

# TECHNICAL REPORT WRITING AND PRESENTATION SKILLS

## FOR OIL & GAS ENGINEERS AND TECHNICAL PROFESSIONALS



### Your Expert Course Trainer

Your course leader managed the Business Skills Unit of the British Council programmes as well as oversee all training-related matters from 1997. The trainer considers himself a trainer first and specialises predominantly in high-level writing and technical report writing programmes.

Oil & Gas professionals increasingly need to translate complex findings, analysis and recommendations for effective decision making. If you face challenges in getting your findings into paper and presenting it effectively, you will benefit from this 3-day training course.

THE REGION'S MOST  
ESTABLISHED COURSE  
WITH MORE THAN  
500 PARTICIPANTS TRAINED

### ABOUT THIS COURSE

Technical Report Writing and Presentations Skills for Oil & Gas Professionals focuses on unique needs of technical professionals who write and present for both technical and non-technical readers. This 3-day separately book-able workshop will demonstrate on how technical professionals can use their technical knowledge and logical edge to write in a reader-friendly, grammatically accurate way reports and persuasively communicate for buy-in purposes.

### EFFECTIVE TECHNICAL REPORT WRITING FOR OIL & GAS PROFESSIONALS

- Write and turn-around accurate technical documents quickly to meet deadlines and productivity goals
- Understand how technical reports should be structured by applying a systematic approach to the writing task, involving planning, drafting, revision and production
- Use clear & powerful language to target and persuade readers for positive results
- Use tried and tested proof reading techniques to check and review documents more effectively
- Identify and avoid common pitfalls in technical report writing

### TECHNICAL PRESENTATION SKILLS FOR OIL & GAS PROFESSIONALS

- Present and sell your technical presentation more effectively both internally and externally
- Plan and structure your meetings and presentations for maximum effect
- Capture your technical and non-technical audience by delivering your presentation with power and authority
- Handle questions, interruptions and objections with confidence

### UNIQUE FEATURES of this training course:

- Detailed Course & Reference Manual for Continuous Learning and Sharing
- Practical Exercises and Video Playback to better understand and appreciate the concepts
- Limited class size to ensure One-to-One Interactivity
- Assessment at the end of the course to help you develop a Personal Action Plan

### What past learners have to say about this training course:

"Overall it was great. Lots of games to keep us interested and awake. Able to practice presenting and having it recorded was a great idea." **Jr. Geologist/Petrophysics, Petrofac**

"Basic know-how of presentation and tech writing plays an overall important skill on our daily working " **Operational and Maintenance Planning Head, Sarawak Shell Berhad**

"An effective training that benefits me in daily tasks" **Cost Controller, Petronas Chemicals Engineering (M) Sdn Bhd**

"Everything is within my expectation. The trainer answered all questions. It does help in improving self." **Graduate Geologist, Petrofac**

"This course meets my expectation" **Integrity Engineer, Premier Oil Vietnam**

### More about your Expert Trainer

Your course leader managed the Business Skills Unit of the British Council programmes as well as oversee all training-related matters from 1997. The trainer considers himself a trainer first and specialises predominantly in high-level writing and technical report writing programmes.

In addition to conducting training in Technical Writing, the trainer has also been the chief editor for many large writing projects. These include a year-long project editing the entire Start-Up Manual (including the Black Start Manual) for Nippon Oil's Helang Integrated Platform, a 4-month project rewriting the manuals for the Puteri Dulang FSO off Terengganu, and editing the current revision of the PETRONAS Procedures and Guidelines for Upstream Activities (PPGUA).

### Testimonials about the Expert Trainer

"Trainer's expertise makes this an effective and worthwhile course to attend" **QA Engineer, Cameron Singapore**

"A very effective and impactful in-class training...and you have a very good trainer!" **Reservoir Engineering Executive, PETRONAS Carigali**

"Well structured course; very professional and effective trainer" **Lessons Learned Coordinator, BW Offshore**

TECHNICAL REPORT WRITING FOR OIL & GAS PROFESSIONALS

COURSE OUTLINE



**DAY ONE**

**Developing an Effective Writing Process**

**The Four Cs of Effective Writing**

- Group discussion: what are the key aspects of good writing?

**A Strategy for writing**

- Group task: how to approach a report writing task

**Writing for YOUR Readers**

- Participants identify the 'readers' of four texts
- Group discussion: what makes each type of writing acceptable?

