

**REGISTRATION FORM :TWO-DAY COURSE ON “TECHNICAL WRITING FOR ENGINEERS AND TECHNICAL PERSONNELS” ON 4 – 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)
<b>SUB TOTAL</b>		
<b>ADD GST @ 6%</b>		
<b>TOTAL PAYABLE</b>		

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 (Subject to 6% GST)**

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: 1 OCTOBER 2016**

**Correspondence**

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**BEM Approved CPD/PDP: 12.5 hours**  
**Ref. No.: IEM16/HQ/292/C**



Cawangan Malaysia



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

**DATE : 4 - 5 OCTOBER 2016 (TUESDAY & WEDNESDAY)**  
**TIME : 8:30 AM – 5.00 PM**  
**VENUE : TAN SRI PROF. CHIN FUNG KEE AUDITORIUM, 3<sup>RD</sup>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 Institution 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 will 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 (TUESDAY, 4 OCTOBER)	Day 2 (WEDNESDAY, 5 OCTOBER)
08:30 – 09:00	<b>Registration</b>	<b>Registration</b>
09:00 – 09:30	Ice breaking session	Writing Emails
09:30 – 10:30	Understanding Technical Writing	Writing Memos, Letters
10:30– 10:45	<b>Tea Break</b>	<b>Tea Break</b>
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	<b>Lunch</b>	<b>Lunch</b>
14:15– 15:45	Grammar, Punctuation and Capitalization	Workgroup 4
15:45– 16:00	<b>Tea Break</b>	<b>Tea Break</b>
16:00– 16:45	Workgroup 2	Q&A/ Feedback/ Summary