

# The Writing Course

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## REPORT WRITING FOR PROFESSIONALS

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### Registration of Interest

#### Register Your Interest

As part of EIANZ's commitment to ongoing professional development for its members in SA we are offering a half-day training course focusing on Writing for Professionals. The module will be offered on Wednesday September 24 (9 am -1 pm) and Tuesday September 30 (9 am -1 pm) :

#### Report Writing for Professionals

**Venue:** Aurora Building, Pirie Street

**Cost:** \$290 (for EIANZ members) and \$390 for non-members

#### The Presenter

Cathryn Charnock Corporate Publishing (CCCP) offer a range of professional writing courses designed for those who want to improve their general, technical or professional writing skills.

Cathryn has been providing editing, technical writing, design and print production services to corporate and academic clients since 1989. With her team at CCCP, she specialise in producing highly complex, technical reports to a broad non-technical audience and/or decision makers.

CCCP has produced an extensive range of publications including the Environmental Impact Statement for the proposed expansion of BHP Billiton's Olympic Dam operation, Selection Level and Pre-Feasibility Studies for BHP Billiton and Aurizon's (WA) East Pilbara Independent Rail Project, Programs for Environmental Protection and Rehabilitation (PEPRs) and numerous tenement proposals for Arrium Mining.

#### Contact Details

For any questions or to reply via email please contact: [thewritingcourse1@gmail.com](mailto:thewritingcourse1@gmail.com) or call Cathryn 0412 473 714.

#### The Course Structure

##### Introduction

- Why do we write?
- What are the basic principles of good writing?
- How do you achieve good communicative efficiency?

##### Writing Well: The Fundamentals

- What are the enemies of good writing?
- What are the characteristics of sound factual writing?
- 'Correct' writing: Rules and conventions

##### Writing Reports: Content and Structure

- Types of reports: What are you writing?
- Identify your audience: Speak their language
- Constructing the parts: A section by section look at planning and structuring your report
- Planning: Outlines and brainstorm
- Controlling vocabulary and aiming for consistency
- Reviewing: Peer and technical

## Registration of Interest

Please click on the boxes below to indicate your preferences

Name: .....

Are you an EIANZ Member ? Yes ☐ No ☐

Would you prefer to be contacted by: Phone ☐ Email ☐

Phone: ..... Email: .....

Are you interested in registering interest for:

	September 24 <input type="checkbox"/>	September 30 <input type="checkbox"/>
Yourself?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yourself and others?	Yes <input type="checkbox"/> *	No <input type="checkbox"/>
*(if so, how many?) .....		

Are you interested in other content and/or other courses? (Please tick)

☐ Document format, design and usability

☐ Templates, font choice and comprehension

☐ Numbers, symbols and measurements

☐ Language: Writing well

Active and passive voice, grammar gremlins, writing effective paragraphs, writing effective chapters

☐ Aspects of grammar: Are old rules best forgotten:

Subject-verb agreement; the that or which dilemma, comparatives and superlatives

☐ Vital punctuation:

Senseless fads, hyphens and dashes, en dashes and em dashes, commas, parenthetical markers, colons, semicolons, apostrophes etc.

☐ Writing Tenders

Any other areas of specific interest? Please indicate below:

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