

# Technical Report Writing

## Writing Reports that People Will Read and Act

---

### Introduction

Each working day, we compose memos, reports or proposals in our communication with supervisors, customers and colleagues. How well we write leaves a lasting impression in the mind of the reader about ourselves, our competency and the company we represent. So if you want to be more successful in your job, sign up and attend this course.

**Writing is not something we do to paper. It is something we do for readers. A good and helpful report or proposal is the one that gives:**

- Explicit direction concerning the task to be done
- The information - organized and interpreted – needed to do the task
- The direction and information written in language they can read quickly and understand easily
- Constructive feelings about themselves and the task

**Therefore the three challenges faced by a writer are:**

- What should I say and in what order?
- How should I say it?
- How can I make it hang together?

This course will give you learnable, systematic techniques for performing all the primary writing functions in helpful ways. This course will also provide everyone with an opportunity to become a conscious competent writer.

### Benefit of Attending

- Equip yourself with a comprehensive knowledge of writing reports, memos and proposals that people will read and act
- Understand the concept and technique of clear writing in English
- Learn how to write reports that have impacts and results
- Learn how to measure the clarity of your writing
- Reduce your time in preparing and writing a report

## Course Content

- Criteria of a good report or proposal
- Writing clear sentences
- Writing clear paragraphs
- Types of paragraphs
- A systematic approach to modern report writing
- What you include in a report
- The technique of assessing the clarity of your reports
- How to organize your writing into paragraphs that are logical and coherent
- Types of voices to use in writing
- Writing clear recommendations
- How to write problem statements
- Writing proposals that people will read and act
- Cover letters and executive summaries
- Types of reports and how to write them
- How to hang your ideas, information, sentences and paragraphs in a report

## Course Style

This course is a combination of lectures and practice sessions. The participants will write at least one report during the course. Individual coaching will be provided to each participant at the end of each practice session.

## Who Should Attend

- Engineers and geologists
- Lawyers and accountants
- Sales and marketing people
- Secretaries and administrative staff
- Technical professionals
- HR and HRD staff
- Logistics and purchasing staff
- Public Relations staff
- Anyone who writes reports

To enroll or get more information, please contact



PT. Loka Datamas Indah

Phone : +62 21 6326911  
Fax : +62 21 6305074  
Email : [Lditrain@indo.net.id](mailto:Lditrain@indo.net.id)  
Web site : [www.Lditraining.com](http://www.Lditraining.com)