CARIBBEAN INSTITUTE FOR QUALITY LIMITED

presents

Technical Report Writing

Overview

Effective Technical Reporting of activities is mandatory for the existence of a successful organization. Technical reports serve as auxiliary tools to the day-to-day, tactical operations of any organization. It is crucial to communicating findings and transferring information in a manner that is factual, objective, clear, concise and traceable.

This three (3) day programme will enable participants to plan, write, revise and produce effective technical reports. Participants will learn strategies for presenting information effectively, the tools and techniques used for clarity, conciseness and accuracy of expression. They will also learn the differences between strong and weak technical report writing.

This programme also focuses on the range of technical reports, its' typical introduction, contents, and the purposes, audiences, and situation that they serve.

Topics Include

- Introduction

- Communication Context : situation, purpose, audience

- Techniques for objectivity, clarity, conciseness, accuracy and traceability

- Standards for technical reports

- Organization

- Types and Sections of Reports

- Use of headings and lists

- Use of techniques for developing and organizing paragraphs to facilitate coherence and flow
- Condensing written procedures - Illustrations, graphs, tables, layout

Commitment Towards Business Excellence