

TECHNICAL REPORT WRITING

PLAN, WRITE, EDIT, DESIGN, PROOF AND
PRESENT AN AUDIENCE-FOCUSED REPORT

OUR PRESTIGIOUS CLIENTS



COCO-COLA - INDIA



PEPSICO

MENA

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**CSS
CORP**

GLOBAL LOGISTICS

ExxonMobil

NORTH AMERICA [SHALE GAS]

BUNGE

SHARED SERVICE

SUPPLY CHAIN EXCELLENCE - INDIA

PERFETTI



NORTH AMERICA
LEAN TRANSFORMATION



R.S.LOGISTICS

PAN INDIA



pwc

CONSULTING

INTRODUCTION

Many professionals have difficulty in expressing ideas on paper which means that useful concepts may never be fully understood or valued. Effective report writing, the exchange of information, views, opinions, and decisions between people at all levels, internally and externally, make a vital contribution to organisational success.

This online training course aims to present a comprehensive overview of the essential elements of effective technical report writing and help delegates develop the practical skills required to write successfully, for an internal or external audience. It will teach the fundamental skills for technical report writing.

Objectives

At the end of this online training course, you will learn to:

- Identify your audience and message
- Understand the main steps in writing a report
- Identify the readership and the report objectives
- Understand the proper use of plain English
- Use a good layout to draw attention to critical technical information

Training Methodology

This online training course will utilize a variety of proven online learning techniques to ensure maximum understanding, comprehension, retention of the information presented. The training course is conducted Online via an Advanced Virtual Learning Platform in the comfort of any location of your choice.

WHO SHOULD ATTEND?

This online training course is suitable for a broad range of people, but will greatly benefit:

- People who write technical reports
- All supervisors, middle managers, department heads and senior managers
- Technical staff inexperienced in writing comprehensive reports
- All staff interested in improving their report writing skills

SEMINAR OUTLINE



- Planning technical reports
- The significance of the audience when writing
- Formatting or structuring a technical report
- Use and limitations of graphics and illustrations
- Grammar, style & readability
- Proofreading, design and layout issues

CHENNAI

3/10 Senthamil Nagar
Main road, Ramapuram,
Thiruvallur
Chennai - 600089

BANGALORE

4E, 4th Floor, Rich homes,
Richmond Rd, 1st Block,
Shanthala Nagar, Bengaluru,
Karnataka 560025.

USA

Chools Consulting Services as part of
Chools Group LLC,
307, Devon Dr,
Johnstown, pennsylvania 15904,
Cambria, USA.

MALAYSIA

D-3-48, Blok Dahlia 10 Boulevard
Lebuhraya Sprint PJU 6A
47400 Petaling Jaya
Selangor

DUBAI

Number 931
Tower - 3
Al Ghurair center
Deira | Dubai

Web : chools.in
Email : info@choolsgroup.com
Call : 74067 33363