

REGISTRATION FORM: TWO-DAY COURSE ON “TECHNICAL WRITING FOR ENGINEERS AND TECHNICAL PERSONNELS” ON 4 OCTOBER 2016 – 5 OCTOBER 2016

Name of Organisation:

Mailing Address:

Email : Hand Phone :

Tel (Office) : Fax :

Contact Person : Designation :

I/We wish to enrol the following person(s) for the above-mentioned Course:

Name	M/ship No.	Reg. Fee(RM)
SUB TOTAL		
ADD GST @ 6%		
TOTAL PAYABLE		

Enclosed herewith a crossed cheque No. for the sum of RM issued in favour of “The Institution of Engineers, Malaysia” and crossed ‘A/C payee only’. I/We understand that the fee is not refundable if I/we withdraw after my/our application is/are accepted by the Organizing Committee but substitution of participant will be allowed. If I/we fail to attend the workshop, I/we will still pay the registration fee in full.

Signature: Date:

Registration Fee (GST not included)

GRADE	ONLINE	NORMAL (OFFLINE)
IEM STUDENT MEMBER	RM 150	RM 200
IEM GRADUATE MEMBER	RM 600	RM 650
IEM CORPORATE MEMBER /IMECHE MEMBER	RM 700	RM 750
NON-IEM MEMBER	RM 1400	RM 1500

PERSONAL DATA PROTECTION ACT
I have read and understood the IEM’s
Personal Data Protection Notice published
on IEM’s website at
<http://www.myiem.org.my> and I agree to
IEM’s use and processing of my personal
data as set out in the said notice.

Terms & Conditions:

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current ; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK - IN will be considered as NORMAL REGISTRATION
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.
- IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.**CLOSING DATE:SEPTEMBER 2016**

Correspondence

The Institution of Engineers, Malaysia
BangunanIngenieur, Lots 60/62,
Jalan 52/4, P.O.Box 223 (Jalan Sultan),
46720 Petaling Jaya, Selangor Darul Ehsan
Tel No.: +(603) 7968 4001/4002Fax No.: +(603) 7957 7678
Email: valli@iem.org.my (Valli)

**BEM Approved
CPD/PDP: Applying**



Cawangan Malaysia



TWO-DAY COURSE ON “TECHNICAL WRITING FOR ENGINEERS AND TECHNICAL PERSONNELS”

DATE : 4 OCTOBER 2016 - 5 OCTOBER 2016 (TUESDAY & WEDNESDAY)

TIME : 8:30 AM – 5.00 PM

VENUE : TAN SRI PROF. CHIN FUNG KEE AUDITORIUM, 3RD FLOOR, WISMA IEM, PETALING JAYA, SELANGOR

SPEAKER : Ir. DANARAJ CHANDRASEGARAN

Organised and hosted by

Oil, Gas and Mining Technical Division, the Institution of Engineers, Malaysia & in collaboration with Institute of Mechanical Engineers Malaysia Branch (IMEchE)

Synopsis

This two day course is designed to help you develop skills that will enable you to produce clear and effective technical documents. We will focus on the basic principles of good writing which technical writing shares with other forms of writing and on types of documents common in technical fields and organizations. While the emphasis will be on writing of technical information, oral communication will also form an important component of the course as well. Participants learn the protocol for proper technical report writing. Subjects include punctuation, grammar and research techniques, as well as the creation of title pages, tables of contents, format pages, glossaries and appendices. It will also cover other common engineering documents such as specifications, technical reports, operating manuals and emails. The workshop will also emphasize style, tone and the importance of writing in plain, comprehensible English. As a great deal of class time will be spent in a variety of interactive formats, active participation is essential.

Learning Outcomes

At the end of the course delegates will:

- understand the benefits and challenges of effective technical writing
- be aware of the fundamental concepts of writing as a communication skill
- know how to plan their document for maximum effect
- be able to write in a style that is clear and appropriate
- be able to use punctuation correctly and effectively
- appreciate the importance of a document review

Biodata of Speaker

Ir. Danaraj Chandrasegaran, PEng, MIEM, CEng, MIMechE graduated from University Teknologi Malaysia in 2001 with Bachelor of Mechanical Engineering (Hons), subsequently, pursued his Master Degree in University of Malaya. He has published in international journals and conferences in the past. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. He is also a Chartered Engineer of Engineering Council UK and Corporate Member of Institution of Mechanical Engineers (UK).

Tentative Programme

TIME/DAY	Day 1- 4 OCTOBER 2016 (TUESDAY)	Day 2- 5 OCTOBER (WEDNESDAY)
08:30 – 09:00	Registration	Registration
09:00 – 09:30	Ice breaking session	Writing Emails
09:30 – 10:30	Understanding Technical Writing	Writing Memos, Letters
10:30– 10:45	Tea Break	Tea Break
10:45– 11:30	Understanding Technical Writing..con’t.	Workgroup 3
11:30 – 13:00	Common Problems and Writing Styles	Writing Specifications, Reports
13:00– 14:15	Lunch	Lunch
14:15– 15:45	Grammar, Punctuation and Capitalization	Workgroup 4
15:45– 16:00	Tea Break	Tea Break
16:00– 16:45	Workgroup 2	Q&A/ Feedback/ Summary