

Venue: Nationwide

Price: (excluding VAT and per delegate)

Early Bird: R6490 (pay before [date])

Standard: R7490

Group Discount: 4-6 10%
7-11 13%
12+ 16%

calculated on standard price

AUTHORIZATION

Full Name:

Tel (Direct Line):

Signature + date:

Person responsible for payment:

Tel (Direct Line):

Email Address:

COMPANY DETAILS

Company / Organization Name:

Physical Address:

Postal Address:

Tel (Direct Line):

Tel (S/Board):

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VAT Registration:

OFFICE USE

STATUS

DELEGATE DETAILS

Title:	Full Name:	Designation:	I.D. Number:	Cell:	Email:

TERMS AND CONDITIONS

Payment Terms:

Payment is required within five (5) days on receipt of tax invoice

Following completion and return of the registration form, full payment is required within five (5) days from receipt of tax invoice and an invoice will be send as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.

Fees:

Fees are exclusive of VAT

Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate. If names and/or ID numbers are not confirmed before documents are sent through to the venue, you will be liable to pay the courier fee.

Cancellation Policy: Written cancellations made within 48 hours of the receipt of the signed registration form will receive a full refund. Cancellation received in writing 1 month prior to the start of the event will receive a 50% refund or discount on the invoiced amount. Cancellation within 1 month of the start of the event will not receive any refund and will be liable for the full invoiced amount, however a substitution of the delegate will be allowed.

Indemnity: Should for any reason outside the control of CPD Africa conferences or training events, the venue or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa conferences and training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa conferences and training harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client. The construction, validity and performance of this agreement shall be governed in all respects by the laws of South Africa and to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

No-shows: Registrants who do not attend the event, without written notices as per the cancellation policy will be liable for 100% of the invoiced amount.

Important Notice:

This booking form constitutes as a legal binding contract.

Whilst every reasonable effort will be made to adhere to the advertised brochure(s), CPD Africa reserves the right to change venues or location.

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