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REGISTRATION FORM
1 Day Course on

"Technique of Writing Project Monitoring Reports"

Auditorium Tan Sri Chin Fung Kee, 3rd Floor Wisma IEM, PJ.

Closing Date : 27th September 2016

No	Name(s)	M'ship No.	Grade	Fee (RM)*
			SUBTOTAL	
			ADD GST@6%	
			Total Payable	

*Fees MUST be fully paid BEFORE the CLOSING DATE. Seats can only be confirmed upon payment.

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 application(s) are accepted by the Organising Committee as stated in the cancellation terms. Registration fee is not refundable upon failure to attend the seminar.

Contact Person: _____ Designation:_____

Name of Organization:_____

Address:_____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email:_____

_____   _____
Signature & Stamp   Date

Photocopies are acceptable

The Institution of Engineers, Malaysia

One Day Course on
"Technique of Writing Project Monitoring Reports"
Organised By: Highway & Transportation Engineering Technical Division

Date   : 30th September 2016, Friday
(Rescheduled from 13th September 2016, Tuesday)
Venue: Auditorium Tan Sri Chin Fung Kee,
3rd Floor Wisma IEM, Petaling Jaya
Time : 9.00am – 5.30pm

BEM Approved
CPD/PDP Hours: 6.5
Ref No: IEM16/HQ/404/C

REGISTRATION FEE (Subject to 6% GST)

	ONLINE	NORMAL
Student Member	RM 150	RM 180
Graduate Member	RM 250	RM 300
Corporate Member	RM 400	RM 450
Non-IEM Member	RM 800	RM 900

IMPORTANT NOTES

- Closing Date : **27th Sept 2016**
- 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 has been reserved and the intended participant fails 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.

Background

Writing reports can be troublesome for some – where do you start? What information should you include? Writing of project monitoring ~~of~~ reports can be even more formidable for a technically competent personnel who is not used to writing reports ~~in English~~ or who has problems in expressing himself in a language different from his first language.

Proposal

This one day course will expose and assist technicians/engineers to specifically write more readable and coherent reports on the progress of on-going projects that have a story line.

It will cover:

➢ Layout – the different parts of "the story" the report should include
➢ A smooth and logical flow of events.
➢ Purpose - so that everyone knows the objective of the report.
➢ Readability – the reader can understand what the writer is trying to communicate with correct sentence construction and grammar.
➢ Accuracy – using the right words for the meaning you want to convey.
➢ Language Devices - for comparing and contrasting, substantiating and supporting, stating opinion.

Methodology

Participants will be led through the basics of report writing for project monitoring via lectures and a workshop approach. It will be heavily learner - centred with the purpose of identifying essentials that should go into the paragraphs of the report and appropriate grammar structures for content to be understandable and coherent. General weaknesses in writing would be targeted.

Size of Class

As this course will be conducted on a "hands-on" approach where individual attention is given, classes should not be more than 15. Participants should have at least an intermediate level of the English language.

Biodata of Speaker

Lena Khaw's first language is English. She obtained degree in Mass Communication in year 1973. she is competent in nearly all the topics in the English language. Concerned about the growing difficulty of Malaysians in expressing themselves in good understandable English, she embarked on equipping herself with credentials to teach English as a 2nd language targetted at working adults.

Coupled with her vast experience in writing reports especially government technical reports for management, she now teaches not only English Proficiency courses but combines it with techniques for special writing skills like Technical, Business and Report Writing. With her not only will you learn the linguistic content of the English language, but also the context in which the content would be most applicable in the targeted area which is technical report writing in this 1 day workshop.

PROGRAMME

Time	Activity
9.00-09.10 am	Introduction Session by Chairman
09.10-10.45 am	• Breaking the ice • Formatting – what goes into each section.
10.45-11.00 am	Tea break.
11.00-12.15 pm	• Case study • Getting down to write the content- Introduction and Objective Facilitator goes round to help
12.15-1.00 pm	• Writing (Contd) – Issues – paragraphing of separate ideas.
1.00-2.00 pm	Lunch break.
2.00-3.00 pm	• Writing- Other related issues – Using linkers
3.00 – 4.00	• Writing – Conclusion & Recommendation
4.00 -4.15	• Coffee break
4.45-5.00 pm	• Editing & Feedback • Q&A session
5.00 pm	Adjourn