




PHYSICAL 2 DAY COURSE ON TECHNICAL WRITING FOR ENGINEERS & TECHNICAL PERSONNEL

Organised by:
Oil, Gas & Mining Technical Division, IEM
BEM Approved CPD: 12
Ref no: IEM24/HQ/118/C

SPEAKER:

Ir. Danaraj Chandrasegaran
M.Eng P.Eng IntPE (MY) CEng CErgHF (UK)
Managing Director | Principal Consultant



-  3 & 4 JULY 2024
(WEDNESDAY & THURSDAY)
-  9.00AM - 5.00PM
-  WISMA IEM, PETALING JAYA

REGISTRATION FEE : 8% SST EFFECTIVE 01ST MARCH 2024

	ONLINE	NORMAL FEE (RM)
IEM Student Member	250.00	280.00
IEM Graduate Member	500.00	600.00
IEM Corporate Member	800.00	900.00
Non-IEM Member	1600.00	1700.00

OVERVIEW

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, as well as on the types of documents common in technical fields and organizations. While the emphasis will be on the writing of technical information, oral communication will also be an important component of the course.

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

A significant portion of class time will be spent in a variety of interactive formats, making active participation 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 documents for maximum effect.
- Be able to write in a clear and appropriate style.
- Be able to use punctuation correctly and effectively.
- Appreciate the importance of document review.
- Know how to utilize social media for professional networking.

WHY THIS COURSE?

- Excellent Value
- Detailed guidebook and templates for continuous learning and improvement
- Practical learning approach using the latest tools
- Limited class size to ensure quality delivery
- Assistance in developing your personal branding

TENTATIVE PROGRAMME

TIME/DAY	Day 1	Day 2
08:30 – 09:00	Registration	Registration
09:00 – 09:30	Ice breaking session	Writing correspondences (emails, letters)
09:30 – 10:30	Understanding Technical Writing	Using social media in work – LinkedIn, FB
10:30 – 10:45	Tea Break	Tea Break
10:45 – 11:30	Understanding Technical Writing (con't.)	Workgroup 2
11:30 – 13:00	Common Problems and Writing Styles	Writing Specifications, Reports
13:00 – 14:15	Lunch	Lunch
14:15 – 15:45	Grammar, Punctuation and Capitalization	Workgroup 3
15:45 – 16:00	Tea Break	Tea Break
16:00 – 16:45	Workgroup 1	Q&A / Feedback / Summary

SPEAKER'S DETAILS

Danaraj Chandrasegaran, a Chartered Engineer, holds an honors degree in Mechanical Engineering from the University of Technology Malaysia and a MEng degree from the University of Malaya. Actively involved as a committee member with The Institution of Engineers Malaysia, he demonstrates a diverse career spanning various sectors, including building construction, marine, mining, and energy industries.

He has made significant contributions to global projects such as the Shell Malikai TLP and Barzan Offshore Project.

Furthermore, he possesses extensive experience in technical writing, having edited and completed numerous reports, manuals, and technical papers within the oil and gas industry.

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.

Chairman,
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REGISTRATION FORM

PHYSICAL 2 DAY COURSE ON TECHNICAL WRITING FOR ENGINEERS & TECHNICAL PERSONNEL 3 & 4 JULY 2024 (WEDNESDAY & THURSDAY)

Closing Date : 21 JUNE 2024

No	Name(s)	Email Address	IEM Membership No.	Grade	Fee (RM)
SUB TOTAL					
+SST 8%					
Total Payable					

PAYMENT DETAILS :

Cash RM _____

Cheque no. _____ for the amount of RM _____ (non-refundable) .

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 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.)

_____ (H) _____ (HP)

Email : _____

Signature & Stamp

Date