



Technical Report Writing

Delivery Method	:	Classroom (English)
Fee	:	Available on Request
Location	:	PetroTalent, Pune, INDIA
Seats	:	15
Duration	:	2 days

Course Information

Objective:

This topic will cover about the process of writing Technical Report, origin of Technical Communication and necessity of technical communication to LIS professionals. And what a Technical report means, what is the purpose of a technical report, types of Technical reports, what will be the format of a technical report and the process of writing a technical report. Various steps involved in the process of writing a technical report.

Training Outline

Setting Objectives

How to Structure content and plan stages

How to write clearly and concisely

Setting a style

Layout and presentation techniques

Techniques to display detailed figures and complex tabular information

The use of appendices to filter out all supporting data

Proof reading techniques

Design methods and the role of desktop publishing in the production of a report

Visit to the Rig Site for knowledge of various drilling equipments.

Practical hands-on training.

A complete set of course material is included.

Training Venue

The course will be held at a PetroTalent less than a 5 minute drive, or within walking distance, to the hotel(s) listed below.

Recommended Hotel(s)

Hotel Prisitne

Hotel Orbett

Hotel Coronet

Batch Dates : Available on Request