



## SOUTH AFRICAN ROAD FEDERATION

*presents a 2 day virtual course on*

### TECHNICAL & BUSINESS REPORT WRITING

**PRESENTER:**  
**Sandra Pienaar**

**Date: Thursday 5<sup>th</sup> – Friday 6<sup>th</sup>  
August 2021**

**VIRTUAL VIA MS TEAMS**

**Delegates can claim  
2 ECSA CPD points**

#### 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.

#### 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

#### Course Framework

- Introduction to communication
- Communication process and barriers
- What to do to write effectively?
- Basic grammar principles with tenses
- Correct use of punctuations

- Capitalisation and abbreviation conventions
- Third person writing
- 23 Principles of clear writing
- Compiling business reports
- Planning the objective of report, structure and readership
- Organise the collected/researched information
- Writing process
- Scientific writing tips
- Writing an introduction, discussion, conclusion, appendix and summaries
- Various report structures and purpose
- Compiling technical reports
- Presenting equations
- Preferred format settings
- Reference/Citation/Bibliography
- Number conventions used
- Diagram use in reports
- Complaints about technical reports
- Checking phase and common errors

*Terms and conditions apply*

#### Course Fees Per Delegate Includes Vat

<b>SARF Members</b>	<b>R 3 500</b>
<b>Non-Members</b>	<b>R 3 950</b>

Register online at: <http://www.sarf.org.za>

**SARF Contacts: Tshidi/Sybul**

**Tel: 011 394 9025/ 1459**

**E-mail: [tshidi@sarf.org.za](mailto:tshidi@sarf.org.za)/ [sybul@sarf.org.za](mailto:sybul@sarf.org.za)**

**SARF HAS BEEN ACCREDITED AS A LEVEL 1  
QSE B-BBEE CONTRIBUTOR**