



**Maintenance Planning, Process  
Engineering & Instrumentation**



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# Course: Technical Report Writing Skills

Code	City	hotel	Start	End	price	Hours
810	Vienna (Austria)	Hotel Meeting Room	2024-12-23	2024-12-27	5950 €	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

## 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.

## 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 Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.