



*Training Course:
Technical Report Writing*

*18 - 29 May 2026
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Technical Report Writing

Training Course code: OM6083 From: 18 - 29 May 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9700 € Euro

Introduction

In today's data-driven and performance-oriented environment, the ability to produce clear, concise, and professional technical reports is a critical skill for engineers, analysts, technicians, and professionals across all fields. The Technical Report Writing program, designed by Global Horizon Training Center, provides participants with the essential tools and strategies to create impactful technical documents that meet professional standards and organizational needs.

This training focuses on developing a structured writing approach, mastering technical language, applying formatting standards, and ensuring clarity for various audiences. Participants will learn to plan, organize, draft, and finalize reports that communicate complex technical information effectively and persuasively. The course blends theory with hands-on writing exercises, case studies, and real-world document reviews to ensure strong skill transfer and confidence in writing professional reports.

Objectives

By the end of this training, participants will be able to:

- Understand the principles and components of effective technical report writing.
- Apply systematic methods for planning, structuring, and drafting technical reports.
- Use clear, concise, and objective language suited to technical audiences.
- Integrate visuals, data, and references effectively to support arguments and findings.
- Apply formatting, editing, and proofreading techniques to enhance report quality.
- Tailor reports to meet internal organizational standards and external regulatory requirements.
- Communicate technical findings persuasively and professionally to management and stakeholders.
- Develop confidence in presenting written technical information in formal contexts.

Target Audience

This program is designed for:

- Engineers, technicians, and project managers who prepare technical documentation.
- Research and development professionals.
- Quality assurance and control officers.
- Analysts and technical writers.
- Administrative and support staff involved in preparing or reviewing technical reports.
- Anyone seeking to improve their ability to communicate technical information effectively.

Outlines

Day 1: Introduction to Technical Writing

- Understanding the importance of technical communication
- Characteristics of an effective technical report
- Common challenges in technical writing
- Overview of report types and structures
- Fundamentals of audience-centered writing

Day 2: Planning and Structuring Technical Reports

- Defining purpose, audience, and scope
- Gathering and organizing data
- Outlining and logical structuring of information
- Creating report templates and formats
- Case study: Planning a technical report

Day 3: Clarity and Conciseness in Technical Writing

- Writing with precision and accuracy
- Avoiding ambiguity and redundancy
- Techniques for simplifying complex information

- Tone, style, and level of formality in technical contexts
- Practical exercises in concise writing

Day 4: Language and Grammar for Technical Reports

- Common grammatical issues in technical writing
- Using technical terminology effectively
- Writing definitions, descriptions, and instructions
- Maintaining consistency in language and tense
- Practice: Editing poorly written technical paragraphs

Day 5: Developing the Core Sections of a Report

- Writing effective introductions and background sections
- Methods and procedures: clarity and reproducibility
- Results and findings: presenting data effectively
- Discussions and conclusions: interpreting technical results
- Workshop: Drafting the main body of a report

Day 6: Using Visuals and Data Presentation

- Principles of data visualization
- Designing tables, charts, and figures that enhance comprehension
- Integrating visuals into text
- Referencing and labeling visuals properly
- Exercise: Converting data into effective visuals

Day 7: Referencing, Citation, and Technical Standards

- Using references to support technical writing
- Common referencing styles APA, IEEE, etc.
- Ethical considerations in report writing

- Adhering to international and organizational documentation standards
- Avoiding plagiarism in technical documents

Day 8: Reviewing, Editing, and Proofreading

- Techniques for self-review and peer review
- Editing for structure, clarity, and coherence
- Proofreading for grammar, punctuation, and formatting errors
- Building editing checklists
- Practical: Editing a sample technical report

Day 9: Writing for Management and Non-Technical Audiences

- Translating technical findings into executive summaries
- Writing abstracts and key highlights
- Adjusting tone and complexity for different readers
- Crafting recommendations and action-oriented conclusions
- Exercise: Writing an executive summary

Day 10: Practical Application and Final Project

- Step-by-step writing of a complete technical report
- Group critique and instructor feedback
- Best practices for report submission and presentation
- Digital tools for professional report writing

Registration form on the Training Course: Technical Report Writing

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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