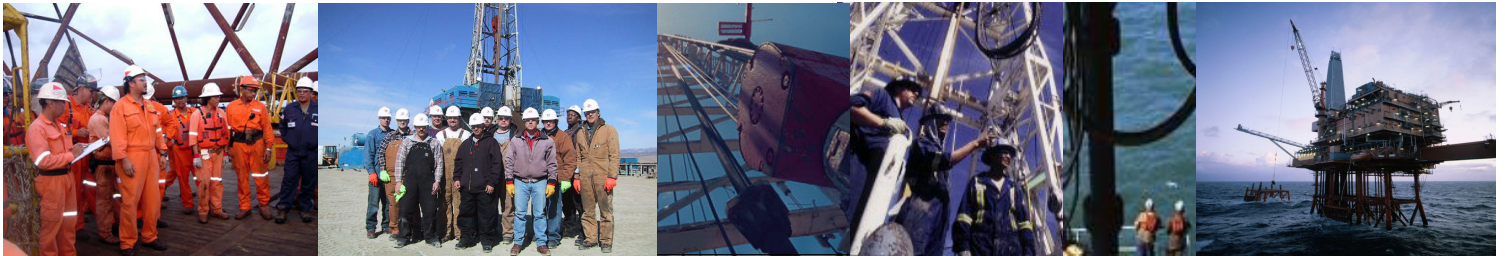


Long Distance Learning

Bizwrite

Business writing for Oil and Gas Professionals



petro**EDGE**

**Targeted. Practical.
Industry Relevant**

www.petroedgeasia.net

Oil and Gas professionals increasingly need to translate complex findings, analysis, conclusions and recommendations for effective decision making. Engineers and technical professionals need to acquire the crucial competency to write and present clear & technically accurate reports.

Bizwrite

Business writing for Oil and Gas Professionals – Long Distance Learning

Highly suitable and practical for offshore personnel or those located in remote locations. Benefit from **SAME** training as in the classroom without expensive and lengthy travel cost and time or disruption to tight work schedules. Participants work at their own pace and at any time of the day that suits through a series of guided deadlines for assignments.

Participants will have direct email contact with the trainer who will answer ALL questions quickly and in detail and in PRIVACY. This course actually gets participant writing far more than in a classroom course, where time is always a limiting factor. This is a **20-hour** programme over **nine weeks**, involving four **Graded Assignments**. All assignments are thoroughly marked by the trainer with detailed comments and advice given.

Course Overview

More than 1000 employees from region's largest and most respected organisations have benefited from attending this programme.

Key learning outcomes:

- Recognize and use basic grammar structures such as verb tenses.
- Construct sentences and paragraphs that are simple, clear and easy to understand.
- Write simple letters, e-mails and memos that are reader-focussed and relevant to their purpose.
- Organize the content to enable the reader to follow ideas easily.
- Apply a writing style that achieves clarity, readability, directness and conciseness.
- Use reference books effectively as a self-help resource for the future.

Course Outline

PRE-COURSE – ORIENTATION

PART A – WEEKS 1-2

MODULE 1 - STARTING OFF

- ❖ The basics of English grammar
- ❖ Basic sentence structure

MODULE 2 - COMMON PROBLEMS

- ❖ Sentence length
- ❖ Writing effective bullet points
- ❖ Subject-verb agreement

***ASSESSED WORK - ASSIGNMENTS A**

PART B – WEEKS 3-4

MODULE 3 - WRITING BUSINESS E-MAILS

- ❖ Formal vs. Informal language
- ❖ The opening
- ❖ Saying why you are writing
- ❖ The closing
- ❖ The language of informal business messages
- ❖ Key vocabulary

***ASSESSED WORK - WRITING ASSIGNMENTS B**

PART C – WEEKS 5-6

MODULE 4 - BEGINNING LETTERS

- ❖ Letter Format
- ❖ Subject Headings
- ❖ Opening and closing

MODULE 5 - STYLES OF WRITING

- ❖ Setting the tone
- ❖ Modal verbs
- ❖ The five-point plan
- ❖ Using 'readability' statistics

***ASSESSED WORK - WRITING ASSIGNMENTS C**

PART D – WEEKS 7-9

MODULE 7 - COMMON LETTERS 1

- ❖ Giving good/ bad news
- ❖ Saying what you can or cannot do
- ❖ Giving reasons

MODULE 8 - COMMON LETTERS 2

- ❖ Requesting information
- ❖ Apologising
- ❖ Common errors
- ❖ Basic Proofreading
- ❖ Using a dictionary and a thesaurus

****ASSESSED WORK - WRITING ASSIGNMENTS D**

Here's how it works.

