



# **TWO-DAY COURSE ON “TECHNICAL WRITING FOR ENGINEERS AND TECHNICAL PERSONNELS”**

**SPEAKER :**

**Ir. DANARAJ A/L CHANDRASEGARAN**

**Date : 16<sup>TH</sup> – 17<sup>TH</sup> DECEMBER 2019 (Monday & Tuesday)**  
**Venue : TUS Lecture Room, 2<sup>nd</sup> Floor, Wisma IEM, Petaling Jaya**  
**Time : 9.00 a.m. – 4.45 p.m.**

**BEM Approved CPD/PDP Hours: 12.5 Hours  
(IEM19/HQ/497/C)**

**CLOSING DATE:**  
**9<sup>TH</sup> DECEMBER 2019**  
*OR if the Seminar Reach its  
Target Registered Participants  
NO ONLINE/OFFLINE Registration  
will be allowed after the Closing Date*

***Organized by:***  
***Oil Gas and Mining Technical Division (OGMTD), IEM***

#### **Cancellation Policy**

No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with 7 days 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.

**“IEM reserves the right to alter or cancel the programme due to unforeseen circumstances at its discretion’.**  
**For intending participants who choose to ‘walk in without prior registration’,**  
**IEM SHALL NOT be responsible for any direct or consequential losses”.**

## **SPEAKERS**

**Ir. Danaraj Chandrasegaran** P.Eng MIEM CEng MIMechE. He is a Chartered Engineer and has honours degree in Mechanical Engineering from University of Technology Malaysia. He also holds a MEng degree in Mechanical Engineering from University of Malaya. He also presently a committee member with The Institution of Engineers Malaysia and Institution of Mechanical Engineers (UK) Malaysia Chapter.

Since starting his career as a Mechanical Engineer, Ir. Danaraj has had a varied service; both in front line project execution as well as in technical, training, and management functions. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. He has worked on several large scale projects worldwide such as Shell Malikai TLP and Barzan Offshore Project. In addition, had edited and completed many large writing projects such technical reports, operating manuals and technical papers in the oil and gas industry.

## **SYNOPSIS**

This two day course is designed to help you develop skills that will enable you to produce clear and effective technical documents. We will focus on the basic principles of good writing which technical writing shares with other forms of writing and on types of documents common in technical fields and organizations. While the emphasis will be on writing of technical information, oral communication will also form an important component of the course as well.

Participants learn the protocol for proper technical report writing. Subjects include punctuation, grammar and research techniques, as well as the creation of title pages, tables of contents, format pages, glossaries and appendices. It will also cover other common engineering documents such as specifications, technical reports, operating manuals and emails. The workshop will also emphasize style, tone and the importance of writing in plain, comprehensible English.

As a great deal of class time will be spent in a variety of interactive formats, active participation is essential.

### **Learning Outcomes**

At the end of the course delegates will:

- understand the benefits and challenges of effective technical writing
- be aware of the fundamental concepts of writing as a communication skill
- know how to plan their document for maximum effect
- be able to write in a style that is clear and appropriate
- be able to use punctuation correctly and effectively
- appreciate the importance of a document review
- know how to use social media for professional networking

### **Why this course?**

- Excellent Value
- Detailed guide book and templates for continuous learning and improvements
- Practical learning approach using latest tools
- Limited class size to ensure quality delivery
- Helps you to develop your own personal branding

## TENTATIVE PROGRAMME

TIME (DAY 1)	PROGRAMME
08:30 – 09:00	Registration and Welcome Coffee / Tea
09:00 – 09:30	Ice breaking session
09:30 – 10:30	Understanding Technical Writing
10:30 – 10:45	<i>Morning Tea Break</i>
10:45 – 11:30	Understanding Technical Writing..con't.
11:30 – 13:00	Common Problems and Writing Styles
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:45	Grammar, Punctuation and Capitalization
15:45 – 16:00	<i>Tea Break</i>
16:00 – 16:45	Workgroup 2

TIME (DAY 2)	PROGRAMME
08:30 – 09:00	Registration and Welcome Coffee / Tea
09:00 – 09:30	Writing correspondences (emails, letters)
09:30 – 10:30	Using social media in work – LinkedIn, FB
10:30 – 10:45	<i>Morning Tea Break</i>
10:45 – 11:30	Workgroup 3
11:30 – 13:00	Writing Specifications, Reports
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:45	Workgroup 4
15:45 – 16:00	<i>Tea Break</i>
16:00 – 16:45	Q&A/ Feedback/ Summary

**\* IEM reserves the right to postpone, reschedule, allocate or cancel the course**

## REGISTRATION FORMS

### TWO-DAY COURSE ON "TECHNICAL WRITING FOR ENGINEERS AND TECHNICAL PERSONNELS" 16<sup>TH</sup> - 17<sup>TH</sup> DECEMBER 2019

Fax: 03-7957 7678

Email: [suriani@iem.org.my](mailto:suriani@iem.org.my)

REGISTRATION FEE : 6% GST EFFECTIVE 01<sup>ST</sup> MARCH 2019

	ONLINE	NORMAL FEE (RM)
IEM Student Member	150.00	200.00
IEM Graduate Member	600.00	650.00
IEM Corporate Member	700.00	750.00
Non-IEM Member	1400.00	1500.00

No	Name(s)	Membership No.	Grade	Fee (RM)*
SUB TOTAL				
+ 6% SST				
TOTAL PAYABLE				

#### PAYMENT DETAILS :

☐

Cash RM \_\_\_\_\_

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Cheque no. \_\_\_\_\_ for the amount of RM \_\_\_\_\_ (non refundable) and made payable to

"THE INSTITUTION OF ENGINEERS, MALAYSIA" and crossed 'A/C Payee Only'. Bank Account No. : 640320010020215,

Bank Name: Alliance Bank Malaysia Berhad. (SHOULD PAYMENT IS MADE, KINDLY EMAIL THE 'BANK-IN-SLIP' TO IEM FOR VERIFICATION BEFORE THE EVENT FOR EASY REGISTRATION)

**FULL PAYMENT must be settled before commencement of the seminar**, 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. The Registration Fee includes lecture notes, refreshment and lunch.

For **ONLINE REGISTRATIONS**, please note that payment **MUST** be made **BEFORE** the closing date. If payment is not received within the stipulated time, the registration fee will be reverted to the normal registration fee.

Contact Person : \_\_\_\_\_ Designation : \_\_\_\_\_

Name of Organization : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ (O) Fax No : \_\_\_\_\_ (O)

Handphone : \_\_\_\_\_ (HP) Email: \_\_\_\_\_

Signature & Stamp

Date

#### 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
- The Organising 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.

**For further details, kindly contact:**

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