



Presents

TECHNICAL AND REPORT WRITING

INTRODUCTION:

In today's complex, varied and challenging work environment, progressive organizations are knowledge-oriented. Through complex higher order language and cognitive skills, employees and employers create knowledge, transmit it to diverse audiences internally and externally, and apply and implement it in appropriate contexts. The culture of organizations is defined by the nature and quality of communication, the ability of participants to present ideas, plans, policies and procedures in the most effective manner. In the interest of sustaining productivity, improving morale, and ultimately promoting a dynamic and enhanced corporate image, it is therefore imperative that staff at the Ministry of Science Technology and Tertiary Education apply the principles of effective writing – clarity, conciseness, accuracy and objectivity – in communicating technical information and ideas to diverse audiences for specific purposes.

OBJECTIVES

- To develop participants' confidence and commitment in addressing the writing demands of the work environment.
- To understand the writing processes principles and techniques of effective technical report writing.
- To improve participants' skills and strategies in the construction of high quality technical reports.
- To apply the most effective writing techniques in crafting professional technical reports.
- To evaluate technical reports, using a body of criteria.
- To introduce participants to techniques and strategies for constructing effective cabinet notes.

SUCCESS FACTORS

- Meeting with key personnel to clarify the goals and objectives of the intervention.
- Sensitizing staff to the intervention initiative and their expected level of cooperation.

- Compulsory attendance of those who are nominated to participate in the workshop programme.
- Preparation of the required course materials to support the delivery of the programme.

Course Content:

MODULE 1

- Characteristics of technical writing
- Definition of a technical report
- Discourse components of technical reports
- Differences between long and short technical reports
- The application of the writing process to technical reports.
- Legal implications of technical report writing

MODULE 2

PLANNING THE REPORT

- Types of reports
- Audience analysis
- Setting purpose
- Research skills
- Structuring the report
- Style and tone
- Design features of the report
- Note- taking skills
- Paraphrasing and summarizing skills
- Use of quotations and acknowledging sources of information

MODULE 3

WRITING THE REPORT

- Shaping the introduction
- Creating purpose and problems statement
- Describing the scope
- Background Statement
- Describing the procedure or methodology
- Definition of key concepts
- Organizing information in the body of the report
- Presenting data
- Analyzing data
- Interpreting data
- Drawing conclusions
- Writing conclusions
- Writing the recommendations

- Writing the summary
- Editing and revising the report
- Creating headings and constructing lists.
- Use of graphics and visuals.

MODULE 4

WRITING THE CABINET NOTE

- What is a Cabinet Note?
- Guidelines for Cabinet Note-writing
- Writing justifications within the Cabinet Note.
- Presenting Information in the Cabinet Note.

The language and style of the Cabinet

TARGET GROUP:

The workshop is designed for staff whose duties involve the construction of various technical reports.

Scope of Work:

The scope of work includes the following:

- Needs analysis specific to the target group
- Selection, preparation and design of materials
- Delivery of content and strategies

Date: **July 30th and 31st** Time: **8:30am - 4:00pm** Cost: **\$3000.00 V.I.**

The Facilitator: Mr. Roy Narinesingh

Mr. Roy Narinesingh is currently a Consultant in Communication Studies and Language Education and Lecturer at the Arthur Lok Jack Graduate School of Business, University of the West Indies.

From 1975 - 2001, Mr. Narinesingh was a Lecturer at the Faculty of Education and Humanities, The University of the West Indies, St. Augustine. During this period he functioned at various professional levels of the education system in Trinidad and Tobago as Academic Advisor, Examiner, Consultant, Author and Publisher in Language and Communication Studies.

At the University of the West Indies, St. Augustine, he held several distinguished appointments: Member of the National Advisory Council in Education, Ministry of Education, Trinidad and Tobago; Member of the Board of Governors, Niherst; Consultant to the World Bank/ Government of Trinidad and Tobago, Education Project in Language Arts Education; Regional Coordinator of the University of the West Indies/ CIDA, Human Resource Development Project in English Language; Visiting Scholar and

Lecturer at the Faculty of Education, University of Toronto, Canada, Fulbright Scholar at the University of Texas at Austin.

Mr. Narinesingh has published works in the Language Curriculum area for most primary and secondary schools throughout the Caribbean. He has authored over twenty-five (25) titles for publishing houses such as Thomas Nelson, Ginn and Company, Cassells, Royards Publishing Company and Datazone Co. Ltd. In fact, he was the founder of Royards Publishing Company, Trinidad and Tobago. He is at present author and director of Datazone Co. Ltd.

He has conducted programmes in Business Communication (oral and written) for the following public and private sector organisation in areas such as Business Writing, Oral Presentation and Public Speaking.

ORGANISATIONS

Ministry of National Security	Telecommunication Services of Trinidad and Tobago (TSTT)
Ministry of Public Administration and Information	Trinidad and Tobago Electricity Commission (T&TEC)
Ministry of Works and Transport	Community Development Fund
Ministry of Labour, Small and Micro Enterprise Development	Arthur Lok Jack Graduate School of Business
Ministry of Local Government	Angostura Ltd
Ministry of Foreign Affairs	Atlantic LNG
Ministry of National Security: Immigration Department	Mt. Hope Medical Practitioners
Budgeting Division, Ministry of Finance	National Flour Mills Limited
Service Commission Department	Trinmar
Police Service Administration	First Citizens Bank, Trinidad and Tobago
The Tobago House of Assembly	Republic Bank, Trinidad and Tobago
Namdevco	Unit Trust Corporation
South Chamber of Commerce	National Library & Information System (NALIS)
Penal/Debe Regional Corporation	Piarco/Tunapuna Regional Corporation
Guardian Life	Eastern Regional Health Authority

Caribbean Communication Network Council	Cipriani Labour College
Tobago Regional Health Authority	

For further information, please contact: Mrs. Gemma Malchan-Benny
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