

PICTORIAL DOCUMENTATION REPORT  
DEVELOPING TECHNICAL REPORT WRITTING  
FOR  
KYOCERA TELECOM EQUIPMENT (M) Sdn. Bhd.

Date : 10<sup>th</sup> & 11<sup>th</sup> May 2013  
By: Mr.Prabageran Thiagarayah  
Certified Trainer by PSMB – TTT 4757

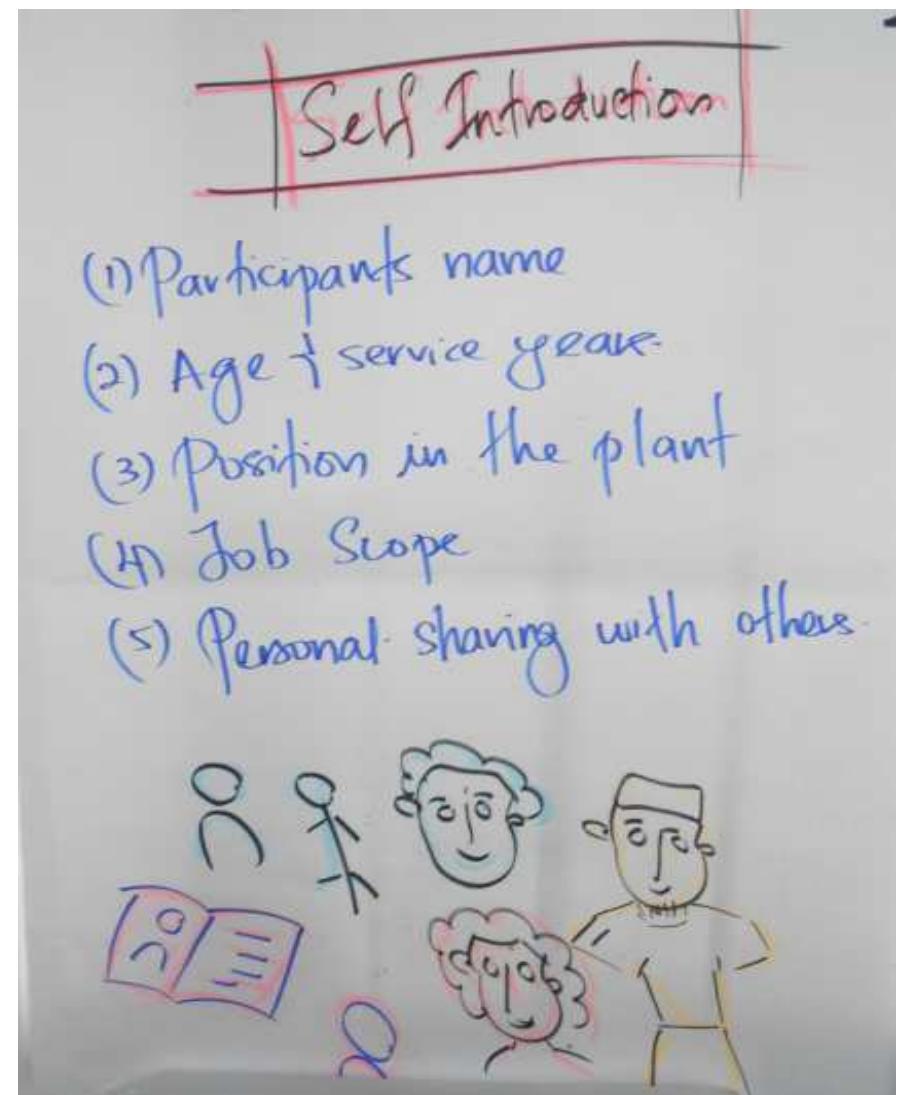
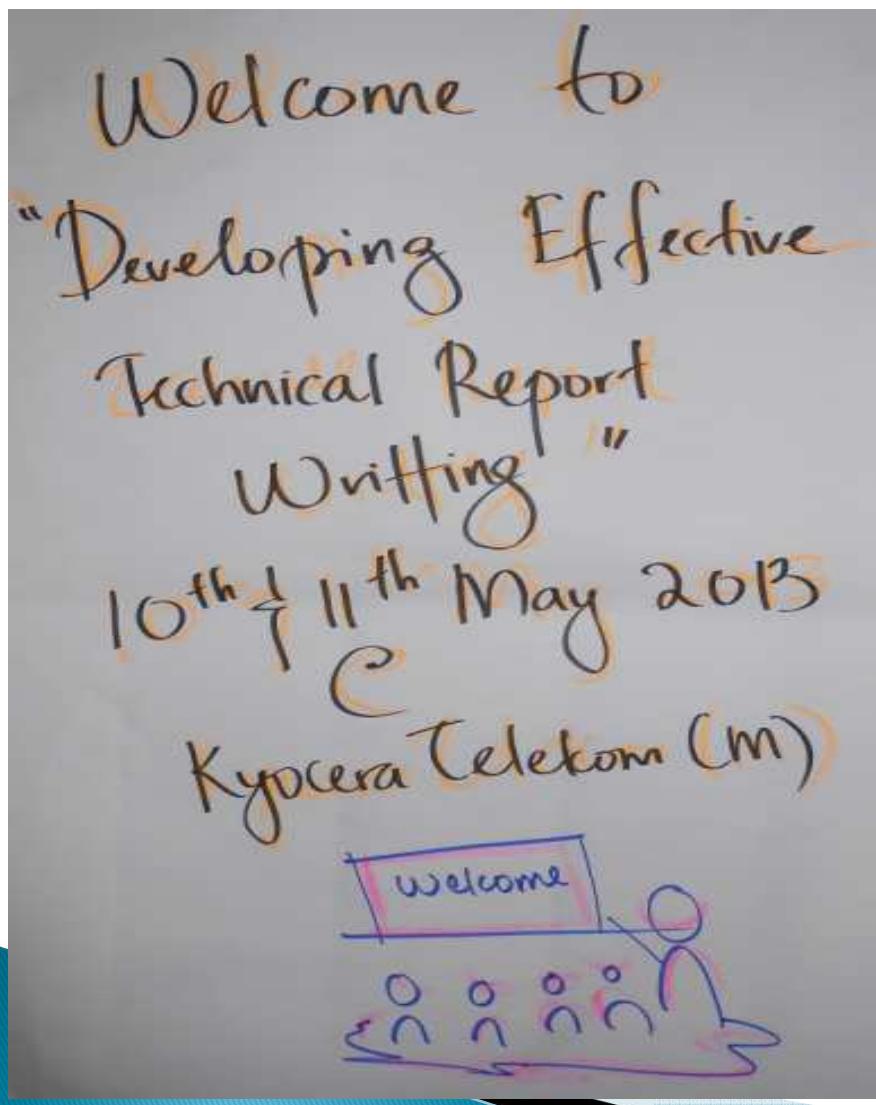




