

Report Writing



INTRODUCTION

Reports play an essential role in many business operations, they need to be read, understood, and often, acted upon. Unfortunately, most of us have too much to read and too little time to plough through all of the paperwork that lands on our desks.

This course teaches the language and structures used for description, discussion and evaluation. It also includes work on using sources and referencing skills, understanding titles, report planning, and sentence and paragraph development. Moreover, the course will teach the best way of writing and presenting reports.

Target Audience

Anyone who produces reports and needs them to be understood and acted upon.

Course Objectives

- use a number of easy-to-learn report-writing techniques
- ensure their reports are well structured, that they flow logically and look professional
- make their reports easier to read, and therefore to understand
- make essential parts of the report stand out
- employ effective use of plain English
- best way of revising your first draft.
- produce documents that enhance the image of both the writer and the organisation

Course Contents

- Systematic preparation/planning
- Logical structure
- Guiding the reader
- Language choice
- Finishing techniques