

# Technical Report Writing & Presentation Skills For Oil and Gas Professionals

Effectively document and communicate your technical message with greater confidence and impact!

19 – 21 March 2012, Miri, Sarawak



**STEVE HOLLOWAY**

BSc. (Hons), CTEFLA, DTEFLA

Specialist technical report writing trainer with 15 years of Industry experience

*“Steve is very good and his teaching method made it interesting for students”*  
Petronas Carigali Vietnam, Thang Long JOC

*“Its worth the money!”*  
Sarawak Shell Bhd

THE REGION'S MOST  
ESTABLISHED COURSE,  
OVER 500  
PARTICIPANTS  
TRAINED TO-DATE!

Oil & Gas professionals increasingly need to translate complex findings, analysis and recommendations for effective decision making. If you face challenges in getting your findings into paper and presenting it effectively, you will benefit from this 3-day training course:

#### EFFECTIVE TECHNICAL REPORT WRITING FOR OIL & GAS PROFESSIONALS

- Write and turn-around accurate technical documents quickly to meet deadlines and productivity goals
- Understand how technical reports should be structured by applying a systematic approach to the writing task, involving planning, drafting, revision and production
- Use clear & powerful language to target and persuade readers for positive results
- Use tried and tested proof reading techniques to check and review documents more effectively
- Identify and avoid common pitfalls in technical report writing

#### TECHNICAL PRESENTATION SKILLS FOR OIL & GAS PROFESSIONALS

- Present and sell your technical presentation more effectively both internally and externally
- Plan and structure your meetings and presentations for maximum effect
- Capture your technical and non-technical audience by delivering your presentation with power and authority
- Handle questions, interruptions and objections with confidence

#### UNIQUE FEATURES of this training course:

- Detailed Course & Reference Manual for Continuous Learning and Sharing
- Practical Exercises and Video Playback to better understand and appreciate the concepts
- Limited class size to ensure One-to-One Interactivity
- Assessment at the end of the course to help you develop a Personal Action Plan

**Conduct this training course in-house and save more!**  
Call us at +65 67419927 or email [info@asiaedge.net](mailto:info@asiaedge.net)  
[www.petroedgeasia.net](http://www.petroedgeasia.net)

# TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR OIL & GAS ENGINEERS

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## ABOUT THIS COURSE

Technical Report Writing and Presentations Skills for Oil & Gas Professionals focuses on unique needs of technical professionals who write and present for both technical and non-technical readers. This 3-day separately book-able workshop will demonstrate on how technical professionals can use their technical knowledge and logical edge to write in a reader-friendly, grammatically accurate way reports and persuasively communicate for buy-in purposes.

Course registration begins at 8:30am on Day 1. The course will commence at 9am on both days. There will be breaks for mid-morning refreshments, lunch, and mid-afternoon refreshments. The course will end by 5pm on both days.

## Course Outline: Effective Technical Report Writing for Oil and Gas Professionals 20 – 21 March 2012

### Introduction

#### Characteristics of good writing

- Group discussion: what is good writing; why is it important

#### Self Analysis - You as a Writer

- Participants complete questionnaire about own writing ability
- Group discussion: common weaknesses

#### Reader and purpose

- Trainer: tips on becoming a critical reader
- Participants assess a piece of writing and write purpose statements

#### Getting your message across

#### Avoiding weak and wordy language

- Trainer: how to write simply and effectively using strong verbs instead of dull nouns
- Practice: rewriting poor sentences

#### Use and abuse of the passive

- Group discussion: when to use the passive and when not to
- Trainer: tips on the use of tenses in the passive
- Participants identify and rewrite passive sentences

#### Identifying jargon and redundancy

- Group discussion: what is jargon and when should it be used
- Participants give examples of jargon from own work
- Group discussion: repetitive language and how to avoid it

#### The Fog Factor

- Group discussion: what are big words
- Trainer: how to check the readability of your writing

### Paragraph Power

#### Essential features

- Trainer: presentation of the four characteristics of effective paragraphs
- Participants assess and rewrite poor paragraphs using linking clues

#### Topic sentences

- Group discussion: what are topic sentences
- Trainer: identifying topic sentences
- Practice: writing clear topic sentences for given paragraphs

#### Using linking words

- Trainer: the grammar of linking words
- Participants categorise linking words and writing a paragraph
- Trainer: identifying topic sentences
- Group discussion: common mistakes

#### Topic sentences

- Practice: writing clear topic sentences for given paragraphs
- Group discussion: what are topic sentences

### Processes

#### The grammar of describing a process

- Trainer: presentation of a typical process description
- Group discussion: analysing the use of tenses and the passive

#### Using sequencers to guide your reader

- Group discussion: ordering events in a process
- Trainer: using key words to guide the reader
- Practice: describing a complete process

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## Introduction to reports

### A strategy for writing reports

- Trainer: presentation of a report writing scenario
- Group discussion: stages in the report writing process
- Group discussion: a suggested strategy

### Report structure

- Participants complete the section names of a generic report
- Participants identify the key language for each section

### The key components of an Introduction

- Trainer: sub-sections found in the Introduction
- Group discussion: what is the terms of reference statement
- Practice: writing a terms of reference statement
- Practice: writing an Introduction

### Incident reports

#### Writing about procedures and findings

- Group discussion: analysing the language of real reports
- Trainer: using the passive in reports

### The grammar of incident reports

- Trainer: narrating past events
- Participants add verb forms to complete an incident report

### Describing change

- Trainer: using adjectives and adverbs to describe graphs
- Participants complete 'Cassette sales' a writing and speaking activity

### Recommendation or Feasibility Reports

#### Interpreting your data

- Group discussion: 'fact vs opinion'
- Trainer: avoiding jumping to conclusions

#### Three stages in writing conclusions

- Trainer: summarising key data; saying what the data shows; making forecasts
- Practice: writing three-stage conclusions

#### Writing recommendations

- Participants assess a set of recommendations
- Trainer: what to consider when recommending
- Practice: writing the conclusions

## Separately book-able session

### Course Outline: Technical Presentation Skills for Oil & Gas Professionals 19 March 2012

To provide participants with the language, techniques and confidence to give a presentation, handle questions and portray a professional image of the organisation.