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## WELCOMING THE PARTICIPANTS WITH INTERACTIVE SELF INTRODUCTION ACTIVITY



## COLLECTED THE PARTICIPANTS EXPECTATIONS AND DECIDING ON THE GROUND RULES

### Participants Expectations

- (1) Skills of making good report
- (2) New way of report making
- (3) Mendalamkan pengetahuan dlm "Report Writing"
- (4) How to make easy to understand report
- (5) Want to know types of report
- (6) How to update report.
- (7) Learn and apply at work place.
- (8) To improve report writing.
- (9) Learn the technique and teach others.

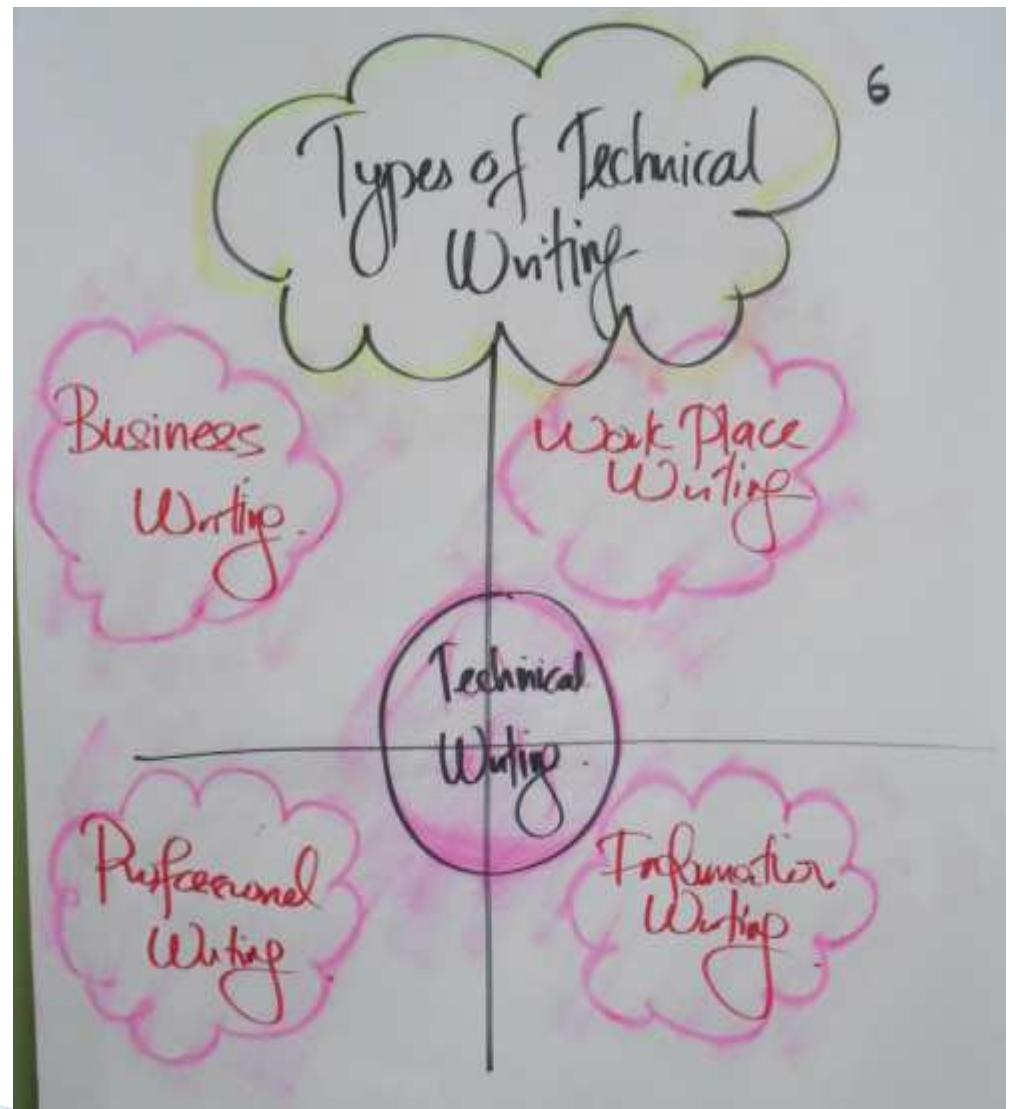
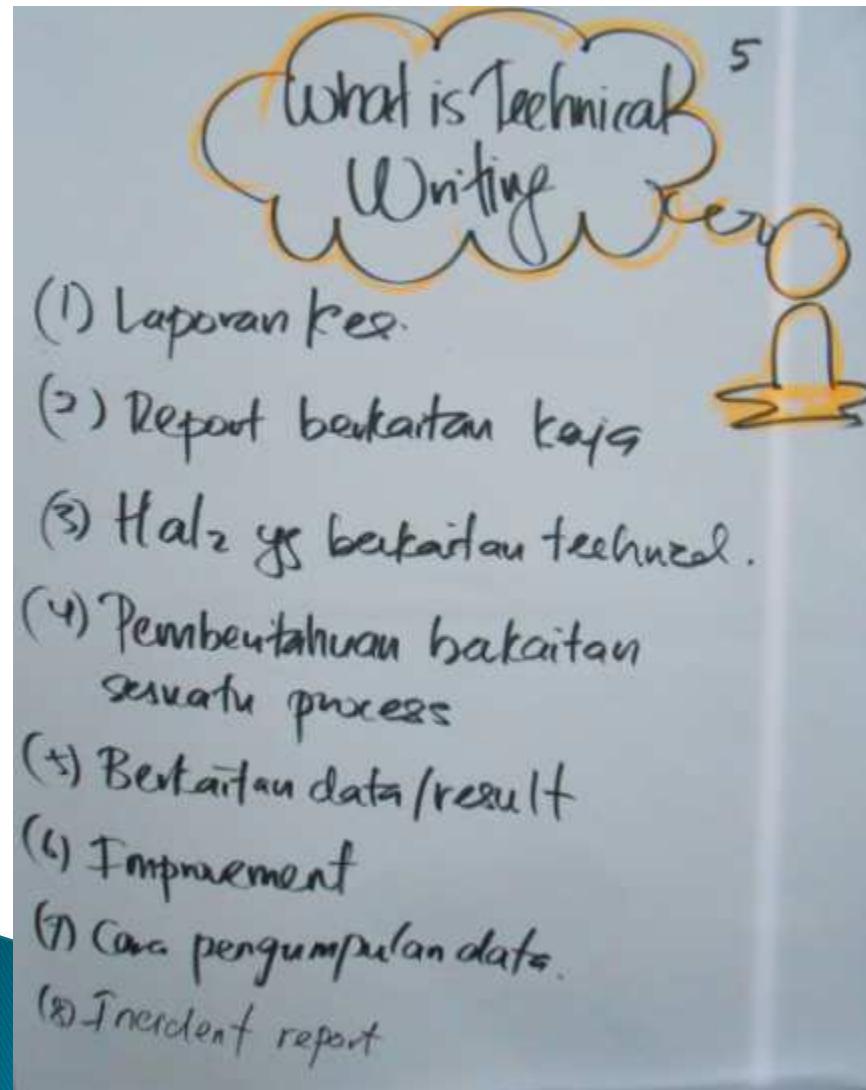
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### Ground Rules

