



# Technically Write

with Dr. Alistair King



**ALISTAIR KING SDN BHD** (254304 D)

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# T e c h n i c a l l y      W r i t e

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Trainer: Dr. Alistair King

Duration: 2 days

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INTRODUCTION :

Technical people need to know how to write. Some managers spend too much time editing down-liners' technical documents, when time could be better spent on other useful tasks. Technical documents like reports, operation manuals, user guides, technical specifications are sometimes read by the non-technical people. The skills to write professional technical documents which are clear and concise will greatly enhance your organization's productivity.

WHO SHOULD ATTEND:

Managers, executives; Engineering, ICT; Technical people writing to non-technical people; anyone who has to write, contribute to or edit technical documents.

WHAT WILL THEY LEARN:

Participants will learn to

- use grammar to serve the writer
- develop their technical writing style
- eliminate **redundancy, tautology** and **circumlocution**
- produce reports and other technical documents which are **clear, concise, cohesive, comprehensible and compelling.**

HOW WILL THEY LEARN:

Course leader presentations; case studies; group writing tasks with presentations

COURSE LEADER:

**Dr Alistair King** ( *Credentials are enclosed* )

**This Course is PSMB / HRDF Claimable.** (Under SBL Scheme)



# **TECHNICALLY WRITE**

**2 Days**

## **Basics of Writing a Technical Document**

- Differences between spoken language and written language
- Translating between spoken language and written language
- Producing a document from spoken input

## **Establishing the Topic of the Document**

- Focus on the issue
- Prioritize the main points
- Show the reader what to expect

## **Grammatical Difference**

Between

- Description and instruction
- Technical Report and Operations Manual
- Technical Report and Contract
- Agenda and Minutes



## **Writing a Manual of Operations**

- Group writing task
- Presentation

## **Combining points to make the document flow logically**

- Show anticipated results
- Show unanticipated results
- Draw comparisons

## **Writing Technical Specifications**

- Group writing task
- Presentation

## **Tense Means Sense!**

- Use tense for accuracy
- Use tense to show sequence
- Apply tense in progress reports, minutes, etc

## **Meaningful Diagrams**

- Create a text out of a diagram
- Create a diagram out of a text
- Decide what a text should tell
- Decide what a diagram should tell

## **Components of a Technical Report**

- Introduction
- Findings
- Conclusions
- Recommendations

## **Technical Report Writing: “Problems in Production”**

- Group writing task
- Presentation

Biographical Note

**DR. ALISTAIR KING**



**Dr Alistair King**, who heads a team of highly qualified and experienced consultants, has had more than twenty-five years experience in education and training in several European, African and Asian countries. He has held university posts both in his home country, the United Kingdom, and in Malaysia. In addition, he has been a correspondent for International News Services, reporting on issues in Eastern Europe and the Middle East.

Since the mid-1990s, he has been involved in developing all levels of staff of Banks, Corporate Organisations, Manufacturing Companies and Government Departments. His extensive current client list includes many of the top performers in the corporate world, both in Malaysia and in other Asian and African countries. Under a World Bank sponsorship, he has been involved in Human Resource consultancy with the Government of East Timor since the birth of that nation in May, 2002. Under a European Union-funded Human Resource Development project, he is the Communication Skills Consultant to the ASEAN Secretariat in Jakarta. He has recently been appointed to the Industry Advisory Panel of Universiti Teknologi Petronas, where he has particular responsibility for ensuring that the university's Humanities Department Programmes meet the requirements of corporate world.

His international current client list reflects his vast spectrum of experience in many sectors: Government departments, Oil and Gas, Construction, Manufacturing, Banking and Finance, Broadcasting, Hospitality.

He has taken part in a variety of international conferences, including in the role of Keynote Speaker.

His training philosophy is founded on a deep conviction of the worth of the individual and the potential for the individual to improve him / herself. His own educational background is testimony to this philosophy.

He holds four university degrees, including M.Sc. in Applied Linguistics and Ph.D. in Human Resource Management. He is a certified Vocational Aptitudes Assessor and Psychometric Tester with the British Department of Employment.

His recent publications in Malaysia include:

- ***Effective Business Letter-Writing***
- ***Basic Business Conversations***
- ***Sudah, Telah and the English Perfect: A pedagogical description of "tense" in Malay***

COURSE TITLE: **Technically Write**

COURSE LEADER: **Dr. Alistair King**

TIME: **9:00am to 5:00pm**

FEE STRUCTURE PER PERSON (RM):

		Per Person (RM)
<b>JW Marriott Hotel, Kuala Lumpur</b> <input type="checkbox"/> <b>14 &amp; 15 Mar 2012</b> (Wed & Thu)	1 – 2 Persons	<b>1,500</b>
<b>The Royale Bintang The Curve, PJ</b> <input type="checkbox"/> <b>7 &amp; 8 May 2012</b> (Mon & Tue)	3 Persons or more <i>(10% Discount)</i>	<b>1,350</b>

**This Course is PSMB / HRDF Claimable (SBL Scheme)**  
**Ministry of Finance Registration No. 357-02085885**



**Alistair King Sdn. Bhd** 4-1 Jalan Manis 1, Taman Segar, 56100 Kuala Lumpur  
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## **Registration Form**

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

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

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

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- Payment on course date  
 Cheque will be sent  
 Enclosed is cheque no. \_\_\_\_\_ For RM \_\_\_\_\_
- Payment by L.O.

*Please make cheque Payable to "Alistair King Sdn Bhd"*

Account Name: Alistair King Sdn Bhd Account Number: 1409-1335935-005  
Bank: CIMB Bank Berhad Branch: Tmn Mutiara, KL.  
Payment to be mailed to:

**Alistair King Sdn Bhd.**  
**4-1 Jalan Manis 1, Taman Segar, 56100 Kuala Lumpur.**

- \* Please contact us if you do not receive a Confirmation & Invoice (fax or mail) one week before the event.
- \* Registrants who cancel less than 3 business days prior to the course date are subject to a service charge equals to 30% of the course fee.