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The Institution of Engineers, Malaysia

One Day Course on
“Technique of Writing Incident Reports in English”
Organised By: Highway & Transportation
Engineering Technical Division

REGISTRATION FORM

1 Day Course on

“Technique of Writing Incident Reports”

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

Closing Date :30th September 2016

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

Date : 7th Oct 2016

**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/405/C**

*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 applications are accepted by the Organising Committee as stated in the cancellation terms. Registration fees are also not refundable in 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

POSTPONED UNTIL FURTHER NOTICE

IMPORTANT NOTES

• Closing Date : 30th 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.

	<u>ONLINE</u>	<u>NORMAL</u>
STUDENT MEMBER	150.00	180.00
GRADUATE MEMBER	250.00	300.00
CORPORATE MEMBER	400.00	450.00
NON-IEM MEMBER	800.00	900.00

Background

Writing incident reports can be daunting if you do not possess a certain level of language skills. First and foremost one has to know where to start, what to look for and then how to put all the relevant findings into a report. In most incident reports, objectivity in putting the facts across is important. Ideally, it should not contain any pre-judgment or biasness or lay unsubstantiated blame in its findings. Language used for the report would have to be couched. In countries where the English language is a second language, the use of English tends to be direct and can be crude. This programme seeks to address those issues with the ultimate aim of making an incident report understandable, objective, impersonal and professional.

Proposal

This one day course will expose and assist technicians/engineers to write more understandable and professional reports. It will cover:

- Layout – the different stages of the report should include so that there is a smooth flow of events.
- Purpose - so that everyone knows the objective of the report.
- Narration of Events – Use of linkers and cohesive language devices to indicate sequence; techniques of cause and effect writing, substantiating, couching language.
- Accuracy – using the right words for the meaning you want to convey.

Methodology

Participants will be led through the basics of report writing for incident reporting via lectures and a workshop approach. The session will be heavily participatory with the purpose of identifying essentials that should go into the paragraphs of the report and appropriate language used for content to be understandable and coherent and professional. General weaknesses in writing would be targeted and corrected.

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 especially at the workplace, she embarked on equipping herself with credentials to teach English as a 2nd language targeted 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

9.00-9.10 am	Introduction Session by Chairman
9.10-10.45 am	<ul style="list-style-type: none">▪ Getting to know you▪ Basic Structure of an Incident Report
10.45-11.00 am	Tea break.
11.00-12.15 pm	<ul style="list-style-type: none">▪ The Writing Starts Introduction Objective Scope/ Background
12.15-1.00 pm	<ul style="list-style-type: none">▪ Writing (Contd) - Causes
1.00-2.00 pm	Lunch break.
2.00-3.00 pm	<ul style="list-style-type: none">▪ Writing- Separating Ideas-Paragraphing
3.00-4.00 pm	<ul style="list-style-type: none">▪ Writing- Conclusion & Recommendations
4.00-4.15pm	Tea Break
4.15-5.00 pm	Editing; Feedback

CANCELLATION POLICY

IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund if cancellation is received in writing **not less** than 7 days before **the starting** 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 **the** substitute will be charged the rate of the membership status

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.