

Technical Report Writing & Presentation

Code: TR

Duration: 14 Hours

Synopsis:

This course comprises of a comprehensive two days workshop. It is also part of the bridging programme for admission to Pearson BTEC Higher National Diploma Qualification offered at ELITC.

This course has been specially designed to give learners working in technical fields a step-by-step guide to document and communicate their message across with clarity and confidence. Good technical reports can serve the purpose of effective communications, motivating the implementation of recommended actions and gaining the respect of the organization.

Course Objective:

On completion of this course, learners will be able to:

- Formulate the purpose and goal of the writing, and develop an approach and method of persuading the audience of the main points
- 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
- Recognise the importance of layout, and the non-verbal messaging in the preparation of reports
- Structure and develop a technical presentation in a clear, concise, and persuasive manner

Course Outline:

This course will cover:

1. Structure and Components of a Technical Report:
 - Introduction to Technical Report Writing
 - Report Preparation
 - Report Style - Structure and Components of a Technical Report
Title page, Table of contents, Executive Summary, Introduction, Statement of the problem, Approach/methodology, Results, Conclusions and Recommendations, Appendices
 - Referencing Techniques - Harvard method of referencing
 - Tips on Technical Report Writing
2. Effective presentation skills
 - Structure a technical presentation to gain maximum effect
 - Develop a formalised presentation
 - Tips on effective presentation

For Whom:

Any person involved in writing technical reports, developing learning material/training manuals or presenting research results, who is moderately computer literate and has a working knowledge of Microsoft Office, will benefit from this course.

Entry Requirements:

Participants are assumed to:

- Follow written and oral work instructions;
- Listen, read and write English at a proficiency level equivalent to the Employability Skills System (ESS) level 4;
- Manipulate numbers at a proficiency level equivalent to Employability Skills System (ESS) level 4.

Training Medium:

This course is conducted in English.

Training Methodology:

This course is delivered through mini-lectures, group activities and role-play.

Essential Requirement:

Participants are required to bring their personal laptop for the work assignment.

Assessment Methodology:

A work assignment and presentation are conducted at the end of the course.

Certification:

A Certificate of Proficiency will be awarded to trainees upon completing and passing the test. Otherwise, a Certificate of Participation will be issued to those who attained a minimum attendance of 75%.