



Ausimm
Courses

4

PRINCIPLES OF EFFECTIVE MINING REPORT WRITING

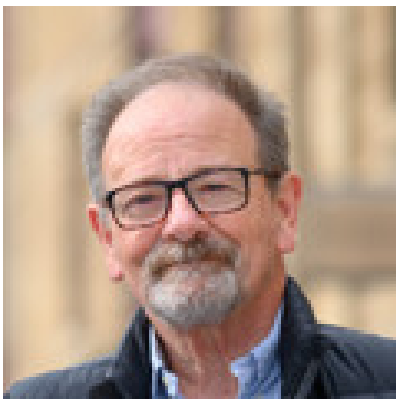
This resource is based on material from the
Report Writing for Mining Associate Certificate
[Learn more at www.ausimm.com/report-writing](http://www.ausimm.com/report-writing)

ASSOCIATE CERTIFICATE IN REPORT WRITING FOR MINING

Ensure your team can deliver clear, accurate and persuasive mining reports, so you are best placed to make informed business decisions, secure approvals, funding and stakeholder buy-in.

- Make your report-writing clear and persuasive
- Understand report-writing within a mining context
- Enjoy flexible learning with live virtual classrooms and recordings
- Gain industry insights from a global cohort
- Gain up to 20 PD hours and a digital credential

Delivered by the mining report writing experts



Tim McAuley, Associate, AMC Consultants,
Head facilitator of Report Writing for Mining

Tim McAuley is an engineering writer with over 25 years experience, who specialises in the production of technical reports for large mining studies.

**THE ASSOCIATE CERTIFICATE IN
REPORT WRITING FOR MINING**

[LEARN MORE](#)

FOUR PRINCIPLES OF EFFECTIVE WRITING



1 Observe the company style

- Follow the style guide.
- Use approved templates.
- Do not modify template styles.
- Do not introduce non-standard colours or fonts.

This example adheres to the fonts, colours and hierarchy as dictated by the style guide.



Figure (1)

FOUR PRINCIPLES OF EFFECTIVE WRITING



2 Follow the guidelines for clear writing

- Have a clear purpose and objective.
- Know your audience and understand their needs.
- Follow a logical order.
- One idea per sentence.
- One theme per paragraph.
- Keep sentences short.
- Use simple tenses.
- Use formats consistently.
- Check your work carefully.

“The purpose of the chapter is to identify the mining requirements to support the production of gold...”



7 Mining

7.1 Summary

PTSM engaged AMC Consultants Pty Ltd (AMC) to complete mining components of the Definitive Feasibility Study Update 2022 for the Sihayo Gold Project (DFSU 2022). The mining chapter addresses the open pit geotechnical engineering, hydrology and hydrogeology, and mining engineering aspects of the DFSU 2022.

The purpose of the chapter is to identify and detail the mining requirements to support the production of gold at the Sihayo Gold Project, inclusive of an assessment of the value and risk profile specific to the project characteristics and operating conditions.

The hydrology and hydrogeology, and mining engineering components have been considered, with a supportive body of knowledge, to an accuracy of $\pm 15\%$. This is consistent with industry accepted standards for the minimum requirements to conduct a definitive feasibility study as defined by the Australian Institute of Mining and Metallurgy (AustralIMM 1996).

Purpose clearly stated

Figure (2)

FOUR PRINCIPLES OF EFFECTIVE WRITING



3

Don't challenge or distract the reader with

- **Obscure words**,
e.g. complaisant, obdurate, proscribed, turgid, etc.
- **Incorrect word use**,
e.g. historic vs historical, license vs licence, continual vs continuous, etc.
- **Spelling errors**,
e.g. the preferred spellings for focused, instal, fulfilment, judgement, truly, etc.

Figure (3)

Important notices

AMENDMENTS

This publication has been prepared by AEMO using information available at the date of publication. Information made available after this date may have been included in this publication where practical. This document or the information in it may be subsequently updated or amended.

DISCLAIMER

This document does not constitute legal or business advice and should not be relied on as a substitute for obtaining detailed advice about National Electricity Law, National Electricity Rules, or any other applicable laws, procedures or policies. AEMO has made every effort to ensure the quality of the information in this document but cannot guarantee its accuracy or completeness.

Accordingly, to the maximum extent permitted by law, AEMO and its officers, employees and consultants involved in the preparation of this document:

- make no representation or warranty, express or implied, as to the currency, accuracy, reliability or completeness of the information in this document; and
- are not liable (whether by reason of negligence or otherwise) for any statements or representations in this document, or any omissions from it, or for any use or reliance on the information in it.

Preface

Short clear sentences.
Avoids jargon.
Words are spelt correctly.

FOUR PRINCIPLES OF EFFECTIVE WRITING



3

Don't challenge or distract the reader with

- **Latin and foreign phrases unless part of your jargon,**
- e.g. inter alia, per se, a priori, de jure, etc.
- **Idioms, euphemisms and colloquialisms,**
- e.g. stay in touch, inside out, call it a day, teething problems, etc.

**No foreign phrases
or colloquialisms.**

Figure (4)



Ngualla Project
BFS Update Report
Section 14 – Sustainability

14.3.5 Adoption of good international industry practice

In addition to complying with the requirements of applicable national and international legislation, Peak has proactively adopted aspects of Good International Industry Practice (GIIP) that are applicable to the planning, design and implementation of the Ngualla Project.