**Writing faster and writing better**

- Trainer: why we need to write faster; the Five tips for faster drafting
- Trainer: Editing like a professional

**Structuring an effective report**

**Basic report structure**

- Group discussion: key aspects of technical reports

**Writing an effective Introduction**

- Group discussion: how long should the Introduction be and what should it include?
- Participants identify key parts of a model Introduction
- Trainer: the language of Introductions

**The language of Conclusions and Recommendations**

- Group discussion: subjectivity
- Trainer: three stage conclusions; the language of recommendations

**Report Writing Case Study**



**DAY TWO**

**Refining your technical writing style**

**Avoiding weak and wordy language**

- Trainer: what is nominalisation and how to avoid it
- Participants assess and rewrite poor paragraphs using active verbs instead of dull nouns

**Writing effective bullet points**

- Trainer: presentation of parallel writing
- Participants rewrite poorly written bullet points

**The passive in technical reports**

- Trainer: what is the passive
- Participants assess passive use in sample report
- Trainer: the grammar of the passive
- Practice: active to passive

**Improving the readability of your writing**

- Trainer: what is readability; using *Microsoft WORD* to check your writing
- Group discussion: assessing the readability of texts
- Practice: re-writing a badly written message

**Mastering different aspects of technical reports**

**Describing methodology**

- Group discussion: analysing the language of real reports
- Practice: completing the methods in a real report

**Describing past events (planned or unplanned)**

- Trainer: narrating past events
- Participants add verb forms to complete an incident report

**Writing instruction steps for SOP**

- Trainer: the key aspects of writing instructions
- Participants complete Personal Questionnaire

**Revising your language**

- Group discussion: seven common errors
- Course review and round-up

TECHNICAL PRESENTATION FOR OIL & GAS PROFESSIONALS

*To provide participants with the language, techniques and confidence to give a presentation, handle questions and portray a professional image of the organisation.*

COURSE OUTLINE

**The Basics**

- Preparing an effective presentation
- Analysing your Audience
- Avoiding "Death by PowerPoint"
- Controlling your body language

**The Language**

- Language focus: introducing yourself and your topic
- Signposting your ideas
- Finishing off professionally
- Handling questions

**The Planning**

- Brainstorming your topic
- What is the Organisational Diamond
- Planning using the Organisational Diamond

**The Presentation**

- Video recording of presentations
- Evaluating and giving feedback on the presentations
- Course review and evaluation



# REGISTRATION FORM

## DELEGATE DETAILS

### Delegate 1

Mr  Ms  Mrs  Dr  Others: \_\_\_\_\_

Name : \_\_\_\_\_

Job Title : \_\_\_\_\_

Department : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Email : \_\_\_\_\_

### Delegate 2

Mr  Ms  Mrs  Dr  Others: \_\_\_\_\_

Name : \_\_\_\_\_

Job Title : \_\_\_\_\_

Department : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Email : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Country : \_\_\_\_\_ Postcode: \_\_\_\_\_

Attention : \_\_\_\_\_

Invoice to : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

#### Please note

- Indicate if you have already registered by Phone +Fax +Email +Web
- If you have not received an acknowledgement before the training course, please call us to confirm your booking.
- Photocopy this form to register multiple delegates.

#### PAYMENT METHODS

By Cheque/ Bank Draft  
Make Payable to Asia Edge Pte. Ltd.

#### By Direct Transfer

Please quote your invoice number with the remittance advise  
Account Name: Asia Edge Pte. Ltd.  
Bank Number: 508 Account Number: 762903-001 Swift Code: OCBCSGSG

All bank charges to be borne by payer. Please ensure that Asia Edge Pte Ltd receives the full invoiced amount.

#### PAYMENT POLICY

Payment is due in full at the time of registration. Full payment is mandatory for event attendance. By submitting this registration form, you have agreed to Asia Edge Pte Ltd's payment terms

#### CANCELLATIONS & SUBSTITUTIONS

You may substitute delegates at any time. For cancellations received in writing more than seven (7) days prior to the training course, delegates will receive a 100% credit on the amount paid which can be used in another Asia Edge Pte. Ltd. training course for up to one year from the date of issuance. The credit is transferable to other persons in the same company and applicable against any future Asia Edge Pte. Ltd. public course. For cancellations received seven (7) days or less prior to an event (including day 7), no credit will be issued. In addition, a cancellation fee equivalent to 15% of the course fee will be charged. In the event that Asia Edge Pte. Ltd. postpones or cancels a course, delegate payments at the date of cancellation or postponement will be credited to a future Asia Edge Pte. Ltd. course. This credit will be available for up to one year from the date of issuance, and it is transferable to other persons in the same company and applicable against any future Asia Edge Pte. Ltd. public course. Asia Edge Pte. Ltd. does not provide refunds for cancellations and postponements or waive fees for unpaid invoices upon receipt of registration.

#### PROGRAM CHANGE POLICY

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### 4 EASY WAYS TO REGISTER

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