Course Title	CS19/702: Report Writing for Engineers
Duration	1 day plus report reviews in advance by tutor
Delivery Mode	Full day session with some advance work
Cost	£335 + VAT per delegate
Delegate Nos.	6 to 12
Intended Audience	Engineers and others wanting to develop their report writing skills
Objectives	At the end of this series of workshops, delegates should have: • Developed an understanding of the different types of report and appropriate styles for each • Developed their skills in planning and writing an effective report • Practiced and had feedback on their report writing skills • Refreshed their understanding of English grammar and punctuation • Developed an appreciation of the role of checking and reviewing
Course Description	Skilful writing can give you a real business advantage, yet engineers often tend to be weak in this area. This course aims to develop the skills of each individual attending the course, giving them something they can apply in practice the next day. The course is planned to be delivered on one day, through two workshop sessions. Each workshop will be practical and will include individual and small group exercises. Each delegate is asked to submit a copy of one of their reports in advance of the course. Each report will be individually critiqued to inform the content of the workshops and provide initial individual feedback. The workshop sessions will cover amongst other things: • Why do we write reports? • Are there repercussions from poor quality reports? • Report styles • Tone and content • Getting started – tips on planning a report • Improving readability and impact • A reprise of English grammar, spelling and punctuation • The importance of checking and reviewing The course will be lead by Dr Andy Goodwin, with support from an experienced English teacher with a passion for high quality written English. Andy is a Chartered Engineer with around 35 years' experience at writing/reviewing reports and understands the business needs for high quality reports.