



REMOTE ONLINE LEARNING

Effective Technical Report Writing for Engineers and Technical Professionals

January 13, 14, 20 & 22, 2021
Time: 9.15 am - 12.45 pm

Date	: Day 1 13/01/2021
	Day 2 14/01/2021
	Day 3 20/01/2021
	Day 4 22/01/2021
Time	: 9.15 am–12.45 pm
Duration	: 14 hours
Location	: Remote Online Learning
Platform	: TalentLMS & Zoom
Fees	: FMM Member: RM911.60/pax (inclusive of 6% Service Tax)
	Non Member: RM996.40/pax (inclusive of 6% Service Tax)
Contact	
Persons	: Ong Li Choo Nora Liza Josephine Tan
Tel.	: 03-6286 7200
Email	: training@fmm.org.my

Facilitator

Leela Menon

Ms Leela Menon is an English Language expert with several years of training experience in this field. She has been in education for 27 years. She possesses a Masters in English as a Second Language (MESL). She was awarded the Excellent Service Award (2006) during her service as an educationist.

Leela has an in-depth knowledge necessary to respond to participants' needs and wants. Her specialty is in Communication, soft skills, team building, identifying training needs, and Time Management. She has conducted various English courses and soft skills training in various organisations such as New Straits Times Press, Sunway College, Bernama, Texcam-Pack, Palm Oleo Sdn Bhd, Finesse Moulding Sdn Bhd, etc. She has conducted training programs for several companies in Selangor, Pulau Pinang, Kuantan, Seremban and Melaka.

Having worked with working adults of varying levels of English proficiency, she is a specialist in helping people grow and develop their potential, as well as getting them to put across their messages with impact. Leela is approachable in her ways and believes in the personal touch when delivering any training programme. She strives to conduct innovative and results driven workshops to bring positive changes to individuals and their performance.

She is also a Certified Practitioner of Neuro-Linguistic Programming and Time Line Therapy recognized by the American Board of Neurolinguistic Programming and the Time Line Therapy Association, USA and is currently pursuing a course on Hypnosis.

This course will aid participants to develop skills and apply effective techniques in planning, organising and writing reports. Participants will also be aware of other factors that constitute good technical report writing.

Course Objectives

At the end of the program, Engineers and Technical Professionals will learn to:

- Develop competence in using various report writing techniques
- Use Plain English and appropriate structures for effective and clear communication
- Organise information presented in a systematic manner
- Understand the value of planning, providing and disseminating relevant information to the recipient of the report

Benefits

- You gain the skills to
- assess the needs of your users
- create documents that explain technical information
- learn the mechanics of good technical writing, along with techniques for document design and page layout.

Course Contents

Plain English in Clear Writing

- Avoiding wordy language
- Replacing outdated and redundant phrases
- Common errors in language

Grammar Matters

- Various Tenses used in technical report
- Agreement of subject and verb in reports
- Passive voice construction to describe processes
- Misplaced and Dangling modifiers that hinder the flow
- Parallel Construction that brings balance to structure in sentences
- Punctuation that brings sense to sentences

Types of Illustration/Graphics - how to use and interpret for effective communication

- Tables/ Pie charts/ Bar Graphs/ Line Graphs
- Photographs and organisational diagrams

Parts of a Report

Group activity –Report Structure

- Completing section names of a generic report
- Identifying key language for each section
- Writing Headings in parallel structure

Group Work-Analysing sample reports

Group Work-Writing a report

Discussion-Stages in the report writing process

Group Exercise-preparing and organising outline of report

Group Exercise-writing out draft of report and discussion with trainer

Refining and Editing Report

Preparing the PowerPoint Presentation

Presentation of Reports by Group Leader and Feedback

Who Should Attend

This course can be attended by all technicians, engineers and managers who need to brush up on their fluency and accuracy in writing reports.

REGISTRATION FORM

Effective Technical Report Writing for Engineers and Technical Professionals

January 13, 14, 20 & 22, 2021

9.15 am - 12.45 pm

Remote Online Learning

The Manager
FMM Institute

Tel: 03-6286 7200 Fax: 03-6277 6712

Email: training@fmm.org.my

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

Please tick (✓) accordingly:

PSMB Scheme: SBL

Non Contributor

Fees: FMM member RM911.60 / pax
(Inclusive of 6% Service Tax)

Non Member RM996.40 / pax
(Inclusive of 6% Service Tax)

1. Name

Designation

E-mail

Nationality

IC No.

H/P No.

2. Name

Designation

E-mail

Nationality

IC No.

H/P No.

(if space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

Being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Tel: _____ Fax: _____

Company: _____ FMM Membership No.: _____

Address: _____

My Corporate Identity No.: _____ Date : _____

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" or payment advice via online payment should be forwarded one week before the commencement of the programme. Completed registration form online, faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.