

Report Writing Skills

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;
- understand and vary your writing style to suit your 'audience';
- write according to your organisation's standards;
- measure the quality of your written work;
- work to a tried and tested formula which saves time;
- confidently write quality reports.

Course Programme

09:15	Assemble and Coffee
09:30	Introductions and Course Objectives Effective Communication Skills
	The Stages in Writing a Report - 4 P's
	Stage 1 - Preparation: The purpose and objective The brief and audience analysis
	Stage 2 - Planning: Organising materials Structuring the report
	Lunch
	Stage 3 - Plain English: Writing skills and techniques continued
	Stage 4 - Presentation: Layout and packaging
	The fifth 'P' - Proofing tips
	Review and Action Plans
16:30	Evaluation and close