IMSIMBI

TRAINING

UNLEASHING YOUR POTENTIAL










Imsimbi Training proudly presents

Technical Report Writing– 3 Day course

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147 as well as a Level 1 Contributor BBBEE company and black owned.

This course is accredited by the Services Seta and material covers unit standards 12153 and 110023 at NQF Level 4 worth 11 credits.

SERVICES SETA

julius@imsimbi.co.za - tammy@imsimbi.co.za - margaret@imsimbi.co.za - prince@imsimbi.co.za - gloria@imsimbi.co.za

011 678 2443 WWW.IMSIMBI.CO.ZA

COURSE OBJECTIVES

This course aims to equip participants with the knowledge and skills and capabilities for professional technical report writing. This course equips participants with the skills to gather data, collate the data and then draw up a highly professional and accurate technical report.

Decision makers make important choices based on the reports they receive. Those preparing the technical reports are thus trusted to do a professional job of researching and collating information into a coherent, accurate and unbiased document.

COURSE OUTCOMES

Upon completing this course, the learner should be able to:

- Learn to improve your writing skills continuously by understanding sentence and paragraph fundamentals
- Identify the intended audience for the communication
- Understand best practices for compiling technical reports
- Identify the scope, need and purpose of various reports
- Structure, write and improve the quality of technical reports by effectively communicating a message
- Write professional reports by checking content and format are appropriate and ensuring the document sequence is logical and meaningful
- How to plan format, structure and layout a report including headings, bullets and numbering
- How to present information differently: graphs, tables, pie charts and diagrams
- Recognize errors and assess accuracy through rigorously applying a checklist to texts
- Meet reporting deadlines
- Check reliability and credibility of data used by making an evaluative judgment after comparing the ideas presented in a text with external criteria from other written or oral sources and one's own experience and knowledge of the business sector



- Be confident to prepare and deliver a professional presentation of the report within a business context.

COURSE CONTENT

Module One – Writing in perspective

- ✓ Writing in a Technical Context
- ✓ The Technical Report Writer in YOU!

Module Two – The technical writing process

- ✓ The Technical Writing Process

Module Three – Arranging

- ✓ Structure and Layout

Module Four – Writing, Reviewing and Editing

- ✓ Language and Grammar
- ✓ Types of Technical Reports
- ✓ Monitoring Project Progress
- ✓ Format for an Evaluaton Report
- ✓ Checklist for Editing Work

