

Chairman,
Highway & Transportation Engineering Technical Division,
The Institution of Engineers Malaysia,
Lots 60 & 62, Jalan 52/4, P.O. Box 223 (Jalan Sultan),
46720 Petaling Jaya, Selangor Darul Ehsan
Tel: 03-7968 4001/2 Fax to 03-7957 7678
Email: roselein@iem.org.my Website: www.myiem.org.my

REGISTRATION FORM

2 Day Course on “Making Technical Reports Understandable”
 11th – 12th July 2017 at TUS Lecture Hall, 2nd Floor, Wisma IEM, Petaling Jaya
Closing Date : 7th July 2017

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

***Fees MUST be fully paid BEFORE the CLOSING DATE. Seats could 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 my/our application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

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

_____ (H) _____ (HP)

Email: _____

 Signature & Stamp

 Date

Photocopies are acceptable



2 Day Course on
“Making Technical Reports Understandable”

By: Lena Khaw

Date : 11th July 2017 – 12th July 2017, Tuesday & Wednesday

Venue : TUS Lecture Hall, 2nd Floor, Wisma IEM, Petaling Jaya

Time : 9.00 a.m. - 5.00 p.m.

Organised By:
 Highway & Transportation Engineering Technical Division
 BEM Approved CPD/PDP: 13.5 Ref No: IEM17/HQ/237/C

REGISTRATION FEES (Subject to GST 6%)

	ONLINE	NORMAL (Offline)
IEM Student Member	RM250.00	RM280.00
IEM Graduate Member	RM 500.00	RM 600.00
IEM Corporate Member	RM 800.00	RM 900.00
Non IEM Member	RM1600.00	RM1800.00

IMPORTANT NOTES

Closing Date : **7th July 2017**

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.

CANCELLATION POLICY

IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund 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.

Synopsis

RATIONAL

Often technical reports on projects are read by non-technical decision-makers. Thus reports have to be easily understood for prudent and appropriate management decisions to be made. One needs to be competent not only technically, but also in the English language to deliver the technical content of a project accurately especially where English is a second language.

OBJECTIVE

This 2-day programme is aimed at upgrading the language skills of the participants in stringing technical ideas/words into easily understood language to improve readability.

CONTENT

The 2-Day Programme will focus on the 2 most common technical reports for decision-making by management. They are:

- ✓ Progress Reports
- ✓ Crisis/Event Reports

METHODOLOGY

The approach taken would cover lectures and hands-on practice on:

- ✓ Structure of a Report
- ✓ Basic/ Necessary Grammar and Vocabulary
- ✓ Sentence Construction
- ✓ Comparing and Contrasting Writing Techniques
- ✓ Analysing Charts, Graphs, Pie-charts
- ✓ Actual writing of reports in class

COURSE LEADER - Lena Khaw A.M.N.

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 DAY 1

8.30 - 9.00 am	Chairman's Address
9.00 - 10.30 am	Getting to Know You Purpose of Reports (Written)
10.30-11.00 am	Morning Tea Break
11.00 - 1.00 pm	Basic Structure of Reports The Ingredients of Progress Report Case Study - How do you write it? – Grammar, Sentence Construction, Vocabulary
1.00 - 2.00 pm	Lunch
2.00 - 3.30pm	Language for Comparing Progress/ Non-Progress. Giving reasons, analyzing, giving opinions
3.45-4.00pm	Coffee Break
4.00-5.15pm	Language for Concluding & Recommending

PROGRAMME DAY 2

09:00 am – 10:30 am	Summary for the previous day Introduction to Incident Report Structure of Incident Report and its Ingredients
10.30 am – 10.45am	Morning Tea Break
10.45 – 1.00 pm	Case Study - Language for Narration, Grammar, Sentence Construction,
1.00 – 2.00 pm	Lunch
2.00 - 3.30 pm	Technique of Paragraphing, Explaining Issues, Causes and Effects
3.45 – 4.00 pm	Tea Break
4.00 –5.00 pm	Concluding & Making Recommendations
05.00 – 05.30pm	Summary and Q & A, Feedback.

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.