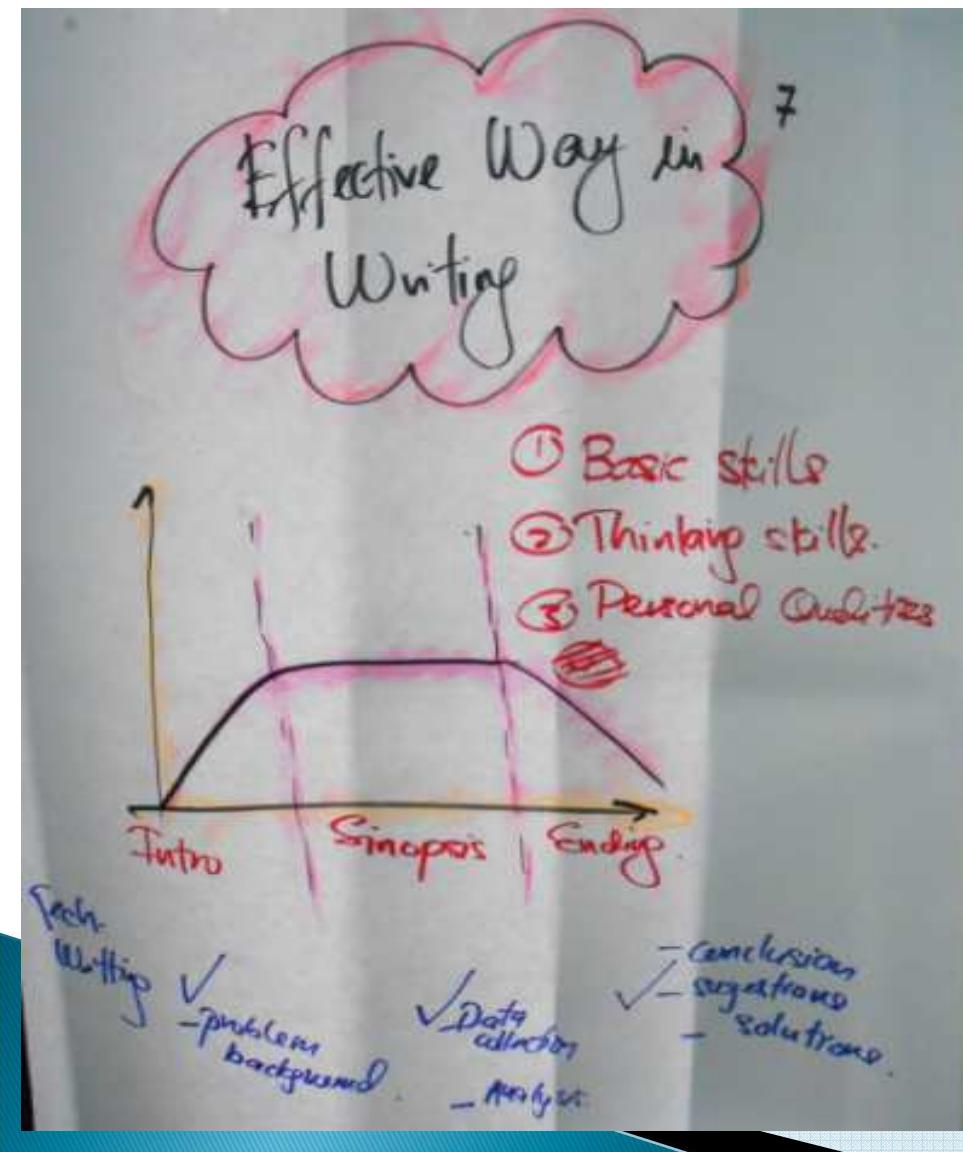
- (1) Breakfast : - 10.00am - 10.20am.
- (2) Friday Lunch : - 12pm - 2.30pm
- (3) Tea break : - 3.30pm - 3.50pm.
- (4) All HP silent mode.
- (5) Ans call outside
- (6) Be punctual. Late in "denda" Dance
- (7) Be open for discussion
- (8) Team work in your discussion.

