



**SCANDINAVIAN ACADEMY**  
For Training and Development



# Course: Technical Report Writing Skills

Code	City	Hotel	Start	End	Price	Language - Hours
MA-810	Hong Kong	Hotel Meeting Room	2026-04-13	2026-04-17	5950 €	En - 25

## PROGRAMME SUMMARY

Technical reports are a vital tool for engineers to communicate their ideas. This online course introduces technical report writing and teaches the techniques you need to construct well-written engineering reports. Each week, we'll look at a key section of a technical report and the skills needed to write it. You'll cover areas such as referencing and citations; presenting equations; diagrams and data; and using language and tenses correctly. We'll also talk to practicing engineers, as well as students and educators who write and mark technical reports, who'll give their hands-on advice. This course is designed for both student and professional engineers. It will teach you the technical report writing skills you need to tackle everything from a two-page document. As such, it will be applicable for the entirety of your engineering degree or career. The basics of communication are discussed at the outset with the emphasis on using plain English. This is followed by discussing the general structure of reports outlined to ensure clear dissemination of written information. Specific report styles are covered in detail, from management and sales reports to project reports and business case preparation. The development of clear, concise and unambiguous instructions, procedures and manuals are detailed.

The course demonstrates the value and methods of good writing by using lots of examples, contrasting good and bad, to indicate which writing styles work and which don't - and why.

## OBJECTIVE

- Write effective technical reports that achieve their aims



- Relate to their target readers
- Select the right content for their readers
- Select the best length and design for the report
- Present their findings in a clear manner
- Understand the importance of writing an accurate, concise, and straightforward report
- Create good summaries
- Include accurate references
- Include appropriate well labelled diagrams
- Understand the benefits of independent proof reading

## WHO SHOULD ATTEND

- All technical personnel, engineers and executives.
- All those aiming to improve their technical writing skill, including Engineers, Scientists, Mathematicians, Statisticians, Data providers, Scientific journalists.

## THE SCIENTIFIC CONTENT OF THE PROGRAM

### What is a Report?

- What is a Report - the Different Meanings
- Why technical reports are important for communicating ideas and concepts
- The anatomy of a technical report
- Types of Reports & Their Purpose
- Types & Characteristics of Technical Reports
- Typical Information Different Types Need
- Technical Report Templates
- Difference Between Reports & Proposals

### Are Facts & Reason Alone Enough for Technical Reports?



- The Human Touch
- The Audience & Business Touch
- Demonstration & Exercise

## **The Nature of Technical Writing**

- Analysis of Technical Writing
- Technical Writing Requirements & Techniques
- Demonstrations & Exercise

## **English in a Nutshell**

- Sentence Construction – Parts of a Speech
- Tenses – It's All About Time
- Demonstrations & Exercise
- Influence of First Language

## **Managing the Audience for Reports**

- What They Want and Need
- Scope of Work & Terms of Reference
- Audience Background, Knowledge & Experience
- How Technical Must the Report Be?
- How to Satisfy the Different Types of Audience
- Demonstration & Exercise

## **Planning & Formatting the Report**

- Model, Framework & Structure
- What Preparations to Make
- Designing the Report – Product Packaging
- Layout, Fonts, Lines, Colors & Formatting



## Title Page

- Purpose of the Title Page
- Content of Title Page - its Impact
- Strong and Weak Titles
- Your Image - Branding Yourself
- Designing the Title Page
- Titles, Sub-titles & Descriptors
- Demonstrations & Exercises

## The Contents List

- Purpose of the Contents List
- Demonstration of Contents List Generation

## Abbreviations & Acronyms

- Examples of Abbreviations & Acronyms
- Creating Abbreviations & Acronyms

## Executive Summary

- Summary vs Executive Summary
- Purpose & Contents of Executive Summary
- Quick Tool to Identify Management Interests
- Main Messages
- Demonstrations & Exercises

## Purpose & Scope

- Why We Need Purpose & Scope
- Combined vs Separated
- Scope Exclusions



- Demonstrations & Exercises

## Background & Introduction

- Background, Introduction & Transitioning
- Combined & Separated
- How to Combine with Purpose and Scope
- Demonstrations & Exercises

## Data, Analysis & Results

- Data Types, Integrity, Quality & Quantity
- What To Do When There is Few Data
- How to Handle Qualitative Data for Confidence
- Data Collection, Review, Cleaning, Entry, Validation
- Data Analysis - Types of Analysis
- Data (and Results) Presentation
- Converting to Results & Discussion
- Establishing Technical Expertise
- Demonstrations & Exercises

## Other Sections

- Global discussions, Addressing Pressing Issues, Aligning to Strategies
- Demonstrations & Exercises

## Conclusions

- Deriving from Methods & Results; Tying to Purpose & Scope; Linking with Executive Summary; Leading to Recommendations
- Clarifying Concerns, Inference & Deduction
- Demonstrations & Exercises



## Recommendations

- Considerations & Methods for Recommendations
- Providing Answers – Satisfying Needs
- Combining Conclusions & Recommendations
- Demonstrations & Exercises

## Reference & Bibliography

- Why We Need Them, What to Include
- Types & Examples of References & Bibliography
- Styles and Formatting
- Establish Your Knowledge-Expertise Base
- Demonstrations & Exercises

## Acknowledgements

- Overall Business Interest & Long Term Concerns
- Demonstrations & Exercises

## Glossary of Terms

- Separating, Constructing & Locating the Glossary
- Styles, Formatting & Listing the Terms
- Demonstrations & Exercises

## Appendices & Attachments

- What're the Differences
- When to Use Them
- Demonstrations & Exercises



## Closure

- Generating the Report
- Managing Revisions.
- Case studies and practical examples.



The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

## **Program Timings:**

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

## **The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.