



Consulting and Training | Reach New Heights

Course Name

Technical Report Writing

Sector Name

Interpersonal Skills and Self Development

Document Type

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Technical Report Writing

Course Introduction

Technical writing is the practical writing that people do as part of their jobs. Reports, in general, give a spoken or written account of something that one has observed, heard, done, or investigated. Reports are accounts given of a particular matter, especially in the form of an official document, after thorough investigation or consideration by an appointed person or body.

The technical report writing is audience-centered; it deals with a specific situation for a definite purpose, enabling readers to act and interact. Professionally, reports use the top-down method, heading, visual aids, plain and objective language. This technical report language should be honest, formal, and direct simple expressions and credit orders.

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Technical Report Writing

Target Audience

- ✓ Executive Secretaries
- ✓ Executive Personal Secretaries
- ✓ Personal Secretaries
- ✓ Executive Assistants
- ✓ Personal Assistants
- ✓ Office Managers
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Senior Assistants
- ✓ Staffing Coordinator
- ✓ HR Assistant
- ✓ HR Generalist
- ✓ Personnel Manager
- ✓ HR Director
- ✓ Regional managers
- ✓ Career counsellor
- ✓ Entrepreneurs

Technical Report Writing

Learning Objectives

- ✓ Gain a comprehensive understanding of technical writing.
- ✓ Identify the criteria for good technical writing.
- ✓ Learn the methodology for writing reports.
- ✓ Improve their skills in technical report writing during regular and daily work
- ✓ Make reports more communicative, concise, clear, simple, effective, investigative, factual, interesting, logical, creative, and may have a variety of audiences.

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Technical Report Writing

Course Outline

✓ 01 Day One

Technical Writing: An Overview

- ✓ What Is Technical Writing?
- ✓ Day To Day Technical Reports
- ✓ Documents For Research, Teaching And Education
- ✓ Operational Manuals, Instructions, Or Procedures
- ✓ Patents
- ✓ Attributes Of Technical Writing

Ethical Considerations

- ✓ Introduction
- ✓ Ethics Definition In Technical Writing
- ✓ Ethical Rules
- ✓ Plagiarism
- ✓ Academic Plagiarism
- ✓ Sanctions for Plagiarism
- ✓ Plagiarism And The Internet
- ✓ How To Avoid Plagiarism
- ✓ Final Word

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Course Outline

✓ 02 Day Two

Criteria For Good Technical Writing

- ✓ Elements Of Writing Strategy
- ✓ Aspects Of Technical Reports
- ✓ Technical Contents
- ✓ Presentation Logical Sections, No Bias, Interesting, Specific, Report Mechanics, Hierarchical, And Headings.
- ✓ Language Skills - No Excessive Use Of Jargon Or Acronyms, No Misspelling, No Punctuation Errors, Mixed Sentence Length, Written In The Active Voice, Reasonable Grammar, Concision, and Active And Passive Voice.

Methodology For Writing A Report

- ✓ Planning Your Report
- ✓ Using Illustrations In Your Report
- ✓ Using Figures In Your Report
- ✓ Labeling Figures In Your Report
- ✓ Using Tables In Your Report
- ✓ Using Graphs In Your Report - Drawing A Graph In Microsoft Office
- ✓ Organizing And Numbering Your Report
- ✓ Using Headings In Your Report
- ✓ Reference Lists And Referencing In Your Report
- ✓ Using References In Your Report
- ✓ Reference Forms

- ✓ Using Appendices In Your Report
- ✓ Editing Your Report

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Course Outline

✓ 03 Day Three

Formal Reports

- ✓ Introduction
- ✓ Categories of Formal Reports
- ✓ Informational, Analytical, And Recommendation Reports
- ✓ Structure of a Formal Report
- ✓ Front Matter
- ✓ Main Text
- ✓ Back Matter
- ✓ Differences Between Formal And Informal Reports

Applications In Report Writing

- ✓ Laboratory Reports
- ✓ Periodic Reports
- ✓ Activity Reports
- ✓ Progress Reports
- ✓ Annual Reports
- ✓ Design Reports
- ✓ Proposals
- ✓ Field Reports

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Technical Report Writing

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 26, 2027	July 28, 2027	3 days	3250.00 \$	UAE , Dubai
May 9, 2027	May 11, 2027	3 days	3250.00 \$	KSA , Jeddah
Dec. 14, 2026	Dec. 16, 2026	3 days	3250.00 \$	UAE , Dubai
March 15, 2027	March 17, 2027	3 days	3950.00 \$	Spain , Madrid

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