



Technical Report Writing Skills

A SAQA registered qualification for
Administrative Professionals
in all Services Sectors
SAQA ID: 12153, NQF Level 4, 5 Credits
SAQA ID: 110023 NQF Level 4, 6 Credits

Upon completing this course, Delegates will be able to:

- Learn to improve your writing skills continuously by understanding sentence and paragraph fundamentals
- Identify the intended audience for the communication
- Understand best practices for compiling technical reports
- Identify the scope, need and purpose of various reports
- Structure, write and improve the quality of technical reports by effectively communicating a message
- Write Professional reports by checking content and format are appropriate and ensuring the document sequence is logical and meaningful
- How to plan format, structure and layout a report including headings, bullets and numbering
- How to present information differently graphs, tables, pie charts and diagrams
- Recognize errors and assess accuracy through rigorously applying a checklist to texts
- Meet reporting deadlines
- Check reliability and credibility of data used by making an evaluative judgment after comparing the ideas presented in a text with external criteria from other written or oral sources and one's own experience and knowledge of the business sector

This course aims to equip participants with the knowledge and skills and capabilities for professional technical report writing.

This course equips participants with the skills to gather data, collate the data and then draw up a highly professional and accurate technical report.

Decision makers make important choices based on the reports they receive. Those preparing the technical reports are thus trusted to do a professional job of researching and collating information into a coherent, accurate and unbiased document.

Who is this training course for?

Delegates include PAs, administrators and office-based supervisors requiring that boost in confidence that results in accurate and professional business correspondence.



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