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The Institution of Engineers, Malaysia
 Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223, 46720
 Petaling Jaya, Selangor Darul Ehsan

REGISTRATION FORM
1-DAY COURSE ON BUSINESS WRITING FOR ENGINEERS
28 JULY 2017

No	Name(s)	M'ship No.	Grade	Fee (RM)*
		SUB TOTAL		
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

1-DAY COURSE ON BUSINESS WRITING FOR ENGINEERS

Organised By:
 Seniors Special Interest Group, IEM

Date : 28 July 2018 (Saturday)
 Venue : C&S and TUS Lecture Room, 2nd Floor, Wisma IEM
 Time : 9.00am – 5.00pm

BEM Approved CPD/PDP Hours = 6.5
 Ref. No: IEM18/HQ/198/C

GST shall be 0% with effect from 1st June 2018

REGISTRATION FEE

GRADE	Normal	Online
IEM Student Member	RM100.00	RM80.00
IEM Graduate Member	RM200.00	RM150.00
IEM Corporate Member	RM300.00	RM250.00
Non IEM Member	RM525.00	RM438.00

IMPORTANT NOTES

- Closing Date : **24 July 2018**
- For **ONLINE REGISTRATION**, payment **MUST BE MADE ON REGISTRATION** [via RHB Now and Maybank2u Personal Saving & Personal Current; Any Credit Card - Visa/Master.
- Payment via **CASH/CHEQUE/BANK-IN TRANSMISSION/BANK DRAFT/MONEY ORDER/ POSTAL ORDER/LOU/LOG/WALK –IN will be considered as NORMAL REGISTRATION**
- **FULL PAYMENT** must be settled before commencement of the event, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non-refundable. IEM reserve the right to reject any LOU/LOG not in accordance with these instructions.
- The Organising Committee reserves the right to alter or change the programme due to unforeseen circumstances.

Synopsis

Business Writing for Engineers

The Course discusses professional business writing in the English language. It starts with a brief on why effective writing is important for a company and its employees. This will be followed by discussions and practical activities on:

- The purpose and planning of business writing, using the 5W-1H questions.
- Some proposed Basic English grammatical and vocabulary ideas for writing.
- Different types of correspondence and their structures.
- Business Reports – types of reports and discussion on planning and structure of Short/Semi-formal Reports

About The Course Leader

Ir. Robert Teh graduated with a Bachelor of Mechanical Engineering at the University of Malaya in 1971. He has had very wide working experience in engineering operations, technical services, marketing management and general management, in Malaysia and South-East Asia. His assignments include managing engineering, marketing and branch & regional operations for American and European manufacturers in Kuala Lumpur and Singapore. The companies he had been employed with include Esso Malaysia Bhd., UMW Malaya Bhd., Salcon Engineering Sdn. Bhd., and KSB Amri Sdn. Bhd., based in Malaysia, and Amri Pte. Ltd., Masoneilan (SEA) Pte. Ltd., and RB Machinery (SEA) Pte. Ltd., based in Singapore. Until his retirement from full-time employment in 2005, he was registered as a Professional Engineer with the Board of Engineers Malaysia, and Singapore.

Subsequent to his retirement, he has been an external editor of instructional modules at the Centre for Instructional Design and Technology, Open University Malaysia.

Cancellation Policy

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.

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.

Course Schedule & Outline

Time	Item	Description
09.00 – 09.10	Introduction	Programme outline
09:10 – 9.30	Effective Writing	Why it is needed, including group activity.
09.30 – 10.30	Purpose and planning.	Asking the 5W-H for Writing, Including group activity.
10.30 – 10.45	MORNING TEA BREAK	
10.45 – 12.30	English Grammar	<ul style="list-style-type: none">• Basic Grammatical and vocabulary ideas for writing.• Individual Practice.
12.30 – 1.30	LUNCH BREAK	
1.30 – 3.00	Different types of correspondence	<ul style="list-style-type: none">• Overview of memos, emails, letters and press releases.• Further discussion on structure and planning of memos and letters.• Individual Practice.
3.00 – 3.15	AFTERNOON TEA BREAK	
3.15 – 3.45	Business Reports	Types of Reports – Short/Semi-formal and Formal Reports
3.45 – 5.00		<ul style="list-style-type: none">• Further discussion on planning and structure of Short Reports• Individual practice.

Who Could Benefit From the Course

- Project Engineers
- Project Managers
- Project Executives
- Project Architects
- Quantity Surveyors
- Site Managers / Site Agents
- Site Supervisors
- Developers
- Contractors and sub-contractors