

Report Writing



Category: Professional Development

Reports are an essential part of writing for business. Badly organised and wordy reports conceal important information and their purpose can also be lost. The size of a report is no indicator of its worth - a good report states only what is necessary.

Duration

1 day

Course Objective

This course has been developed to provide you with an understanding of the critical elements of report writing as well as techniques on how to put them in to practice in order to create clear, concise and well structured reports.

Who Should Attend / Target Audience

This course has been developed for anyone who wants to learn techniques to improve the content, structure and professionalism of their reports to ensure they're clear and easily understood.

Learning Outcomes

- Distinguish between different types of business reports
- Write according to the report's purpose and target audience
- Apply a clear and logical structure
- Meet the objective of each separate section
- Adapt your writing style so that it supports the report's purpose
- Present a professional report document

Related Courses

- Creating Complex Documents in MS Word
- Adobe InDesign Introduction
- Writing Skills for Business

Next Level Course

Effective People & Communication Skills

Availability

In House Closed Group Public

Version: 12/01/10

Course Content

Challenges of report writing

Types of business reports

Planning to write a report

Purpose of the report

Identifying audience needs and expectations

Gathering & analysing information

Common report structure

Introductory sections

Discussion

Conclusion

Recommendations

The Executive Summary

Writing for impact

Professional Presentation

Critique and review

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