

Advanced Report Writing

Course Objectives

By the end of the workshop you will be able to:

- write reports clearly and concisely
- write according to Plain English principles
- structure your report to make it interesting and easy to understand
- apply good practice to your own reports
- use graphs, charts and figures to powerfully support the reports aims
- write using different writing styles: strategic, critical, academic, creative
- confidently write quality reports for a range of purposes.

Course Programme

09:15	Assemble and Coffee
09:30	Introductions and Course Objectives
	The Stages in Writing a Report - 5 P's
	<ul style="list-style-type: none">• Preparation• Planning• Plain English• Presentation• Proofing
	Exercises to apply the 5P's to your reports
	Lunch
	Using graphs, charts and figures effectively
	Writing numbers
	Analysing different writing styles: narrative, critical, strategic, academic, creative
	Writing exercises using each style
16:30	Review and Action Plans Evaluation and close