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REGISTRATION FORM
One Day Course on
Technical Report Writing
(Closing Date: 17th June 2019)

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



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One Day Course on Technical Report Writing

BEM Approved CPD/ PDP hours: 6.5 Ref. No: IEM19/HQ/198/C

Jointly Organised by:

**Marine Engineering & Naval Architecture Technical Division &
 Public Sector Engineers Special Interest Group, IEM**

Date : 20th June 2019 (Thursday)
 Venue : TUS Lecture Room, 2nd Floor, Wisma IEM, Petaling Jaya
 Time : 9.00am – 5.30pm
 Speakers : First Admiral Dato' Ir. Hj. Ahmad Murad bin Hj. Omar (Rtd) and Ir. Dr. Ching Yern Chee

REGISTRATION FEES

	ONLINE	NORMAL (Offline)
IEM Student	150.00	180.00
IEM Graduate Member	250.00	300.00
IEM Corporate Member	400.00	450.00
Non IEM Member	550.00	600.00

REGISTRATION FEES (SUBJECT TO 6% SST)

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.

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.

SYNOPSIS

In the current day and age, engineers are required to issue report as a consequence of an event or project. Such reports may be requested from within the organization or by an external party or client. Many report authors agree that 50% of the work is carrying out the fact finding or research and the remaining 50% is compiling the report. It is therefore not enough to be technically capable alone, the author must also have good writing skills. A report is often the author's product for which he is receiving a fee. As such the report reflects the quality of an author's work and his organization he represents.

Writing style should be efficient, i.e using the minimum number of words to get a message across in a readable, clear and concise manner. Just as there are many skills required to complete a survey or project, there are as many factors which contributes to a good report. A good report is dependent on the evidence gathering process, the quality of the evidence, together within the well written presented report, will ensure the right product and coupled with a good articulation of thoughts and fact presentation. Each report will be tackled in its own and different way.

With the understanding of what technical writing is and what aspects of technical writing are covered in the course, the participant can appreciate the guidelines on how a good effective report is written. The course will also explain the attributes of technical writing and provide examples of how technical writing differs from other types of writing. The participants of the one-day course shall at the end be able to understand the significance and importance of the skill involved in report writing. This course shall also greatly enhance candidates who are pursuing their Professional Interview especially the Technical Report (Project Report) compilation. The facilitators of the course have many years of experience in developing report writing skills and producing convincing and effective reports meeting the requirements of the client and organization.

SPEAKER'S PROFILE



First Admiral Dato' Ir Ahmad Murad Omar (Retired) spent 33 years in the Royal Malaysian Navy and opted for early retirement in 2007 at the age of 49 years old. Graduated from UTM with a Bachelor Engineering (Mechanical) and pursued a Master's Degree in Business Engineering Management (Warwick University). Upon retiring Admiral Murad became CEO of Motor Technology Industry an automotive engineering company till 2009 and later as a consultant in Six Sigma Performance Management Consultancy. In 2010 Admiral Murad became the

Executive Chairman of OMAHAMS Corp Sdn Bhd till the present day. He is a Fellow of IEM and IMarEST as well as Honorary Vice President of IMarEST UK. He also is Professional Engineer and a Chartered Engineer with Board of Engineers Malaysia and UK Engineering Council respectively.

Assoc. Prof. Ir. Dr. Ching Yern Chee has been practicing as a material engineer for the past ten years in polymer industrial. She has obtained her Doctor of Philosophy in Mechanical Engineering in 2011 from the University of Malaya. Now, she has more than 18 years of experience in the field of Materials Engineering and Polymer Technology in both academia and private industry. She has published more than 78 research articles in various ISI/WoS- and Scopu-listed publications. Assoc. Prof. Ir. Dr. Ching is a Chartered Engineer with the Engineering Council, UK and a Professional Engineer with the Board of Engineers Malaysia. She is also served as Fellow of 2 prominent professional societies. i.e. The Institution of Mechanical Engineers UK and Institution of Engineers Malaysia.



TIME	OUTLINE	FASILITATOR
0830-0900	Registration	
0900-0930	1.1 What is Technical Writing 1.2 Reasons Why Reports Are Written	Dato' Ir. Ahmad Murad
0930-1010	2.1 Performing Research and Data Compilation 2.2 Methodology & compilation of results	Ir. Dr Ching
1010-1050	3.1 Writing Technique/strategy 3.2 Document options & types	Dato' Ir. Ahmad Murad
1050-1120	Morning Coffee Break	
1120-1200	4.1 Criteria of good technical writing 4.2 Writing style & format	Dato' Ir. Ahmad Murad
1200-1240	5.1 Using illustration 5.2 Selecting illustration	Ir. Dr Ching
1240-1320	6.1 Writing Formal Reports 6.2 Outline & Introduction	Dato' Ir. Ahmad Murad Ir. Dr Ching
1320-1420	Lunch break	
1420-1500	7.1 Writing Formal Report (Body)	Dato' Ir. Ahmad Murad Ir. Dr Ching
1500-1550	8.1 Writing Informal Report 8.2 Review & Editing	Dato' Ir. Ahmad Murad Ir. Dr Ching
1550-1620	Afternoon Tea Break	
1620-1700	9.1 Oral presentation 9.2 Presentation technique	Dato' Ir. Ahmad Murad Ir. Dr Ching
1700-1730	Q&A and Certificate award	Dato' Ir. Ahmad Murad Ir. Dr Ching

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**.
(Alliance Bank Malaysia Berhad: 640320010020215)
- **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.