

**Registration form : ONE-DAY “TECHNICAL WRITNG” WORKSHOP**

Name of Organisation: .....

Mailing Address : .....

Email : ..... Hand Phone: .....

Tel (Office) : ..... Fax : .....

Contact Person : ..... Designation: .....

I/We wish to enrol the following person(s) for the above-mentioned Course:

Name	M/ship No.	Reg. Fee(RM)
<b>SUB TOTAL:</b>		
<b>ADD GST @ 6%:</b>		
<b>TOTAL AMOUNT PAYABLE:</b>		

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/are accepted by the Organizing Committee but substitution of participant will be allowed. If I/we fail to attend the workshop, I/we will still pay the registration fee in full.

Signature: ..... Date: .....

**Registration Fee (GST not included)**

GRADE	ONLINE	NORMAL (OFFLINE)
IEM Student Member	<b>RM 150</b>	<b>RM 180</b>
IEM Graduate Member	<b>RM 250</b>	<b>RM 300</b>
IEM Corporate Member	<b>RM 400</b>	<b>RM 450</b>
Non-IEM Member	<b>RM 550</b>	<b>RM 600</b>

**GST is implemented effective of 1 April 2015.**

- 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.

**Correspondence**

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**BEM Approved CPD/PDP: 5 hours**  
**Ref. No.: IEM15/HQ/157/W**



**ONE-DAY  
 “TECHNICAL WRITING” WORKSHOP**

**Date : 11 JUNE 2015 (THURSDAY)**  
**Time : 9:00 am – 5.00 pm**  
**Venue : TUS and C&S Lecture Rooms, 2nd Floor, Wisma IEM, Petaling Jaya, Selangor**

**Organised and hosted by**  
**Oil, Gas and Mining Technical Division**  
**The Institution of Engineers, Malaysia**

**Synopsis**

This one-day workshop 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.

**Biodata of Speaker**

**Ratnavathy Ragunathan** graduated with B. Sc. (Computer Sc.) from University Putra Malaysia in 2002 and subsequently obtained M. Ed. (TESL), University of Malaya in 2012. She worked for both the industry and academia focusing on English Language teaching for adults and professionals. Her specialties are on Business English and Communication Skills; also a Cambridge ESOL Certified Speaking Examiner. She has developed curriculums, written articles and presented papers on English Teaching with an global outlook. Currently, she is engaged with one of the leading English Language Centre in Kuala Lumpur.

**Ir. Danaraj Chandrasegaran** graduated from University Teknologi Malaysia in 2001 with Bachelor of Mechanical Engineering (Hons). Subsequently, pursued his Master Degree in University of Malaya. He has published in international journals and conferences in the past. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. Currently is Section Head Material Handling & Human Factors Engineering at Technip Malaysia.

**Tentative Programme**

08:30 – 09:00 **Registration**  
 09:00 – 09:30 Introduction  
 09:30 – 10:30 Classroom Session 1 – Grammar, Punctuation and Capitalization [Ratnavathy Ragunathan]  
 10.30 -- 10.45 **Tea Break**  
 10:45 – 13:00 Classroom Session 2 – Technical Writing Overview [Ir. Danaraj Chandrasegaran]  
 13:00 – 14:00 **Lunch**  
 14.00 – 15.00 On your Job – Technical Reports [Ir. Danaraj Chandrasegaran]  
 15:00 – 15:45 On your Job – Technical Specifications [Ir. Danaraj Chandrasegaran]  
 15.45 – 16.00 **Tea Break**  
 16.00 – 16.45 On your Job – Letters, Emails, Official Responses, Queries etc. [Ir. Danaraj Chandrasegaran]  
 16:45 – 17:00 Conclusion / Evaluation [Ir. Danaraj Chandrasegaran]