1. This is a **20-hour** programme over **nine weeks**, involving four **Graded Assignments**.
2. On enrolment, the learner will be assigned a **Tutor**, who will mark all graded assignments and provide guidance throughout the course.
3. Topics are presented in the **Learning Materials** along with examples and instructions on when to complete tasks in a **Self-study Workbook**. **Answers** and **Comment** for all of the Workbook tasks are given in the **Learning Materials**.
4. The **Graded Assignments** must be submitted on time. The deadlines will be as below:

Assignment	due in by end of
➤ A	2 nd week of study
➤ B	4 th week
➤ C	6 th week
➤ D	9 th week

5. If the learner is unable to meet any of the **deadlines**, he/she must contact your **Tutor** at least **TWO DAYS** before the deadline, giving your reasons for the delay. Usually, an **extension** will be granted. However, repeated extensions will be a cause for concern and action may be needed.
6. On completion of all four assignments, the learner will receive a **Certificate of Completion**. A report will be sent to the Training Manager, detailing the grades achieved and areas where further work may be needed.
7. One hour Classroom session on each second Friday of the course. Final Classroom session on final Friday of course (note that Part D has a three-week deadline)

The Tutor

The **Tutor** is a **highly qualified native speaker** of English with extensive experience of teaching long distance. Their role is primarily one of **support**; they will treat all queries seriously and positively and give **practical** help. When grading assignments, they will be looking for places where they can give **positive marks**. The emphasis is on identifying both **strengths** and **weaknesses**, fine tuning the former and improving the latter.

Hear what previous individual participants have said about our Petroedge Communication Skills courses:

“Thank you for the course that gives us new ideas and techniques on how to write a report properly”

Nippon Oil Corporation

“It is worth the money!”

Sarawak Shell Bhd

“Training was efficient and issues regarding technical writing were resolved. I believe that this training there will be a better way to have our reports to appear readable and easy to understand”

Sarawak Shell Bhd

Malaysia LNG

- Simple, logical and interesting
- Learnt useful tips and knowledge

Talisman Malaysia Limited

- Very good structure, straight to the point & precise.
- Professional and effective
- Well delivered training with good materials aid and presentation

Schlumberger Abu Dhabi

- Very good guidelines for creating more professional and effective reports
- A very useful course
- Got exactly what I was looking for!
- Helped me better plan my reports

Petroedge road-map in Communication Skills for Engineers and Technical Professionals

TARGET AUDIENCE	COURSE TITLE	KEY TOPICS
Operators; officers with little workable English	Elementary Communication Skills – 20 to 40 hours (can be done intensively but more effective spread out over several weeks)	Giving basic personal info Basic question forms Giving/asking for info Talking about the past/future Basic grammar Telephone skills Essential writing skills Notes and basic emails
Operators; officers; junior execs with good basic English	Intermediate Communication Skills – 20 - 26 hrs (can be done intensively too and more effective this way than the Elem course)	Face to face communication Taking part in meetings Basic writing skills Memos & emails Letter format Basic letters-giving info; ordering' apologising
Officers; junior execs involved in writing letters	Technical Business Writing For O&G – 2 days	Modern business writing Memos & emails Letter format Basic letters- giving info; ordering; apologising
Execs; engineers; managers who write or will write technical reports	Technical Writing For O&G Engineers And Professionals – 2 days	Reader and Purpose Technical Writing Style Effective paragraphs Writing strategy Report structure Incident reports Recommendation reports Editing
Execs; engineers; managers who currently present or will present both internally and externally	Presentation Skills For O&G Engineers And Professionals – 1 day	Pre- and post-course presentations Organising your presentation Considering the audience Visual aids Body language Handling questions
Execs; engineers directly involved in writing SOP	Effective SOP for O&G Engineers and Professionals – 2 days	Why write SOP? Who needs SOP? Key aspects of SOP? Instructional vs Informational language Describing processes Format of SOP Revision
Execs; engineers; managers with experience in writing a wide variety of documents	Advanced Technical Writing For O&G Engineers And Professionals – 2 days	Creating visual impact Writing Technical definitions The basics of writing SOP Writing proposals Revision including common errors in Tech. Writing
Execs; engineers; managers with experience in presenting in a wide variety of situations	Advanced Presentation Skills For O&G Engineers And Professionals – 2 days	Audience analysis Delivery and the use of words Individual vs. Group presenting Recording – individual and group presentations Peer review

About **petroEDGE**

Professionals in the Oil & Gas industry are constantly re-inventing themselves. To meet this challenge, Petroedge provides up-to-date, practical and technically sound training solutions that enable engineers and Oil & Gas professionals to be continuously relevant.

Petroedge competency based courses specify new and essential skills engineers need to perform their duties efficiently. This enables engineers to apply themselves immediately in the workplace after attending our courses hence creating value for the organisation.

To learn more about our courses please visit www.petroedgeasia.net

E-mail us at info@asiaedge.net or tel: +65 6741 9927

**No. 14 Robinson Road #13-00
Far East Finance Building
Singapore 048545
Republic of Singapore**

© asiaEDGE Pte Ltd