Effective Report Writing Skills

INTRODUCTION

This course is designed to help participants learn and practice the skills and techniques to plan, structure and write clear and logical reports, which will achieve its intended outcome.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- *Increased* confidence in writing business reports
- *Used* a systematic approach to writing reports
- *Structured* the correspondence logically
- *Developed* the skills to write clearly and concisely
- *Practised* the skills of writing to achieve results through focusing on clear objectives and outcomes

COURSE DURATION: 1 Day Course

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COURSE CONTENTS

What is Effective Writing?
Rules of good techniques
Identifying with the reader
What is important to the reader?

Preparation for Writing a Report
Aims and Objectives
Structuring a report
Practical Exercises

Readability
Using Language
Plain English
Punctuation
Clarity Index
Practical Exercises

Getting Your Report Together
Sequence and Order
Putting it into words
Presentation and Style
Editing
Practical Exercises

Creating the Right Impression
How people read correspondence
Creating maximum impact
Writing to persuade
Practical Exercises

Personal Development Action Plan