



COMMUNICATION AND WRITING SKILLS | CWS-011

Technical Report Writing

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Course content

Why Attend

Engineers, scientists and technical specialists must communicate complex findings clearly to managers, clients and regulators. Poorly written reports delay decisions and undermine credibility.

This Aractech course covers planning technical reports, structure, writing clearly about technical subjects, presenting data, tables and figures, executive summaries, conclusions and recommendations, and editing. Participants improve a real technical report.

Course Methodology

- Writing workshops
- Report critique
- Editing exercises
- Feedback
- Templates

Course Objectives

- Plan technical reports for purpose and audience
- Structure reports logically
- Write clear technical content
- Present data, tables and figures effectively
- Write strong executive summaries and recommendations
- Edit and review technical documents

Target Audience

- Engineers
- Scientists and researchers

Course content

- Technical specialists
- Consultants

Course outline

Detailed course outline

Day-by-day outline for Technical Report Writing.

Day 1 - Planning Reports

- 09:00-09:45 | Purpose and audience
- 09:45-10:30 | Report types
- 10:30-11:00 | Planning
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Planning (continued)
- 11:45-12:30 | Outlines
- 12:30-14:00 | Exercise: Report plan

Day 2 - Structure

- 09:00-09:45 | Standard structures
- 09:45-10:30 | Introductions
- 10:30-11:00 | Methods and results
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Methods and results (continued)
- 11:45-12:30 | Discussion
- 12:30-14:00 | Workshop: Structuring a report

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Day 3 - Writing Clearly

- 09:00-09:45 | Plain technical language
- 09:45-10:30 | Sentence clarity
- 10:30-11:00 | Precision
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Precision (continued)
- 11:45-12:30 | Consistency
- 12:30-14:00 | Exercise: Rewriting paragraphs

Day 4 - Data and Visuals

- 09:00-09:45 | Tables
- 09:45-10:30 | Figures
- 10:30-11:00 | Captions
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Captions (continued)
- 11:45-12:30 | Units and numbers
- 12:30-14:00 | Lab: Presenting data

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Day 5 - Summaries and Editing

- 09:00-09:54 | Executive summaries
- 09:54-10:48 | Conclusions and recommendations
- 10:48-11:00 | Editing
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Editing (continued)
- 12:12-13:06 | Peer review
- 13:06-14:00 | Capstone: Improved technical report

Seminar dates

Available seminar dates

Live dates and pricing for Technical Report Writing generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Frankfurt	Classroom	€1,875
14 - 18 December 2026	Barcelona	Classroom	€2,815
18 - 22 January 2027	Dubai	Classroom	€1,845
15 - 19 February 2027	Istanbul	Classroom	€1,978
15 - 19 March 2027	Vienna	Classroom	€3,225
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	Paris	Classroom	€3,825
21 - 25 June 2027	Frankfurt	Classroom	€1,875
19 - 23 July 2027	Barcelona	Classroom	€2,815
16 - 20 August 2027	Geneva	Classroom	€4,315

Seminar dates

Available seminar dates

Live dates and pricing for Technical Report Writing generated from the course details page.

Date	Location	Format	Fee
20 - 24 September 2027	Istanbul	Classroom	€1,978
18 - 22 October 2027	Cape Town	Classroom	€1,625
15 - 19 November 2027	Barcelona	Classroom	€2,815
20 - 24 December 2027	Paris	Classroom	€3,825
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

Available seminar dates

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Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
20 - 24 December 2027	Online / Live	Online / Live	€1,815