



TRAINING THAT DEVELOPS  
*REAL CAPABILITY*



**Technical Writing Skills**

LS030

## Technical Writing Skills

### Having trouble writing reports, procedures, memos or other documents?

Attending our comprehensive training course will help you to communicate clearly and save you time. Our structured, practical programme will help you to identify your document's key message. Once identified, the practical steps outlined in this course will help you to deliver the message clearly and concisely, in a way that is easily understood.

### Duration & Price

Duration: 2 days

Public Virtual Training: £620

Delivery mode: This programme is available In-Company, and via Public Virtual Training

### Dates & Locations

Date	Venue	
16 - 17 Sep 2025	Virtual	<a href="#">Book Date</a>
18 - 19 Nov 2025	Virtual	<a href="#">Book Date</a>

### In-Company Training

Please [contact us](#) for more information on our In-Company training options

## What's covered?

Our six-step programme guides you in analysing the audience and the subject matter, right through to producing a professional, high quality finished document that will impress.

Six steps to producing a great document:

1. Analyse the Audience.
2. Determine your Message.
3. Follow Simple Rules for Good Writing.
4. Deliver your Message – Don't Just Report Facts.
5. Edit, Edit, Edit.
6. Have Someone Proofread your Work.

The programme is built around your individual learning needs and features practical exercises to help you hone your skills on the day.

### New Course Features:

#### New Content:

- Writing Rationales using the CER Format.
  - CER: Claim Evidence and Reasoning.
- Interactive exercise on common grammatical errors.
- Using MS Word to avoid common formatting errors.
- Learner-led discussion on the most important learning outcomes for the group.
- Added examples of 'what good looks like'.
- Walk-through of one document from start to finish.

#### Increased Interaction:

- Additional Interactive Exercises.
- Added Interaction Methods.
- In-class Discussion Groups.

#### New Course Times:

- Reduced session durations – to maximise learner concentration.
- No late-afternoon learning – to maximise information retention.

#### New Post Course Follow-up:

- During the course, delegates generate a list of action items which they commit to implementing in order to improve their writing skills. Four weeks after training, all delegates will receive a follow-up self-check survey. This self-check ensures that the learning continues to be put into practice.

## Who should participate?

Engineers, Managers, Scientists and other Technical Personnel involved in disciplines such as Quality, Engineering, Regulatory Affairs, Technical Services and Research and Development have all benefitted greatly by attending this course.

### English is not my first language; can I do this course?

We recommend a minimum English language competency of IELTS 6.0 (or equivalent) for successful completion of this programme. It is important to note that you are not expected to have an IELTS or equivalent qualification. You can [self-assess](#) your English language competency against the IELTS Band scores which can be found in [this](#) document.

## What will I learn?

Participants will learn to:

- Analyse the audience
- Report data analysis outcomes
- Use graphic effectively
- Structure the document
- Write concisely
- Achieve clarity

## How do we train and support you?

### In-House Courses

For In-House courses, the Tutor will contact the Course Organiser in advance to discuss the programme in more detail in order to tailor it specifically to the organisation.

### Course Manual

Delegates will receive a very comprehensive course manual.

## Tutors



**Gerry Burke**  
[View Profile](#)



**Ita Lafferty**  
[View Profile](#)



**John Lafferty**  
[View Profile](#)

## What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



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