



First Select

English Business & Report Writing Skills

| Date | Venues | (\$)Fees | Book your seat |
|---------------------|--------------|----------|------------------------------|
| 06 Apr -10 Apr 2025 | Kuala Lumpur | 3300 | Register Now |

This course is designed to provide participants with the practical skills and knowledge required for the preparation of effective technical reports. Participants can expect to go through the various phases of report production, data collection, methodology and rationale. Time will be given to the presentation and structure of reports and the use of illustrations and graphs. Relevant case studies will be exercised throughout the course.

Objectives:

By the end of the course participants will:

- Understand a variety of business and technical report formats.
- Be able to produce an effective business and/or technical report in a relevant field.
- Be skilled in business and technical report presentation and structure.
- Be able to use technical illustration and data effectively.
- Be familiar with the terminology of a standard technical report.
- Be skilled in material selection for any technical report.
- Give due consideration to the report readership.
- Have a good working knowledge of appropriate grammatical structure and style.

Who should attend?

All personnel whose jobs require them to write business and technical reports will find this course beneficial. It will be particularly of benefit and interest to project and process engineers, proposal writers and other professionals who require assistance in developing their writing skills.

Course Outline:

- Communications
- Principles of writing
- Types of reports e.g. business / technical proposals / progress reports justification reports.
- Feasibility reports/ data analysis/evaluation
- Audits/ technical reports etc..
- Classification of reports
- Preparation of reports
- Presentation and structure of reports
- Technical report illustration
- Graphs, tables and diagrams
- Case studies
- Participants' production and discussion of a technical report

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout

is on a practical approach using case material and examples.



97337256847



info@firstselectbh.com



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