4

## What is Technical writing - Feedback from participants

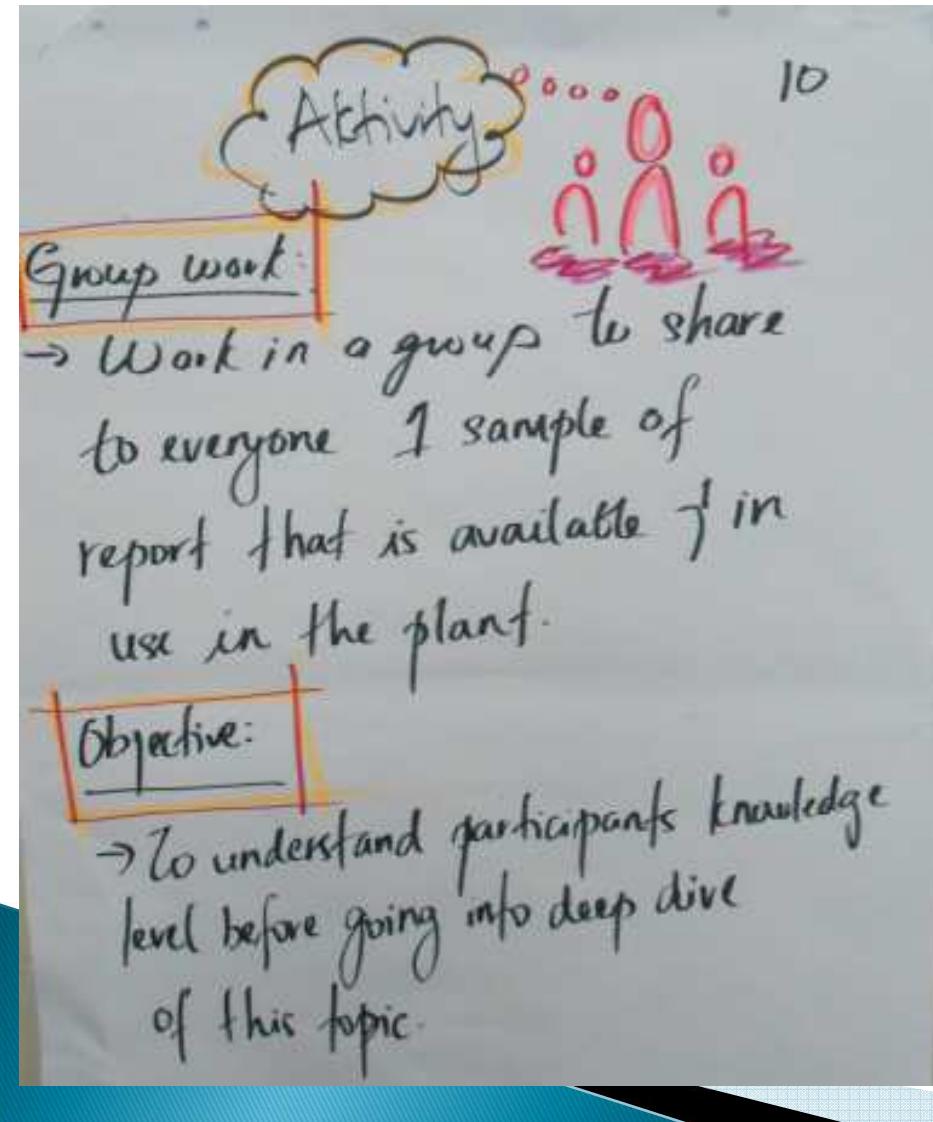


# The flow of writing

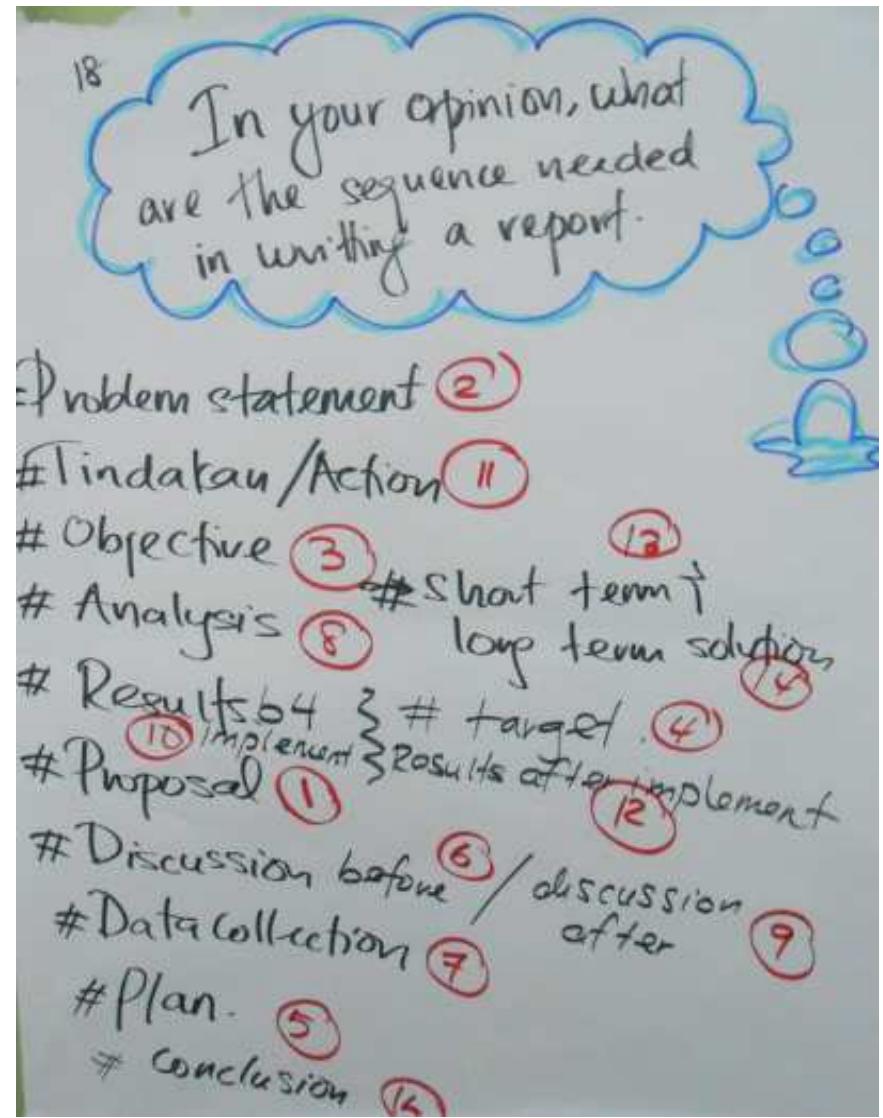
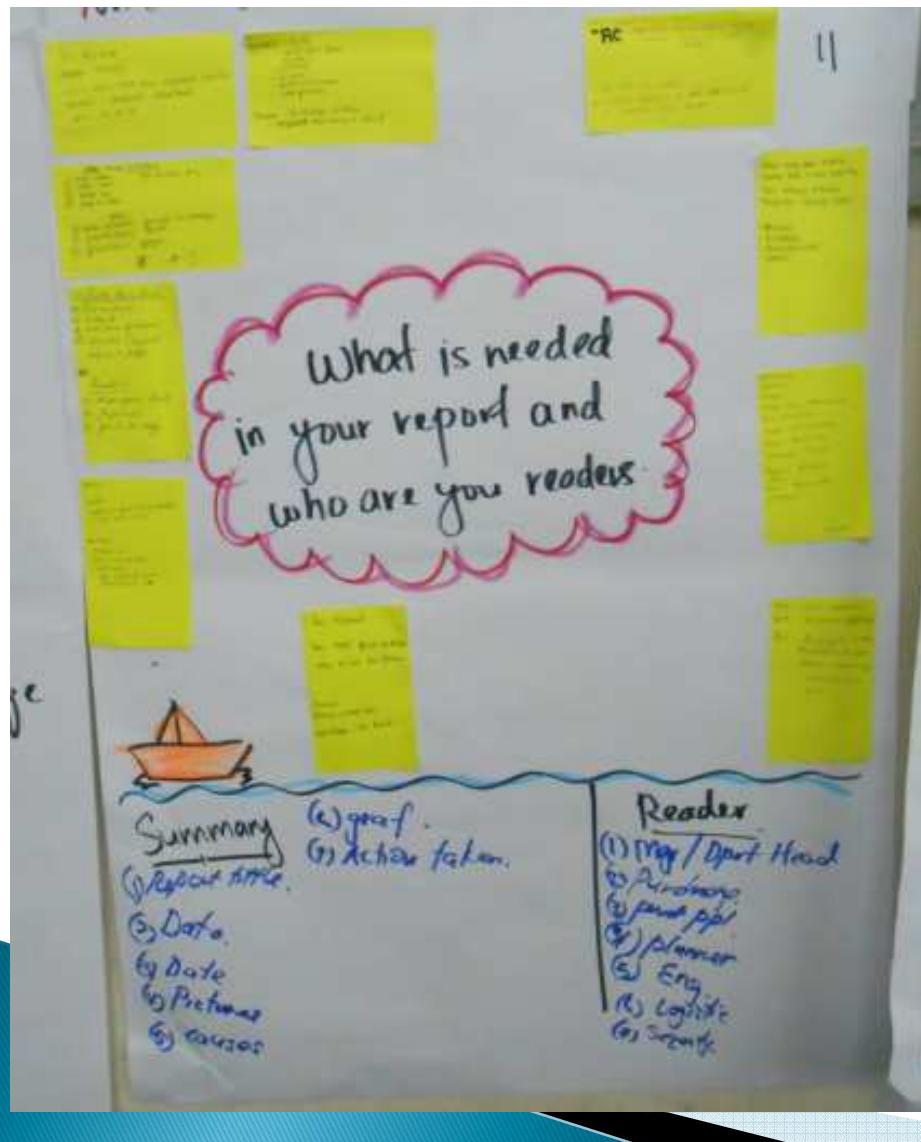


<u>Details</u>	
<u>Business Writing</u>	* Business proposal * Investment proposal
<u>Work Place Writing</u>	* WI * Report * Productivity report
<u>Professional Writing</u>	* Thesis
<u>Information Writing</u>	* Incident report * Management report

