

# ELECTRICAL TECHNICAL REPORT WRITING

## ELC025

### COURSE DESCRIPTION

There are always at least two parties involved in any communication, each of who may have different wants, needs and attitudes. These wants and needs can present barriers if they conflict with those of the other party and such barriers may stop you conveying or receiving the right message. This five-day course reflects the importance of good technical written communication with concentration on electrical failure analysis reports diagnostic, root cause analysis, corrective actions.

### COURSE GOAL

To enhance the participants' knowledge, skills, and abilities necessary for effectively preparing and communicating technical reports.

### COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Understand the communication Process.
- Define report.
- Be familiar with report definition and its types.
- Plan reports in a more effective manner.
- Recognize the generic features underlying all report structures.
- Understand and overcome their writing difficulties.
- Structure reports more clearly.
- Write with greater confidence.
- Make more key decisions earlier in the reporting process.
- Present information in a more reader-friendly style.
- Understand FRACAS Process for preparing failure report, conducting root-cause analysis, and suggesting corrective actions.

### WHO CAN BENEFIT

Engineers, engineering technologists and technicians working in the field of road and pavement structure, design and maintenance.

### COURSE DURATION

5 Working Days

## COURSE OUTLINE

- Communication Process.
- Report Definition and Types.
- Putting technical Writing where it belongs.
- Better writer, Better Engineer.
- The key Features of Effective Reports.
- Managing Time.
- Clarifying the Terms of Reference.
- The Five Keys to Effective Writing.
- Locating, Recording and Evaluating Data.
- Understanding how to Make Most Effective Use of Each Report Section.
- Standardizing Agreed Layouts for Reports.
- Structuring Reports to Meet Specific Reader Requirements.
- Reporting with Visual Impact.
- Writing Clear and Concise Sentences.
- Analyzing Reports.
- Failure Reporting, Root-Cause Analysis, and Corrective Action System (FRACAS Process)

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