

## Overview:

The Institution of Engineers Tanzania (IET) has been running the Technical Report Writing Course for many years. The objective is to give Professionals in the Technical field the skills necessary to enable them write good report. Secondly, to give clear guidelines on how to produce readable, logical and concise reports which clearly communicate innovative ideas and complex information and data to technical and non-technical readers and alike.

## 1.0 Objectives

The objective is to enhance report writing skills of practicing engineers and other professionals with respect to preparing documentation, information and persuasive types of writing reports.

## 2.0 Course Outline

- a. Primary forms of written communication in business and their importance.
- b. Types and qualities of good report.
- c. Structure and style of a good report.
- d. How to tailor your report to achieve its objectives and expectations of its audience?
- e. Key stages of the report writing process
- f. How to plan your work?
- g. How to collect information for your report?
- h. How to draft, revise and edit your report.
- i. How to package and present your report.

- j. Basic tools to enable you improve your writing skills.

## 3.0 Who should attend

- a. Technicians
- b. Graduate engineers
- c. Professional engineers
- d. Executives
- e. Technocrafts
- f. Supervisors
- g. Managers
- h. Head of departments

## 4.0 Course fee structure

*The course fee structure are as follows:*

- ✚ IET Members - TShs. 250,000/-
- ✚ Non Members - TShs. 300,000/-
- ✚ Virtual Members - TShs. 150,000/-
- ✚ Virtual others - TShs. 200,000/-

## 5.0 Mode of payments

Banking details are as shown below;

- ❖ CRDB Bank PLC., PPF Tower Branch A/C No. 01J1042971100
- ❖ NBC Samora Branch A/C No. 012103002999
- ❖ **Name of Account:** The Institution of Engineers Tanzania
- ❖ **Proof payment:** Please send proof of payment through the following e mail [institutionofengineerstz@gmail.com](mailto:institutionofengineerstz@gmail.com) or WhatsApp No. 0738 133778

## 6.0 Award

- i) A soft copy Certificate of Training will be awarded on successful completion of the course.

- ii) **14 Professional Development Units (PDUs) accredited by Engineers Registration Board (ERB). Continuous Professional Development Programmes are mandatory for all practicing professional engineers for the purpose of renewing Practicing License**

## 7.0 Facilitator

Eng. Dr. Leonard M. Chamuriho, PEng, MIET, University of Tokyo PhD (1997), University of ILLINOIS at Urbana – Champion MSc (1992), University of Dar es Salaam, BSc Engineering (1989), Former Minister- Ministry of Works and Transport, CEO - Tanzania National Construction Council (2013-2015). Currently Member of Parliament

Extension services by the facilitator will be provided, upon request. Such extension services are meant to help the participants to prepare better professional reports related to their specific work requirements. The services will include information gathering, research, editing and revision of draft.

## 8.0 Venue and dates

**Date:** 13<sup>th</sup> –14<sup>th</sup> June, 2024 (2 days)  
**Venue:** Miramonte Hotel, Dodoma.

## 9.0 Confirmation

If you intend to participate, kindly confirm as soon as you receive this brochure.

## TENTATIVE TIME TABLE

TIME	EVENT
<b>DAY 1</b>	
0800-0830	Registration of participants
0830-1000	<ul style="list-style-type: none"><li>• Introduction to the course</li><li>• Types, goals and qualities of good reports</li></ul>
1000-1030	<b>HEALTH BREAK</b>
1030-1300	Report writing process - Information gathering  Drafting Exercises - Information gathering and drafting - Structure and Style
1300-1330	<b>LUNCH BREAK</b>
1330-1600	Report writing process - Revising - Editing and proof reading Exercises Drafting, revising, editing and proof reading
<b>DAY 2</b>	
0800-1000	<ul style="list-style-type: none"><li>• Ancillary elements of formal report</li><li>- Producing reports</li></ul>
1000-1030	<b>HEALTH BREAK</b>
1030-1300	Individual assignments: preparing a short report
1300-1330	<b>LUNCH BREAK</b>
1330-1600	<ul style="list-style-type: none"><li>- Individual assignments (continued)</li><li>- Individual consultations and counseling</li><li>- Q &amp; A</li></ul>
1600-1610	Closing remarks

## REGISTRATION FORM

### PROFESSIONAL DEVELOPMENT COURSE ON REPORT WRITING, PAPER WRITING AND PRESENTATION TECHNIQUES

13<sup>th</sup> – 14<sup>th</sup> JUNE 2024

#### PERSONAL PARTICULARS

Name: \_\_\_\_\_

Designation/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Tel/Mob: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please send us your proof of payment and registration form to:  
Executive Secretary,  
Institution of Engineers Tanzania,  
Office Accommodation Scheme (OAS) building,  
6<sup>th</sup> floor, CRDB Azikiwe Street, P.O. Box 2938,  
Tel (+255) 22 2124265  
Mob: 0755 024 369, Dar es Salaam, Tanzania  
Email: [trainings@iet.or.tz](mailto:trainings@iet.or.tz),  
[institutionofengineerstz@gmail.com](mailto:institutionofengineerstz@gmail.com)  
Website: [www.iet.or.tz](http://www.iet.or.tz)

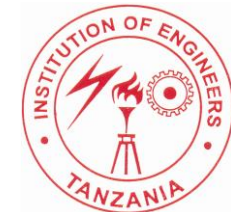
## ANNOUNCEMENT

OF

### A PROFESSIONAL DEVELOPMENT COURSE ON

**TECHNICAL REPORT  
WRITING,  
PAPER WRITING  
AND  
PRESENTATION  
TECHNIQUES**

**14 PDUs**



**Date:** 13<sup>th</sup> – 14<sup>th</sup> June, 2024  
**Venue:** Miramonte Hotel  
DODOMA, TANZANIA