

Technical Report Writing

Presented By Dr. Robert Kline

Prerequisites: None

Schedule: One-Day Session

Course Objective

This comprehensive, one-day seminar covers technical report writing principles. Learn how you can tackle technical report writing with confidence, skill, and enthusiasm.

You will learn:

Module I—The Communication Process

Module II—Basic Writing Principles

- Review of English Grammar
- Review of Punctuation

Module III—Effective Report Writing Models

- Logical Model
- Psychological Model

Module IV—The Seven Effective Writing Principles

- Correctness
- Conciseness
- Clarity
- Completeness
- Concreteness
- Consideration
- Courtesy

Module V—Using Effective Writing Techniques

- Words
- Sentences
- Paragraphs

Module VI—Using Effective Graphics

- Tables
- Figures

Module VII—Writing Short and Long Reports

Module VIII—Writing Summaries of Reports

Module IX—Evaluation of Written Reports

About the Speaker

Dr. Robert S. Kline earned his bachelors degree in Business Education, and Master of Science in Education from Indiana University, and a Doctor of Education from the University of Pittsburgh. He retired in 1998 as a Professor of Management, College of Business Administration, Winthrop University. As a consultant to companies and schools throughout the United States and Europe, he has conducted over 1,500 programs and workshops. He was recognized in 1974 with the "Excellence in Teaching Award" by Phi Kappa Phi national honorary society.