THE IMPORTANCE OF THIS COURSE

A course for those in the technical environment, needing to effectively communicate in writing and thus develop their relationships with colleagues and customers.

COURSE OUTLINE:

INTRODUCTION
Background to technical writing:
Writing in the workplace, definition of technical writing/
The reader:
Role of the reader; technical expertise; the reader’s organisational proximity; culture & attitude/ Writing ethics

THE TECHNICAL WRITING PROCESS
Research/ planning/ drafting : sentences & paragraphs/
editing : clarity, organisation/ formatting/ proofing/
distribution of the completed report

ELEMENTS OF THE REPORT
Summarising & outlines/ definitions/ introduction;
grammar & style/ format/ use of visual aids/ conclusion/ appendices/ referencing

APPLICATIONS
Reports: Informal Reports – site reports, trip reports;
Formal Reports – recommendations, feasibility reports,
progress reports/ proposals/ instruction manuals/
professional communication: letters, memos, email/ job applications: resume writing

PRESENTER

MALCOLM HAFFNER BSc Honours : Atmospheric Sciences (Wits)
Malcolm holds a Post Graduate Diploma in Education. After an 11 year stint in teaching, he opened his own business running leadership and team-building programmes for schools and young people. In addition, he also owns and runs The Learning Link. The Learning Link reflects Malcolm’s commitment to assisting people to achieve their full potential in the workplace and as individuals.

REGISTRATION : CONTACT DETAILS

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