Peak intends to adhere to international standards, where applicable and practical, most notably the Equator Principles (2020, EP4) and the IFC Performance Standards on Environmental and Social Sustainability (2012), which are discussed in greater detail under Section 11.3.3. To this end, technical studies undertaken during the feasibility study are being reviewed to determine their compliance with the requirements of the Performance Standards and to identify any gaps which exist and need to be addressed. This gap analysis will inform the design of, and priorities for, Peak's sustainability management initiatives as the project progresses and matures.

The consideration of GIIP will also enable Peak to identify and manage aspects of sustainability risk that are not currently covered by evolving national legislation. As an example, where no national standards currently exist in the Tanzanian legislation, relevant standards for environmental compliance have been referenced, notably from organisations such as:

- World Health Organisation (WHO)
- United States Environmental Protection Agency
- Australian and New Zealand Environment and Conservation Council
- Agriculture and Resource Management Council of Australia and New Zealand.

FOUR PRINCIPLES OF EFFECTIVE WRITING



4

Avoid ambiguity and misreading

- One word, one meaning.
- Use jargon carefully.
- Use “since”, “while” and “as” carefully.
- Use modal verbs (might, could, would, etc.) precisely.
- Don’t omit essential words.
- Use commas correctly.
- End introductory phrases with a comma.
- Make sure the object of a pronoun is clear.
- Define all acronyms.
- Don’t use “and/or”.

Figure (5)

Define acronyms
and abbreviations

Preliminary Economic Assessment

Project Sweetwater

November 2023



Preliminary Economic Assessment
Project Sweetwater

Abbreviation	Term
-b	billion (suffix)
Ba	barium
bbl	barrel
Be	beryllium
BFD	block flow diagram
bgl	below ground level
BOE	basis of estimate
C\$	Canadian dollar
Ca	calcium
CaCl ₂	calcium chloride
CAL	caustic soda (high pH) pre-leach
Capex	capital expenditure
CCUS	carbon capture, utilization, and storage
Cd	cadmium
CIM	Canadian Institute of Mining

UPSKILL YOUR WORKFORCE WITH AUSIMM COURSES



World-class
faculty



Made by industry,
for industry



Flexible
learning



Earn digital
credentials



Gain PD
hours



Peer-to-peer
learning

**AusIMM Courses Alumni includes professionals
from more than 40 countries**



Fortescue™

ROY HILL

BHP



RioTinto



NEWCREST
MINING LIMITED

Barrminco

ENQUIRE NOW ABOUT GROUP BOOKINGS

AusIMM specialists can assist you in identifying the
right training for your staff

FIND OUT MORE

WORLD-CLASS INDUSTRY EXPERTS

AUSIMM FACULTY



Organisations that enrol in AusIMM Courses enjoy:

**Employees upskill
around their existing
work commitments**

**Significant discounts
on group bookings
(up to 25% off!)**

**A highly-skilled
workforce across
industry best practice**

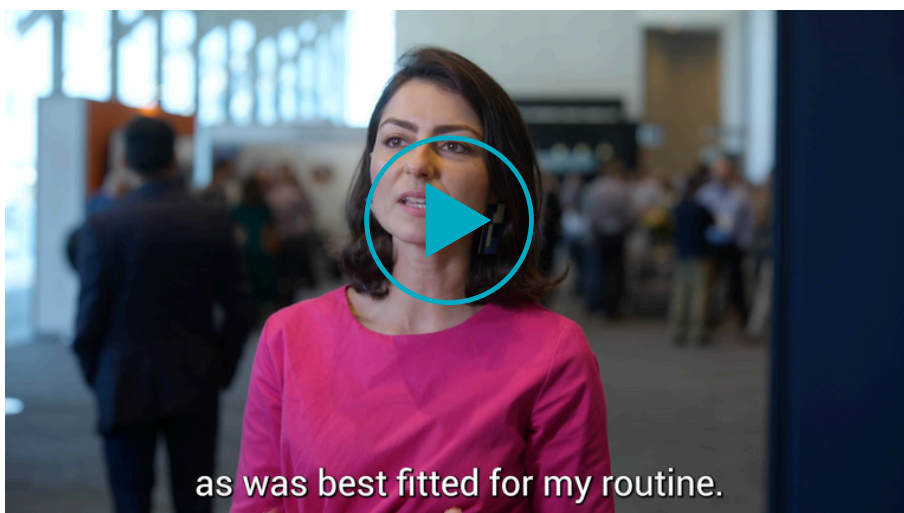
ENQUIRE NOW ABOUT GROUP BOOKINGS

AusIMM specialists can assist you in identifying the
right training for your staff

FIND OUT MORE

HEAR FROM PAST PARTICIPANTS

AUSIMM COURSES



VIEW ONLINE COURSES



ACKNOWLEDGEMENTS

Figure (1) - Alford Mining Systems

Figure (2) - PT Sorikmas Mining

Figure (3) - Australian Energy Market Operator

Figure (4) - Peak Rare Earths Limited

Figure (5) - Project Sweetwater PEA

THE ASSOCIATE CERTIFICATE IN REPORT WRITING FOR MINING

Ensure your team can deliver clear, accurate and persuasive mining reports, so you are best placed to make informed business decisions, secure approvals, funding and stakeholder buy-in.

[LEARN MORE](#)

