

[Sasha]

Good design using DTP

The purpose of this report is to review and assess the “Good Design using DTP” course to evaluate if it is a financially viable option to include as a part of the company’s onboarding of new employees. The report will cover the general arrangements, the scope of the course, and a final recommendation.

General arrangements

The course took place at The Training Centre in Regent Street, London, on May 29-30. The facilities were comfortable considering/taking into consideration with consideration to the current Covid-19 restrictions. The venue was/premises were [place was] regularly cleaned and disinfected. Masks and hand sanitiser were available throughout the centre. However, because of the restrictions, the canteen was closed and a basic lunch and refreshments were provided.

The computer room was of a decent size, yet it could only fit four participants due to the social distancing measures. The level of the attendees was not very homogenous, which affected the group dynamic and caused a problem with the timing.

My brother, who is 23, lives in London

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Course content

The two-day programme covered a wide range of DTP functions and features, including:

- Software
- Layout and balance
- Text tools
- Graphic tools
- Printing and sharing

While the course was informative, it was not very practical, and the participants were not given enough opportunity to apply what they had learnt.

The tutor was Will Render, who is considered a renowned expert and very knowledgeable about DTP. Yet, the format chosen for the course was more of a lecture, rather than a workshop, which would not necessarily suit all types of learners.

Recommendation

The course was well-presented and informative, with decent facilities available. All participants completed the course with a sound knowledge of DTP, which could be applied in their position at the company. However, due to the ongoing COVID-19 restrictions, much of the centre is closed and therefore the holistic benefits of the course were not felt.

With such uncertain times ahead, it is the recommendation that the company continues to look for alternative solutions that consider online training and application of DTP.

[Natasha]

Good Design using DTP course

This report sets out to evaluate and provide information about the Good Design using DTP course, held attended by me in on January 13-14.

General arrangements

The two-day course took place at The Training Centre in Regent Street, London. Our homogenous group, which was homogenous in terms of level, consisted of seven beginners with some experience, but no training in DTP. The computing room was spacious, well-equipped and comfortable. Each of us had [an] access to a dedicated computer terminal for the course duration.

Refreshments were in good supply during the day and one could note that considerable trouble was taken with the lunches (vegetarians were well catered for).

Timings were consistently according to the schedule punctual, we started at 9am sharp and finished at 6 pm with no delay.

Course content

The intensive programme covered the following topics:

- software
- typography
- layout
- graphics
- proofing

We were asked to do practical exercises on each of the aforementioned topics and received a copy of our completed work on disk. In addition, comprehensive notes for reference were provided at the end of course.

One should especially mention Worthy of note is the fact that/It's also worth mentioning

the tutor, who is a well-known expert in the field of DTP, [and] delivers courses teaches regularly at the Centre. His approach was highly accommodating, and skillfully tailored to suit the group, as well as individual requirements.

Conclusion

This course was both useful and enjoyable, it gave me the necessary information and skills, which will enable me to use DTP to full effect in the future projects of our company. The excellent facilities and the central location of The Training Centre added value to the course. I would definitely recommend this course to anyone without a design background, wanting to gain / in need of a sound grasp [to gain] a sound grasp of the mechanics of DTP.

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A report

The purpose of this report is to provide an overall review of the two-day course on desktop publishing system, which took place in Regent Street in London.

Venue

The course was hosted at the Training Centre which is easily accessible by both public and individual transport. It was held in a well-lit and thoroughly equipped classroom which was spacious enough to seat all 25 course participants at a time, with all the places seats providing an excellent view of the board.

Arrangements

The course itself and breaks were thoroughly elaborated organized. The organizers duly provided learners with lunch and drinks. (supplied duly).

Tutor

The tutor was Will Render, a highly qualified professional. He delivered explicit informative presentations and left no questions unanswered. His explanations were succinct but exhaustive and to the point. During practical sessions, he continuously facilitated the students' work ensuring their steady progress.

Teaching Approaches

The participants of the course came from diverse backgrounds. Some of them had never seen any desktop publishing systems before, whereas others had already tried their hand at it. However, the course was designed to suit them all and provide them all with a sense of achievement.

Programme

The programme of the course comprised 16 hours of a vast hands-on experience alternated with short theoretical sessions. It covered a range of different DTP features such as font size and style, layout and balance performed on-screen, graphics and logo, proofing and printing. Within two days, participants created a finished product which they had chosen in advance, e.g. a brochure, leaflet or report.

Evaluation and recommendation

The course was both comprehensive and highly satisfying in terms of the results. Some participants stated that it surpassed their expectations. The course can be recommended **to attend for enrollment** for/doing those who need help to master DTP and want to start using it as soon as possible.

[Dina]

Report

Last week (**there was held**) a **Good Design using DTP training session** took place. The purpose of this report is to present **the (no article)** general information **on covering** the event as well as to **access** the value **evaluate/illustrate the value** of the course and give recommendations.

General overview

The training was conducted at the Training Centre, Regent Street, London, on May 25-26. The course was well-organized. The computer class was well-equipped and each participant had an individual PC to practice the tasks during the course. Ten participants, all adults, who took part in the training, were familiar with DTP, but were not confident users of the software. The lessons lasted from 9am till 2pm with four fifteen-minute breaks. The refreshments were provided by the holder of the event. The atmosphere was comfortable and friendly.

The programme content

The course included several steps and covered such topics as:

- Design considerations with DTP (software to use)
- Typography and fonts (font size and style)
- Layout and balance (designing on-screen)
- Graphics and logos
- Colour considerations
- Proofing and printing (colour proofs and film output)
- Practical exercises (hands-on experience)

First, the participants listened to some theory on all the items and then were given diverse practical tasks. Therefore, all obtained theoretical knowledge could be **put into practice and turned into a skill/used as a skill practiced and skilled**. At the end of the training, they were able to design ads, brochures, leaflets and reports.

The training was conducted by a highly-qualified and experienced teacher, Will Render, whose knowledge of the subject was unquestionable. Not only were the participants presented with captivating information, but also **were were also** given plenty of examples.

Conclusion

All in all, the course was comprehensive, interesting and definitely useful. What is important is that the theoretical knowledge could be **put into practice** **used in practice** **immediately**. Taking into account the above mentioned aspects, the course is highly recommended to the employees of our company.