

Tune Up Your **Technical Report Writing Skills** **For Building & Construction Industry Professionals**

One-Day Training Workshop on Friday, 24 Feb. 2012, at Furama RiverFront Hotel, Singapore

Technical reports carry a big weight in the building and construction industry. Progress on design concept, investigations, studies and project review often hinges on what's written in a report's findings, analysis, results, conclusions and recommendations.

Report writing, however, is often a time-guzzling, tedious and stressful task for many professionals. And most reports are nothing but compilation of information without any substance, depth and direction.

Improved productivity, quality and self-confidence (and brighter career prospects)—these are the direct benefits of upgrading your technical report writing skills. Are you ready for a tune up?

Tune Up Your Technical Report Writing Skills is a one-day workshop especially designed for building and construction industry professionals. The workshop will be conducted by Atul Mathur who is a postgraduate engineer with 14 years of experience in the construction industry, an experienced technical writer and a certified trainer.

Who Should Attend?

Building and Construction industry professionals: M&E engineers, project engineers, project managers, construction managers, architects, quantity surveyors, facility engineers and managers, building executives.

Programme Outline

Create a right structure of your report

- Purpose of a technical report
- Types of technical reports in construction industry
- Key components of a technical report
- Qualities of a good technical report

Follow a systematic process of writing a report

- Key steps from beginning to the end
- How to write introduction, conclusion, recommendations and executive summary?
- How to write a logical report?

Adopt the best practices in technical writing

- Three keys to precise writing
- Four keys to simplify your writing
- Three ways to improve clarity and add impact
- Three ways to add fluidity to your writing

Make your report visually impressive

- Templates, style sheets
- Formatting
- Graphics and diagrams
- Table construction (Do's and Don'ts)
- Formulae and equations

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Key Learning Outcomes

By the end of this programme, you should be able to:

- ✓ create a right structure of your report
- ✓ build your report systematically by following a proven step-by-step method
- ✓ write clear, logical and powerful executive summary, introduction, conclusion and recommendations
- ✓ apply powerful report writing tools to produce better quality reports faster
- ✓ write clearly and concisely about complex technical issues
- ✓ produce visually attractive reports

About Atul Mathur

Atul Mathur is an engineer with a master's degree (IIT Kanpur, India), an experienced technical writer and an ACTA certified trainer.

With 14 years of experience, Atul brings along intimate knowledge of the workings of building and construction industry. During his tenure, he was predominantly involved in and also recognised for writing wide variety of engineering documents, such as reports, proposals, procedures, specifications, manuals, etc.

He is a published writer with over 50 articles published in various magazines and The Straits Times.

An ACTA (Advanced Certificate in Training and Assessment) certified trainer, he has proven experience of training construction industry professionals in technical report writing skills.

To know more about Atul Mathur, visit: www.atulmathur.com

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Registration

To register, please e-mail the following details to atul@atulmathur.com

1. Total number of participants and their names
2. Contact details

Training fee

- \$350 per pax (includes 150-page training manual) [For registration ON or BEFORE 17 Feb]
- \$450 per pax (includes 150-page training manual) [AFTER 17 Feb]

Please issue a crossed cheque in favour of CONTENT ALIVE and send it to:

CONTENT **ALIVE**

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VENUE
Furama RiverFront Hotel
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24 Feb. 2012

8:30 am – 5:30 pm