



Basic

Report Writing

One Day Training Course

Course Aims:

Delegates will learn practical steps to ensure that Business Reports are researched, structured, written and presented appropriately for a specific audience.

Course Outline:

What makes an effective report

Preparing to write

- The purpose
- The subject
- The recipients
- The recipient's knowledge
- The recipient's needs
- Gathering information

The structure of the report

- Sentences, paragraphs and chapters
- Structuring the report
- Making a plan

Producing a first draft

- Overcoming writer's block
- Tips for getting started
- Producing a first draft

Producing a final draft

- Editing
- Technical writing
- Bibliography
- Language
- Format

Proof-reading

- How to proof-read
- What to look for
- Correcting mistakes

Target Audience

This course is particularly suitable for staff who are new to writing business reports.

Assumed Knowledge/ Pre-requisites:

None

Recommended Follow-up Course/s:

Word Introduction, Further Features or Super User. Creating Reports in Word.