

## CPD TRAINING COURSE

# TECHNICAL REPORT WRITING - 2 DAY COURSE



### Course aim

To refine participants' report writing skills and enable them to communicate more effectively with their readers.

### Learning objectives

- Plan reports in a more effective manner
- Recognise the generic features underlying all report structures
- Understand and overcome their own writing difficulties
- Structure reports more clearly
- Write with greater confidence
- Make more key decisions earlier in the reporting process
- Present information in a more reader-friendly style

### Course programme

- The key features of effective reports
- Managing time
- Clarifying the terms of reference
- Locating, recording and evaluating data
- Understanding how to make most effective use of each report section
- Standardising agreed layouts for reports
- Structuring reports to meet specific reader requirements
- Reporting with visual impact
- Writing clear and concise sentences
- Analysing reports

### Trainer's profile

Tiernan Ivory, MA is a Communication Consultant with over ten years' training experience. He specialises in developing course participants' abilities in the areas of business writing, presentation skills, leadership skills, meeting management and time management.

FOR MORE  
INFORMATION VISIT  
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