

TECHNICAL REPORT AND SPECIFICATION WRITING FOR ENGINEERS.

TRAINING AND PROFESSIONAL DEVELOPMENT

Institution of
**MECHANICAL
ENGINEERS**

19–20 October 2010
7–8 December 2010
1 Birdcage Walk
London SW1H 9JJ

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ENGINEERS WILL LEARN TO:

- Design a document structure that is appropriate to the task in hand
- Edit more competently and eliminate avoidable mistakes
- Manage and control your documents more efficiently
- Prepare reports and publications that provide and analyse complex information
- Write engineering specifications that define requirements to be met or supplied



**A VERY ENGAGING AND
WORTHWHILE COURSE.**

WHO SHOULD ATTEND:

- Technical authors and document managers
- Project support staff involved in technical roles
- Project engineers and technical specialists
- Managers and supervisors of technical staff

Endorsed by:

The National
Skills Academy
FOR MANUFACTURING



DAY 1 DESIGNING THE DOCUMENT

Session 1:

Writing and the art of communication

- Verbal and written communication
- Technical document types: describing, instructing, defining, advising

Session 2:

Organising the task and developing an effective document design

- Involving others, identifying the approval gates and creating an action plan
- Your readership's needs: aims and purpose of the document

Session 3:

The commercial aspects of technical documents

- Contracts and how technical documents help manage commercial risk

Session 4:

Deciding on the document content

- Identifying the scope of the document: what to include and what to omit

DAY 2 CREATING THE DOCUMENT

Session 5:

Deciding what to write:

1 – Specifications

- Different types of specifications: user, design, product, service
- Establishing the boundaries between the functional and the design aspect of specifications

Session 6:

Deciding what to write:

2 – Reports, instruction manuals and user guides

- Different types of technical reports

Session 7:

Writing the document

- Dealing with jargon and problem words: will, shall, must

Session 8:

Editing, issuing and controlling the document

- Why re-reading and editing it is so hard: develop a personal document editing strategy

BOOKING FORM

One form per person only (forms may be photocopied)

REGISTRATION (PLEASE COMPLETE IN CAPITALS)

Family Name _____ Title (Mr, Mrs, Miss etc) _____

First Name _____ Job Title _____

Membership No _____ Course Title _____

Name of Employer (for name badge) _____ Location _____

Address for Correspondence _____

Town/City _____ Postcode _____

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Fax _____ Email _____

Do you have any special requirements? _____

How did you hear about this course? The Skills Academy Website IMechE Website Referral Other

Signature _____

FEES AND CHARGES (PLEASE COMPLETE THE APPROPRIATE BOX)

Registration fees include tuition, refreshments, lunches and a printed copy of the training manual.

	Fee	VAT	Total	£
Institution of Mechanical Engineers Member	£1,095	£191.60	£1,286.60	_____
Non-Member	£1,215	£212.60	£1,427.60	_____
Extra Items	—	—	—	_____
Invoice Charging (if applicable)	£10.00	£1.50	£11.50	_____
			Total	_____

Please do not send payment separately from this booking form.

By submitting this registration form, you will be indicating your consent to periodically receiving information on our future training courses and publications, unless you indicate an objection to receiving such information by ticking this box

PAYMENT DETAILS

Payment must accompany this registration form. Registration will be confirmed only on receipt of full payment.

Please indicate method of payment: Cheque Credit Card BACS Invoice (see below)

Cheques should be made payable to IMechE Training. Please note overseas delegates may pay only by credit card or BACS. It is the delegate's responsibility to pay any bank charges.

Credit Card: Visa MasterCard (please note we cannot accept American Express, Diners Club or Maestro)

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Delegates wishing to be invoiced must mail a Purchase order to our address or send either the PDF or a Purchase Order number to training@imeche.org. Please ensure the PO is raised in favour of IMechE Training and includes the exact title and CPD code of the course, the name of the person attending, their membership number. As we do not email invoices, we will need the name, contact details and postal address of the person to be invoiced. If your company does not use order numbers please include a formal request for invoicing on your company's letterhead. A charge of £10 + VAT will be made to cover additional administration costs. Invoices are payable on receipt and no alterations to these terms will be accepted.

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Terms and Conditions of Booking

By signing and sending this form you indicate your commitment to attending the training course and agree to be charged the appropriate fees. Should you not be able to attend the course, we can offer a full refund if cancellation is notified in writing to training@imeche.org 28 days prior to the course date. Unfortunately, we will not be able to offer refunds or exchanges if cancellations are made later. You will still be able to arrange a substitution with a colleague up to two working days before the course date. At times the exact content of the course agenda may change. On occasions it may be necessary to cancel a course for reasons beyond our control. We cannot accept liability for any costs incurred in booking travel and accommodation and attendees are strongly advised to avoid making non-refundable hotel or travel bookings until they receive our joining instructions.

Venue

This event will be held at One Birdcage Walk, Westminster, London SW1H 9JJ. Details will be sent upon registration.

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