

## REPORT WRITING

### A one day course

The object of the course. To further develop with client engineer's the practical skills that are required within the automotive engine test and development industry

#### Course contents:

- ?? The need for improvement in report writing
- ?? Purpose of Reports
  - o Awareness of readers needs
- ?? Responsibilities
- ?? Structure of Reports
  - o Title page
  - o Summary
  - o Contents
  - o Technical approach
  - o Consistency
  - o Conclusions
  - o Dangerous words
- ?? Proposals
  - o Execution
- ?? Meeting Notes
- ?? Style
- ?? Technical papers
  - o SI Units
  - o Terms/Abbreviations
  - o SAE grading principles

