

# REGISTRATION FORM

## Professional Technical Report Writing Skills

Monday - Tuesday \* May 11 - 12, 2026 \* FMM Institute Malacca

**FMM Institute Malacca (475427-W)**  
D3-4, Plaza Jayamuda,  
Jalan Pelanduk Putih, 75300 Melaka  
**TIN Number : C10626805080**  
**SST Number : W10-1901-32000105**

Please register the following participant(s) for the above programme:

1 Name \_\_\_\_\_ Designation \_\_\_\_\_

Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

2 Name \_\_\_\_\_ Designation \_\_\_\_\_

Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

*(If space is insufficient please attach separate list)*

Please Tick (✓) if your company

will be claiming under SBL-Khas Scheme

will not be claiming under SBL-Khas Scheme

vegetarian \_\_\_\_\_ pax

Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the

**“FMM Institute”**

Submitted by

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

FMM Membership No. \_\_\_\_\_ PSMB MyCodeID No. \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

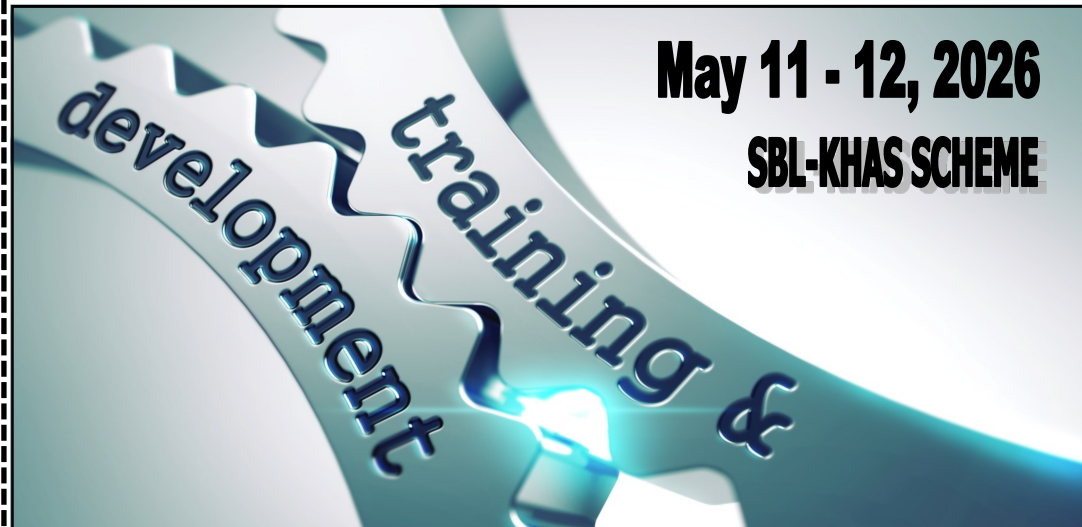
E-mail Address \_\_\_\_\_



# Professional Technical Report Writing Skills

**May 11 - 12, 2026**

**SBL-KHAS SCHEME**



**FMM Institute Malacca Branch**

*Centre for Professional Development*

An effective technical report captures and provides the right level of information on findings precisely and rationally. By using examples from actual reports and undertaking proven learning exercises, participants will understand key elements of a good report. They will learn how to produce clear, unambiguous and concise reports that will increase the value and professionalism of their reports.

## Contents

- Report Writing Strategy
- Ideal Structure Of A Technical Report
- Persuasive Readers
  - Direct Approach
  - Indirect Approach
- Collecting And Organising Contents
- Mind Maps
- Styling And Presentation
  - Headings
  - Tables, Graphs, Bullet Points, Margins
  - Fonts, Font Sizes, Effects Paginations, Line Spacing

### Objectives

At the end of the programme, participants will be able to:-

- Structure the report systematically using an efficient and established logical layout
- Use powerful tools to significantly increase your creativity while putting your content together to prepare a report
- Present the report with appropriate styles to achieve maximum impact
- Write a condensed and effective summary that highlights the importance of your report and encourages further reading

### Trainer

**MR VIGNESWARAN APPLASAMY** has been involved in lecturing, research, management, sales and training for more than 14 years in the field of electrical engineering, manufacturing sector, higher education, sales and marketing. He is a certified HRDF trainer. In addition, he has been accredited by Harisson Assessment in Employee Development, completed Emotional Energy Management Trainer Course and attended Gamification and behavioural Design workshop by Yu Kai Chou.

He has used his industrial and training expertise to develop soft skills programmes with a 20/80 approach; 20% lecture, 80% practical accompanied by a training manual individually customized for each programme. Research shows that the best way to learn is by example. All session contain specific examples that show exactly how recommended guidelines can be implemented in practice.

### Who Should Attend

Technical Managers, Executives Engineers and Technical Personnel

### Administrative Details

**Date** : May 11 - 12,2026 (Mon-Tues)

**Time** : 9.00am - 5.00pm

**Venue** : FMM Institute Malacca Branch  
D3-4 Plaza Jayamuda  
Jalan Pelanduk Putih  
75300 Melaka

**Fees (Inclusive of 8% SST) :**

FMM Members **RM864** per participant

Others **RM972** per participant

*(Fees include course materials, lunch and refreshments)*

Registration forms must be completed and returned to FMM Institute Malacca Branch by **May 4, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. CANCELLATION MUST BE IN WRITIN TO FMM INSTITUTE MALACCA BRANCH. Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

*For enquiries, please contact:*

Ms Chloe Leong / Ms Yvonne Gan

**FMM Institute Malacca Branch**

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**SBL-KHAS SCHEME**