



Report Writing

Aims

This practical 2-day course will help equip delegates with principles and practical methods of planning, structuring, writing and presenting reports.

Objectives

By the end of this course you will be able to

- Understand the purpose of reports
- Develop a consistent and structured approach
- Produce a professional and structured report
- Understand the needs of the reader
- Effectively use appropriate tone, grammar and punctuation

Who Should Attend

Individuals who are required to prepare reports in a professional, organised and structured manner.

Delegates will be required to prepare a report for day 2 based on the methods and tools learned on day 1:

Course Content

- The purpose of the course
- Skills of communication – choosing the best method
- Preparation – beginning the process
- Comparing each others methods and pulling on good practice
- How can technology help?
- Developing an appropriate style by recognising tone, language and readers needs
- The business of writing – grammar and punctuation
- Structure – adopting a systematic approach
- Deciding on materials to use
- Making sense of it all
- Legal requirements of the company
- Establishing parameters and the frame-work of reports
- Checking and proofing - ensuring accuracy
- Reading reports and offering feedback

Duration

2 Days