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COURSE BROCHURE

# Technical Report Writing Skills for Engineers Training Course

19 – 23 April 2027
Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

# Technical Report Writing Skills for Engineers Training Course

**Ref:** 1267_47677 **Date:** 19 – 23 April 2027 **Location:** Dar es Salaam **Fees:** 5300 GBP

Technical Report Writing Skills for Engineers is a 1-week training course for engineers, technical analysts and specialists who write inspection, test, design and failure reports, and it ends with an engineering report template and a rewritten sample report. Projects, assets and safety decisions increasingly rest on written technical evidence read by managers, clients and auditors who were not on site. Jupiter Prime Training shapes this course around the reports engineers produce every week.

## Why Technical Report Writing Skills for Engineers Matters Now

Three groups depend on engineering reports today. Asset owners and project sponsors use them to approve repairs, shutdowns and spending. Clients and contractors rely on them to settle scope and liability. Auditors and insurers read them years later when something goes wrong. A clear report shortens decisions and protects the organisation's position; a vague one invites rework, disputes and repeated site visits. The course draws on the IMRaD structure Introduction, Methods, Results and Discussion for test and investigation reports, plain-language principles for non-specialist readers, and the SI system of units for consistent figures.

## Who Gains Most from Technical Report Writing Skills for Engineers

- Maintenance and reliability engineers who document inspections and failures
- Project and site engineers who issue progress, variation and close-out reports
- Design engineers who explain calculations, options and specifications
- Laboratory and test specialists who report methods and measured results
- Technical analysts who summarise data for operations and management

An engineering department gains most when several of its report writers attend together and leave with one agreed template and review checklist.

## Technical Report Writing Skills for Engineers Capabilities

Participants practise turning field notes, test data and calculations into reports that decision makers can act on.

- Plan a report around the reader's decision and the evidence needed — sponsors approving work
- Structure test and investigation reports with IMRaD — reviewers checking method and results
- Write findings, conclusions and recommendations that follow from evidence — asset owners and clients
- Design tables, graphs and annotated photographs that carry one message each — busy managers
- Apply plain-language editing to technical content — non-specialist readers and auditors
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Check accuracy of units, figures and references before issue — quality and legal reviewers

## Key Technical Report Writing Skills for Engineers Terms

- IMRaD — a report structure of Introduction, Methods, Results and Discussion, common in test and investigation reports.
- Executive summary — a short opening section stating purpose, main findings and recommendations for readers who stop there.
- Finding — a factual statement supported by evidence, kept separate from interpretation or opinion.
- Recommendation — a specific, actionable proposal that follows logically from the findings and names who acts.
- Significant figures — the digits in a measured value that carry meaning, reflecting the precision of the measurement.
- Document control — the system of version numbers, reviews and approvals that keeps a report traceable.

## Technical Report Writing Skills for Engineers Day by Day

### Day 1: The Engineering Report and Its Readers

- Report Types — Inspection, Test, Design, Progress and Failure Reports
- Reader Analysis Grid — Technical, Managerial and External Audiences
- Decision Statement — Defining What the Report Must Enable
- Evidence Inventory — Field Notes, Data, Photographs and Calculations
- Sample Report Diagnosis — Spotting Weaknesses in Existing Reports

### Day 2: Planning and Structuring Reports

- IMRaD Structure — Organising Test and Investigation Reports
- Report Outline Template — Headings, Sections and Appendices
- Executive Summary Writing — Purpose, Findings and Actions in One Page
- Logical Flow Techniques — Linking Sections Without Repetition
- Appendix Strategy — What Belongs in the Body and What Moves Back

### Day 3: Findings, Conclusions and Recommendations

- Fact, Interpretation and Opinion — Keeping Each in Its Place
- Finding Statements — Evidence, Criterion, Gap and Consequence
- Conclusion Logic — Drawing Only What the Evidence Supports
- Recommendation Writing — Specific Action, Owner and Priority
- Risk and Uncertainty Language — Stating Limits Honestly

## Day 4: Data, Figures and Clear Language

- Table Design Rules — Units, Headings and Readable Layout
- Graph Selection — Trends, Comparisons and Distributions
- Annotated Photographs and Sketches — Showing Defects and Locations
- SI Units and Significant Figures — Consistent and Accurate Values
- Plain-Language Editing — Shorter Sentences and Active Voice

## Day 5: Practising the Engineering Report

- Peer Review Checklist — Applying Structure and Evidence Criteria
- Non-Technical Version — Adapting Findings for Managers and Clients
- Accuracy and Consistency Check — Figures, References and Cross-References
- Document Control Routine — Versions, Reviewers and Approval Records
- Engineering Report Template and Rewritten Sample — Final Issue Version

## Applying Technical Report Writing Skills for Engineers After the Course

- Rewrite the next inspection or test report using the IMRaD template and agreed finding statements.
- Introduce the peer review checklist for all reports issued by the section for one month.

## Technical Report Writing Skills for Engineers Questions FAQ

### What are technical report writing skills for engineers, and why do they matter now?

They are the methods engineers use to plan, write and check reports that turn technical evidence into decisions. They matter now because more repairs, spending and liability questions are decided by readers who never visit the site.

### Which roles gain most from technical report writing skills for engineers?

Maintenance, project, design and test engineers and technical analysts gain most. You benefit if your reports go to managers, clients or auditors.

### How does technical report writing skills for engineers training differ from general business writing courses?

It focuses on engineering evidence: test methods, measured data, calculations and defect photographs. General business writing courses deal mainly with letters, proposals and management reports.

### What do you bring back from technical report writing skills for engineers training?

You bring back a report template for your section, one of your own reports rewritten and checked, and a peer review checklist.

## Technical Report Writing Skills for Engineers: The Way Forward

The engineering report template and rewritten sample report are ready for the next inspection, test or failure report a section issues. Engineers use the template, while supervisors use the checklist to approve reports faster. After the first few reports, revisit the executive summary format, because managers' questions show which findings they still struggle to locate.