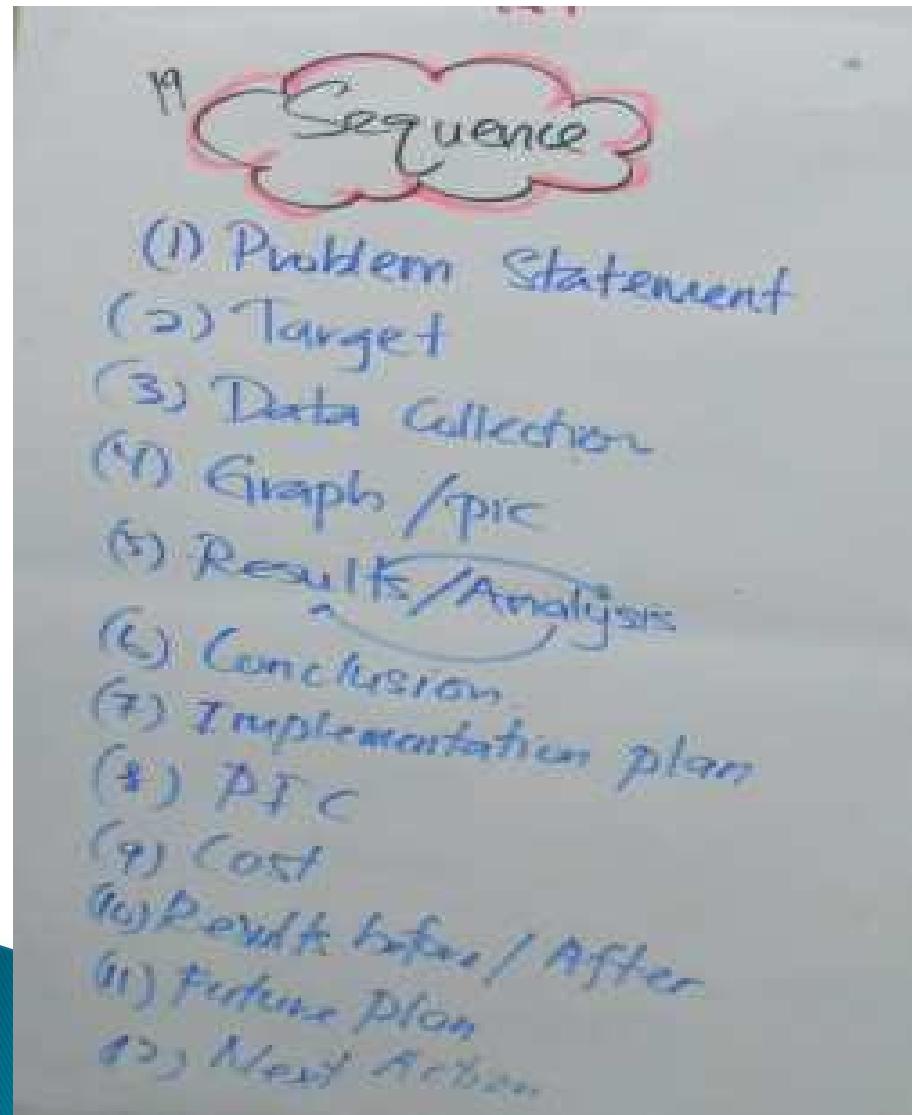
# Group activity



## Participants feedback on what is needed in a report, who are their readers and the sequences



# Propose sequences in mending a report



# Formulating the report

## Title Page

KYOCERA

Title:

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Rev. 0001 -

To:

|||||

## Summary

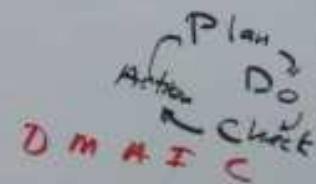
- Aim of the report
- This report presents.....
- This report is meant to analyze
- This report is to investigate
- This report is to highlight missing

## Acknowledgment

### Penghargaan

I would like to say thanks to.....

## Content List



## Introduction

- Background of the issue
- The aim of the report
- touch about your summary.

→ The part \_\_\_\_\_ part num. \_\_\_\_\_ was found missing... what? Product when?  
Why?  
How?  
Who detect/ found?

## Main body

- Data collection
- Analysis
- ↳ graphs
- ↳ pictures
- ↳ pie chart
- ↗ 7 basic QC tools
- ↗ SPC

## Conclusion

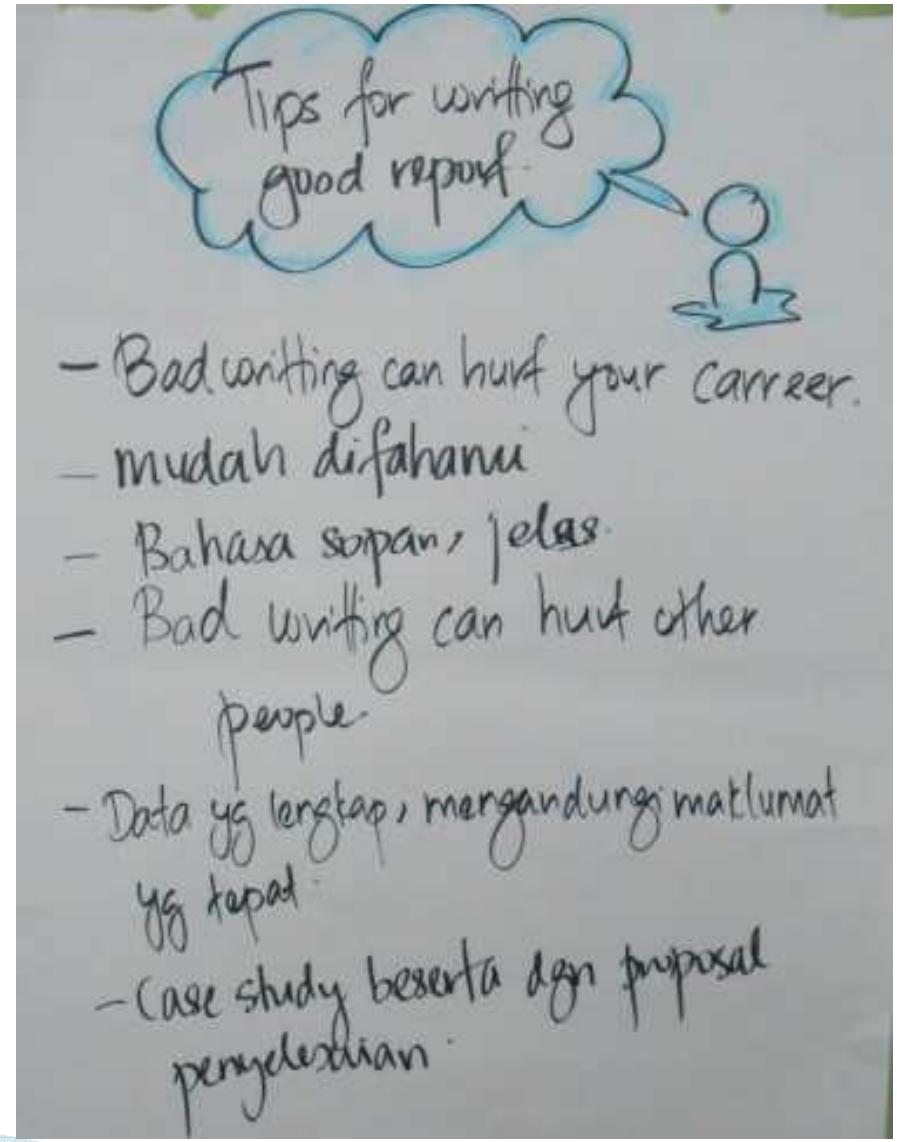
- In this report it was found that...
- Base on the finding, we found that
- It is recommended

