

Report Writing

Description: Reports are a vital part of communication and decision-making, and trying to get them right can be stressful and time-consuming.

Many reports remain unread because they contain too much information, are poorly structured or overly technical.

This programme provides learners with a methodical approach to report writing and helps them to create reports that are clear, convincing and easy to read.

Audience: People whose role involves writing reports.

Duration: 1 Day

Objectives: Workshop Objectives include:

- ✧ Learn the value of good written communications.
- ✧ Develop paragraphs that introduce, connect, develop, and conclude some part of an idea.
- ✧ Prepare reports and proposals that inform, persuade, and provide information.
- ✧ Learn how to proof-read your work so you are confident it is clear, concise, complete, and correct.
- ✧ Provide an opportunity to apply these skills in real work applications.

Benefits:

- ✧ Reduce time spent writing reports
- ✧ Improve the flow of information
- ✧ Communicate your house style to employees
- ✧ Provide participants with a reference manual



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Content: Introduction and Course Overview

Becoming a Good Writer

The Rules of Writing

The Readability Index

Paragraphs

Emphasis

Unity and Coherence

Active and Passive Voice

The Stages of Report Writing

Formal Reports

How to Use Headings

Charts and Graphs

Writing Proposals

The Finishing Touches

Practical Application

Workshop Wrap-Up

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