#### Pre-course presentations

- Video recording of presentations

#### Elements of effective technical presentations

- Organising an effective presentation
- Considering the Audience and the Purpose
- Deciding what information to include
- Establishing your credibility
  - introducing yourself and your talk
- Using signposting language to guide the audience

#### Creating an impact in your technical presentation

- Improving your vocal delivery
- Using Body Language to talk to your audience
- Designing and using visual aids to support your presentation
- Making an effective ending
- Handling questions and questioners effectively

#### Post-course presentations

- Video recording of presentations
- Evaluating and giving feedback on the presentations
- Course review and evaluation

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## ABOUT YOUR TRAINER: STEVE HOLLOWAY



Steve managed the Business Skills Unit of the British Council programmes as well as overseeing all training-related matters from 1997. Steve considers himself a trainer first and specializes predominantly in high-level writing and technical report writing programmes.

In addition to conducting training in Technical Writing, Steve has also been the chief editor for two large writing projects. The first was the entire Start-Up Manual (including the Black Start Manual) for Nippon Oil's Helang Integrated Platform, which came online off Sarawak in 2004. Steve was involved in this year-long project from the beginning, including helping to decide on the overall style aspects of the manuals to the final preparation prior to submission to the client. The second was a four-month project rewriting the manuals for the Puteri Dulang FSO off Terengganu.

### Previous comments from past participants:

"Thank you for the course that gives us new ideas and techniques on how to write a report properly"  
**Nippon Oil Corporation**

"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**

### Steve has conducted programmes for all of the following organizations :

Petronas Carigali • Thang Long JOC • BP Chemicals • Malaysian-Thailand Joint Authority • Petronas Holdings • ExxonMobil • Murphy • Sarawak Shell • Petronas Carigali • MLNG • Talisman • SapuraCrest • Carigalihess and many others.

Refer to more testimonials on-line through our event gallery on [www.petroedgeasia.net](http://www.petroedgeasia.net)

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# REGISTRATION FORM

## DELEGATE REGISTRATION DETAILS

Technical Report Writing and Presentation Skills for Oil & Gas Professionals, Miri	Early Bird Price	Normal Price	Corporate Pricing for Shell Sarawak only SG\$ 1,450.00 (3 days) SG\$ 1,300.00 (2 days only)
Technical Report Writing & Presentation Skills For Oil and Gas Professionals (3 days) 19 – 21 March 2012	SGD 1,999	SG\$ 2,199	PetroEdge recognises the value of learning in teams. Group bookings at the same time from the same company receive the following: 3 or more at 5% off 5 or more at 7% off 8 or more at 10%  Group discounts are not applicable with other discounts or promotions including early bird offers.  { } Yes, I would like to organise this training on-site and save over 20% of total course fees! For further information about In-house training, please call +65 67478737 or email info@asiaedge.net
Effective Technical Report Writing For Oil and Gas Professionals (2 days) 20 – 21 March 2012	SGD 1,699	SGD 1,899	
Presentation Skills for Oil & Gas Professionals (1 day) 19 March 2012	SGD 999	SGD 1299	

**Delegate 1:** \_\_\_\_\_  
Mr  Mrs  Ms  Dr  Other

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

**Delegate 2:** \_\_\_\_\_  
Mr  Mrs  Ms  Dr  Other

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

**Head of Department:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Postcode: \_\_\_\_\_

Attention Invoice to: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**4 Easy Ways to Register**  
Online: [www.petroedgeasia.net](http://www.petroedgeasia.net)  
Email: [caroline@asiaedge.net](mailto:caroline@asiaedge.net)  
Phone: (65) 67419927  
Fax: (65) 67478737

Please note:

- indicate if you have already registered by Phone  Fax  Email  Web
- if you have not received an acknowledgement before the training course, please call us to confirm your booking.
- photocopy this form to register multiple delegates.

#### Payment Methods

**By Cheque/ Bank Draft: Make Payable to Asia Edge Pte. Ltd.**

**By Direct Transfer: Please quote AE1 with the remittance advise**

Account Name: Asia Edge Pte. Ltd.

Bank Number: 508 Account Number: 762903-0015 Swift Code: OCBCSGSG

All bank charges to be borne by payer. Please ensure that Asia Edge Pte Ltd receive the full invoiced amount.

**PAYMENT POLICY:** Payment is due in full at the time of registration. Full payment is mandatory for event attendance. I agree to Asia Edge Pte Ltd. payment terms

#### CANCELLATIONS & SUBSTITUTIONS:

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ASIA EDGE PTE LTD is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. ASIA EDGE PTE LTD shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labor strike, extreme weather or other emergency.

**PROGRAM CHANGE POLICY:** Please note that speakers and topics were confirmed at the time of publishing; however, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, ASIA EDGE PTE LTD reserves the right to alter or modify the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web page as soon as possible.

#### ASIA EDGE PTE. LTD.

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