## Recommendation

- Base on the analysis we would like to recommend

- (1)
- (2)
- (3)

# Tips in writing a report



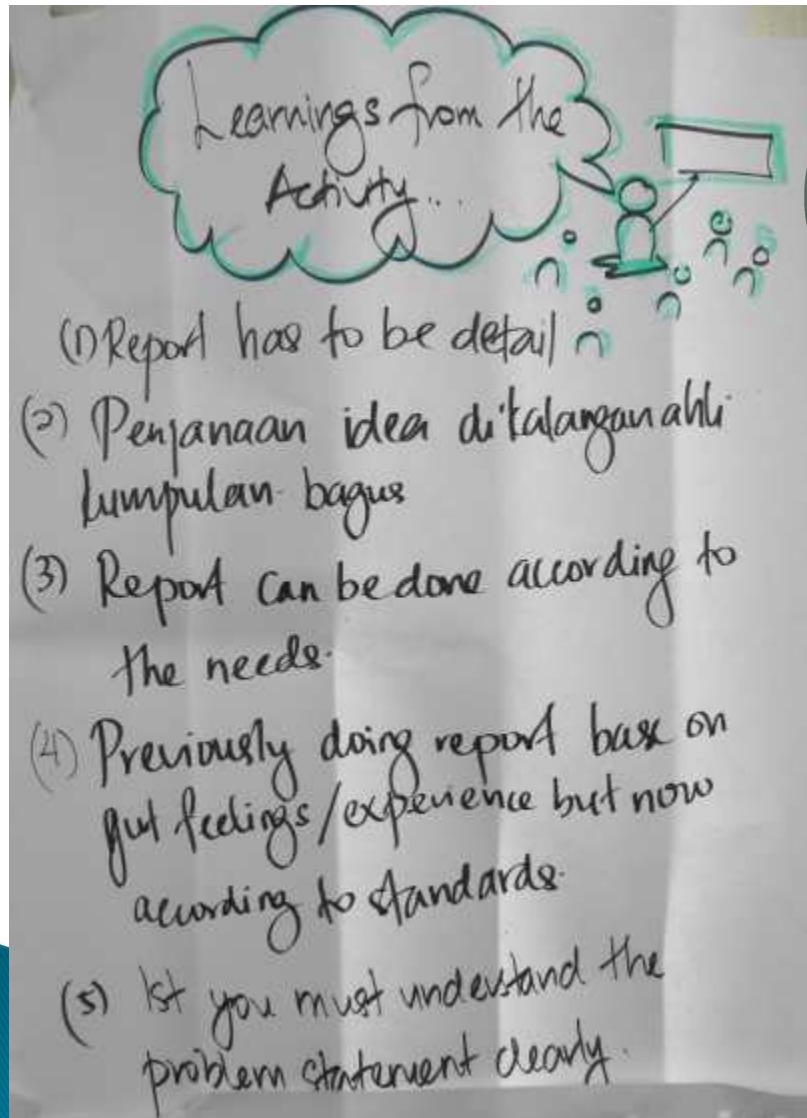
## Feedback of day 1

### Feedback Day 1

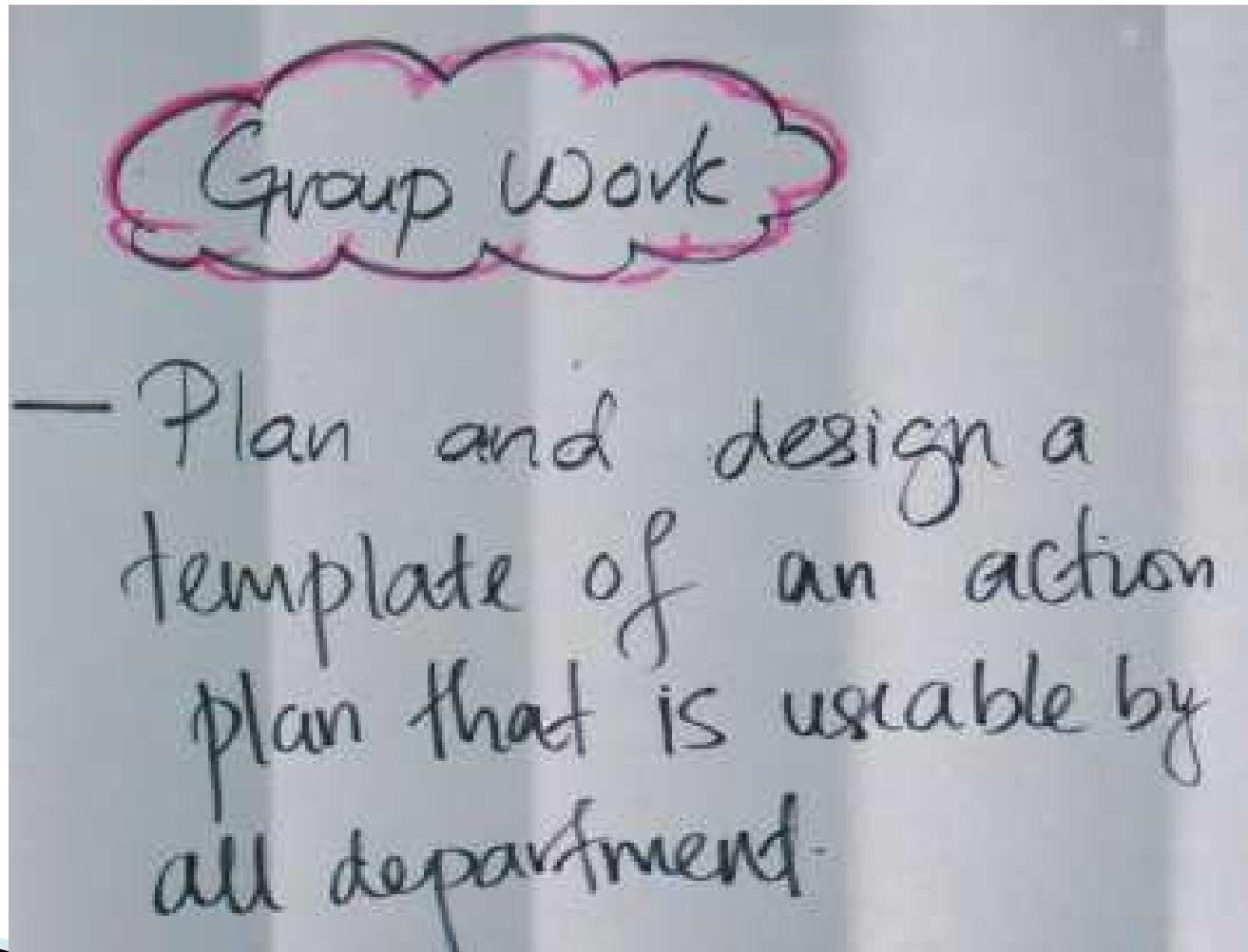
- 1 Learned the techniques and the right format
- 2 Able to differentiate the types of report available.
- 3 Experience exchange was beneficial to improve my work
- 4 Able to picture the actual report
- 5 Able to recall back old knowledge

