



Interpersonal Skills and Self Development

## Technical Report Writing

## Course Introduction

---

The technical writing is the practical writing that people do as a part of their jobs. Reports, in general, give a spoken or written account of something that one has observed, heard, done, or investigated. Report 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 specific situation for a definite purpose, enables readers to act and interactive. Professionally, reports use the top down method, heading, visual aids, plain and objective language. This technical report language should be honest, formal, u direct si mple expressions, with credit orders.

## 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

# 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.

# Course Outline

---

## • 01 Day One

- 1. Technical Writing: An Overview
  - 1.1. What Is Technical Writing?
    - 1.1.1. Day To Day Technical Reports
    - 1.1.2. Documents For Research Teaching And Education
    - 1.1.3. Operational Manuals, Instructions, Or Procedures
    - 1.1.4. Patents
  - 1.2. Attributes Of Technical Writing
- 2. Ethical Considerations
  - 2.1. Introduction
  - 2.2. Ethics Definition In Technical Writing
    - 2.1.1. Ethical Rules
  - 2.3. Plagiarism
    - 2.3.1 Academic Plagiarism
    - 2.3.2 Sanctions For People Plagiarism
    - 2.3.3 Plagiarism And The Internet
    - 2.3.4 How To Avoid Plagiarism
    - 2.3.5 Final Word

## • 02 Day Two

- 3. Criteria For Good Technical Writing
  - 3.1. Elements Of Writing Strategy
  - 3.2. Aspects Of Technical Reports
    - 3.2.1 Technical Contents

- 3.2.2 Presentation Logical Sections, No Bias, Interesting, Specific, Report Mechanics, Hierarchical, And Headings.
- 3.2.3 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.
- 4. Methodology For Writing A Report
- 4.1. Planning Your Report
- 4.2. Using Illustrations In Your Report
- 4.2.1 Using Figures In Your Report
- 4.2.2. Labeling Figures In Your Report
- 4.2.3. Using Tables In Your Report
- 4.2.4. Using Graphs In Your Report - Drawing A Graph In Microsoft Office
- 4.3. Organizing And Numbering Your Report
- 4.3.1 Using Headings In Your Report
- 4.4. Reference Lists And Referencing In Your Report
- 4.4.1 Using References In Your Report
- 4.4.2 Reference Forms
- 4.5. Using Appendices In Your Report
- 4.6. Editing Your Report

### • 03 Day Three

- 5. Formal Reports
- 5.1. Introduction
- 5.2. Categories Of Formal Reports
- Informational, Analytical, And Recommendation Reports
- 5.3. Structure Of Formal Report
- 5.3.1 Front Matter
- 5.3.2 Main Text
- 5.3.3 Back Matter
- 5.4. Differences Between Formal And Informal Reports
- 6. Applications In Report Writing
- 6.1. Laboratory Reports
- 6.2. Periodic Reports
- 6.2.1 Activity Reports
- 6.2.2 Progress Reports
- 6.2.3. Annual Reports
- 6.3. Design Reports
- 6.4. Proposals
- 6.5. Field Reports

# Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 5, 2025	May 7, 2025	3 days	3950.00 \$	Spain - Madrid
July 14, 2025	July 16, 2025	3 days	3250.00 \$	UAE - Dubai
Dec. 8, 2025	Dec. 10, 2025	3 days	3250.00 \$	UAE - Dubai