

# Technical & Business Report Writing

(CPD Accredited)



## Who Should Attend?

Every person that is responsible for submitting reports of a technical nature. This includes but not limited to engineers, managers, assistants, project managers, site foremen and secretaries.

*BDCE Pty Ltd*

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## Course Overview

Effective communication in the engineering field is of vital importance. Your managers/clients will base their decisions on what is reflected in your report. The ability to produce a clear, concise and professional report is a skill that you can develop in order to be successful.

This course is designed to provide learners with the following:

- An understanding of how to represent technical information in a report
- The importance of the correct use of tenses and grammar
- Principles of effective, clear and concise writing
- Understanding of how technical reports should be planned and structured
- Formats and styles used in business reports
- Knowledge on avoiding the pitfalls of poor punctuation
- Understanding of when and where to include tables and figures
- Knowledge of how to effectively abbreviate in a report
- How to clarify jargon used in a report
- Technical report writing principles and templates



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*A Business Development Centre of Excellence and  
Private Further Education and Training College*

*Organisational Development • Training • Human Resource Management*

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## Course Framework

- Introduction to communication
- The communication process
- Why people misunderstand each other
- Complaints about technical reports
- Principles of clear writing
- Grammar, style, tenses, punctuations
- Report writing process
- Planning the objective of report, structure and readership
- Research tools
- Organise the collected/researched information
- Structure of reports and their intended use
- Writing process of reports
- Present report effectively with PowerPoint
- Formats and examples of various business report structures
- Structure of a typical technical reports
- How to correctly use citation/ references
- How to present equations
- Format, fonts, headers, footers conventions
- Conventions when using numbers
- Correct use of figures and tables
- Effective conclusion writing
- Summaries vs. executive summaries
- Capitalisation and abbreviation conventions
- Common errors in reports
- CD with technical report templates



## Accreditation:

- **Continues Professional Development (CPD) number:** CESA 656 01/2018 – Technical Report Writing
- **NQF level:** 5
- **CPD Credits:** 2



## Course Dates:

- 7 - 8 August 2017 – Cape Town

# Technical & Business Report Writing

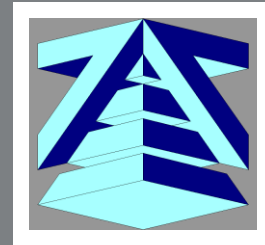
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BDCE in conjunction with the Consulting Engineers South Africa (CESA) provides the above training to the engineering and other sectors. This training not only contributes to their Continuous Professional Development (CPD) credit requirements, but also improves their skills and knowledge on the subject.



For in-house training contact  
BDCE on  
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## BDCE Background

BDCE (Pty) Ltd is an established, registered and accredited company that provides high quality, professional training and development programmes to its clients.

BDCE has been in operation for over a decade and successfully provided a wide range of training interventions and services to the Private and Public Sector.

Our core function is the training and development of human capital. However, we offer a wide range of services, which is described in our corporate profile.

BDCE supports the principle of adult education. Our training is characterised by interaction and participation as opposed to traditional theoretical courses. We customise our programmes to meet our clients' specific training needs.

We provide workshops as well as SETA accredited training through competent facilitators and our Quality Management System (QMS) includes accredited assessors and moderators.

BDCE is a registered service provider with the Service SETA and proof of accreditation is available on request. We also hold Memorandums of Understanding (MOU) with various other SETAs.

We are looking forward to being of service to you.

