



Continuing Engineering Education Centre,
UET, Lahore



PROGRAMME

25th October 2018
Thursday

Event	Time (Hours)
Registration	08:30 – 09:00
Recitation from The Holy Quran	09:00 – 09:05
Opening Remarks	09:05 – 09:15
An Introduction to Technical Writing	09:15 – 09:30
Writing Paragraphs	09:30 – 10:15
Tea Break	10:15 – 10:40
Writing Effective Emails	10:40 – 12:20
Lunch and Prayer Break	12:20 – 13:30
Writing Letters	13:30 – 14:30
Tea Break	14:30 – 14:50
Format of a Technical Report	14:50 – 15:30
Award of Certificates	15:30 – 15:45
Closing Remarks	15:45 – 16:00

University of Engineering and Technology,
Lahore, Pakistan.

Continuing Professional Development
(CPD)

A Workshop on

Technical Writing for Engineers

(One CPD Credit Point)



At
Seminar Hall No: 1
Auditorium, UET Lahore

Resource person

Ms. Mehvish Riaz

Assistant Professor, UET Lahore, Pakistan

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BACKGROUND AND LEARNING OUTCOMES

All researchers including scientists and engineers require continuous up-gradation of knowledge and skills to enhance working capability and competency. University of Engineering and Technology Lahore organizes Continuing Professional Development workshops for the young and passionate community of engineering professionals or researchers. A series of workshops and seminars, in addition to many other academic and professional activities, are being offered by UET throughout the academic year.

Being adept at technical writing is essentially important for engineers, in order for them to translate their technical knowledge into reality, improve personal and industrial efficiency and productivity and build trust of clients or partner organizations. In this regard, ensuring clarity, precision, structure and accuracy while preparing technical documents is of paramount importance; and to develop these technical writing skills, practice is a pre-requisite. The proposed workshop will therefore, help through proper intervention, discussion and practice.

The purpose of this workshop is to teach the participants to adapt their writing to different audiences and purposes. It will help the participants develop strategies for making the topics clear to the readers. Moreover, they will learn to write in a clear and concise style, to present information logically and to design documents in which format contributes to clarity and efficiency.

The writing skills acquired through this workshop will further be useful while writing abstracts, journal articles, manuals or memorandums.

OBJECTIVES

The overarching learning objectives of this workshop are:

- To make the participants consider appropriate format, style and audience while writing.
- To enable the participants to write effective emails, letters and paragraphs.
- To make the participants understand the format and intricacies of technical reports.

SPECIAL FEATURE

- ❖ A certificate of one CPD point will be awarded to the participants.

REGISTRATION PROCESS

Application Form dully filled along with required documents and Fee in the form of Pay Order/ Bank Draft in favor of “PEB Coordinator” or payment through bank deposit slip or online payment to Habib Bank Limited, UET Branch, **A/C No. 01287902267903**. **Fee can also be paid in cash on spot at the registration desk.**

For more information, Contact:

Continuing Engineering Education Center

Stadium Road, UET Lahore

Email: directorceec@uet.edu.pk

Phone: 042-99250221, 042-99029497

The related information can also be found on the website

<http://www.ceec.uet.edu.pk/>

COURSE FEE

Rs. 3000/- (For professionals/Industrialists)

Rs. 1500/- (For Faculty Members)

Rs. 1000/- (For Students)

WHO SHOULD ATTEND

All scientists, engineers and engineering students and teachers who are interested in honing their technical writing skills are encouraged to attend.

PROFILE OF RESOURCE PERSONS

Ms. Mehvish Riaz works as an Assistant Professor at the University of Engineering and Technology, Lahore and teaches Technical Writing and Presentation Skills. She is Fulbright alumna of New York University, New York. Besides attending various courses and workshops on interpersonal skills, technical writing and language teaching conducted at New York University, Columbia University and the University of Maryland, she has received certification in conducting trainings and workshops from the Higher Education Commission, Pakistan and Asian Institute of Technology, Thailand.