REPORT WRITING

1 DAY

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 to support the report's purpose
- Present a professional business document

CORE COMPETENCIES

- **Organising**
- **Personal Learning**
- **Understanding Others**
- **Written Communication**

COURSE OVERVIEW

Reports are important channels of organisational information and essential business records. Poorly crafted and presented reports can conceal important information and their purpose can be unclear. The size of a report is no indicator of its worth – a quality report, regardless of its size, contains well-written and presented facts and recommendations.

This course will help you ensure your reports are clear, concise and well structured.

TOPICS COVERED IN THIS COURSE

Challenges of report writing
Understand key business reporting considerations.

Types of business reports
Review common types of reports: information reports, analytical reports and proposals.

Planning to write a report
Adopt planning techniques to assist ideation and structure.

Purpose of the report
Focus on the transfer of knowledge and decision outcomes.

Identifying audience needs and expectations
Understand the audience's perspective and accommodate for visual, auditory and kinaesthetic (VAK) learning styles.

Gathering and analysing information
Identifying, researching and analysing data.

Common report structures
Use navigable structures to improve usability.

The executive summary
Understand the value of this reporting element.

Writing for impact
Guidelines for writing title pages, introductions, conclusions and recommendations.

Professional presentation
Use communication styles and language to promote positive outcomes.

Critique and review
Apply professional business standards.

Practical, relevant training developed for the Australian workplace.

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