

TECHNICAL REPORT WRITING

OVERVIEW

Well written technical reports result in cost and time savings as both business and technical readers can quickly get actionable information from a single report

You'll get these great benefits:

- Pinpoint what readers look for in a report
- Effectively connect technical content with business goals
- Use tact to reach out to hostile readers
- Allow readers to systematically find what they need by using structured writing
- Write layered reports which reach out to technical and non-technical readers simultaneously
- Persuasively communicate your key findings to your readers



OBJECTIVES

UNDERSTAND THE
IMPACT OF READER
NEEDS ON YOUR REPORT
PRESENTATION

HELP READERS FIND
WHAT THEY NEED BY
USING STRUCTURED
REPORTS

ENABLE TECHNICAL AND
BUSINESS READERS TO
TAKE QUICKER ACTION

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