



is presenting a four-day short course on

Technical Report Writing

from 21 June 2011 to 24 June 2011 and from 12 July 2011 to 15 July 2011

Whether you are writing reports, proposals, technical reports, training manuals or other learning materials, this training course will provide you with the writing skills and techniques for putting across ideas and information clearly, concisely and persuasively.

Report writing is the end result of a great deal of hard work - TSMA's Technical Report Writing Short Course will provide you with the necessary skills to expertly illustrate and reflect your efforts and expertise.

This course will show you how to communicate clearly, succinctly and effectively by utilizing report structures that guide the reader through your writing thus enabling them to understand your point of view.

The ability to write a clear and accurate technical report is essential for success in a technical career. Although there are many different layouts and formats for a technical report the following course outline is a good format for a report on technical work and will help to guide you in writing and formatting excellent technical reports using Microsoft Word and Excel:

Course Outline

- **Structure and Components of a Technical Report**

Title page, Abstract, Keywords, Acknowledgements, Table of contents, Lists of figures, tables and equations, Glossary and acronyms, Introduction, Background, Statement of the problem, Literature review, Approach/-methodology, Results, Conclusions Recommendations and Summary, Harvard method of referencing, Appendices.

- **Structuring, Formatting and Styling the document using Microsoft Word**

Global page setup, Setting up style sheets, Automatic paragraph numbering, Section breaks and multiple sets of page numbering, Automatic table and figure numbering, Inserting tables, Figures and Graphs, Using the equation editor, Automatic cross referencing, Creating a bibliography, Keeping track of your changes, etc.

- **Working with your Data using Microsoft Excel**

Inserting Formulas, Using the If statement, Custom sorting of the data, Getting the descriptive statistics for a set of data automatically, Using lookup tables, Drawing and styling of graphs, Adding trend lines to graphs for prediction purposes, Inserting Microsoft Excel spread sheets and graphs in Microsoft Word documents that automatically update in MS Word if the data changes in MS Excel, etc.

Who should attend?

Any person involved in writing technical reports, developing learning material/training manuals or presenting research results, who is moderately computer literate and has a working knowledge of Microsoft Word and Excel, will benefit from this course.

Learning Material and Stationery

TSMA will provide all the necessary stationery and learning materials needed by the delegate to complete the course successfully - these items are included in the course fees. Please bring your own laptop with MS Office 2003 or later.

Meals and Refreshments

Morning and afternoon tea/coffee and a light lunch will be served and these are included in the course fees.

Training and Accommodation Venues

The course will be presented at Ntambama Events Centre, situated in the Dinokeng South area, 10km north of Pretoria. Limited accommodation is available at the training venue, at an additional cost, therefore it is necessary to book well in advance to avoid disappointment. There are various other accommodation options available in the area.

Course Dates

21 June 2011 to 24 June 2011

Course and Accommodation Fees

The course fees are R5 950-00 per delegate and accommodation is available at R380-00 (2-3 persons sharing a chalet) and R480-00 (single room) per delegate per night. The accommodation fees include dinner and breakfast but exclude VAT.

Contact Us

For further information or to make a booking, please contact Karin Coetzee on 012 544 9441, Mobile 079 039 5583 or email her at info@tsma.co.za.

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Pretoria GPS Co-ordinates: S25° 36' 20.40" E28° 18' 06.06"

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