- (6) Learned that technical report writing concept is applicable at all the places.
- (7) Learned that reports are practical and applicable at work place
- (8) Dapat gambaran jawaraan jurnal report diantara department lain
- (9) To have and understand the best method to make sure people read the report.
- (10) Able to know the importance of the report.

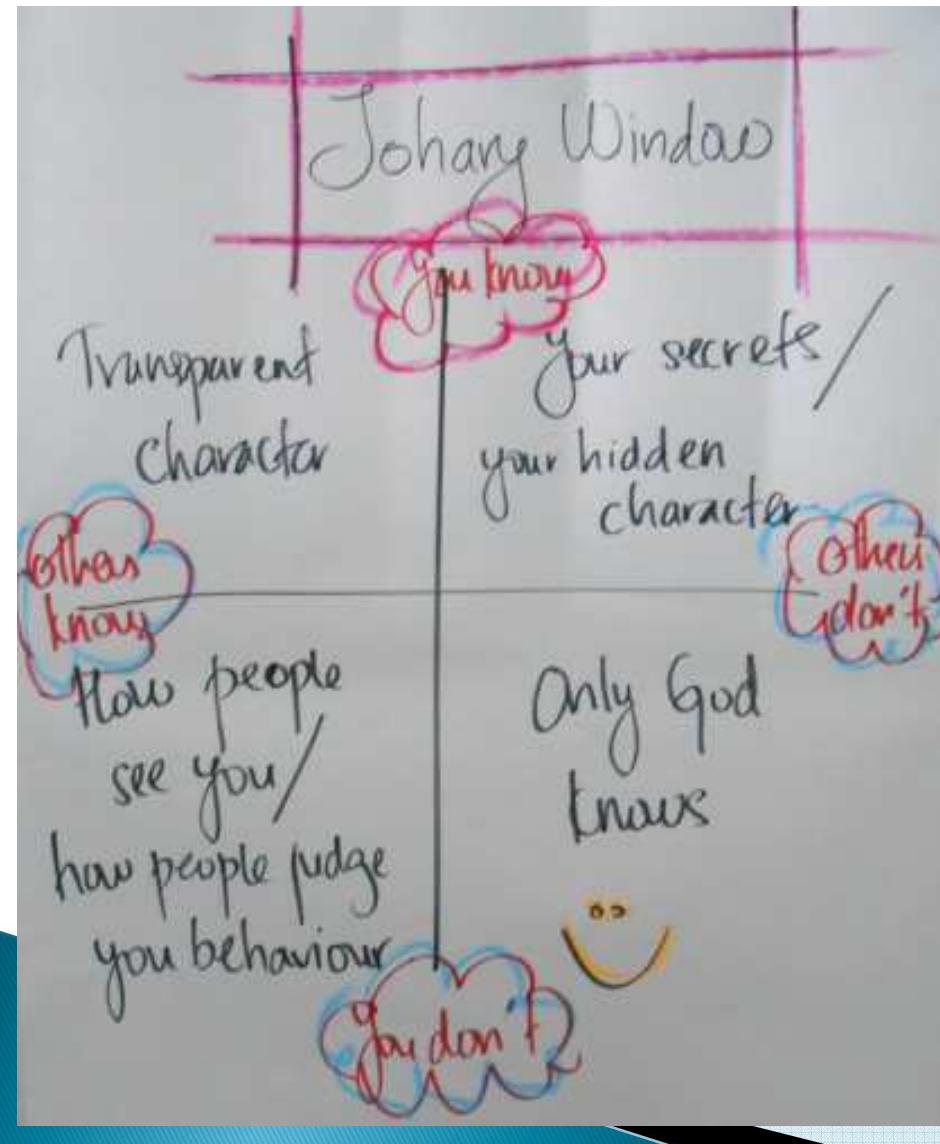
## Activity : creating a report and the learning's



## Activity : planning and designing a template



## activity : Joe Harry's window



## Feedback of day 2



- (1) Teamwork is very important
- (2) Able to design a template that is usable at all department.
- (3) Complete teaching aids with examples.
- (4) Clear explanation by trainer.
- (5) Trainer was giving extra knowledge to all.

- (6) Slides wording was small  
- Trainer didn't share / ask samples from one of the department
- (7) 1st day training was flat causing / sleepiness but day 2 was good as more activities was given.
- (8) Happy environment. Group work with different member was good.
- (9) To have more break.
- (10) Trainer was able & good in managing the class.  
Learn many new things that is applicable at work place.