



4D Group

Report Writing

Who would benefit?

The programme is intended for delegates who are required to produce effective professional reports as part of their job role.

Objective

This participative one day programme will develop a methodology for planning; structuring and writing accurate, clear and concise reports. It will provide participants with a realistic framework to help produce the desired results.

Learning Objectives

Some delegates may wish to attend the programme as a refresher, to hone their existing skills, or to receive some positive feedback on their existing reports. By the end of this course you will be able to: develop a systematic approach to business and report writing; produce a clear, concise and effective report, which has a logical and coherent structure; compose reports in less time; increase the chance of your report being read; enhance confidence in your business writing skills; develop an appropriate persuasive writing style.

Content

Report Writing

- Barriers to written communication
- The format - the advantages of a systematic approach
- Developing a logical sequence of working
- Six stages to Effective report writing

Developing an Appropriate and Effective Writing Style

- Writing with Accuracy Brevity and Clarity (ABC)
- Developing an effective professional style
- Writing for results - writing to express, rather than impress – plain English
- Ensuring readability through choice of vocabulary

Writing the Report

- Aesthetics: Formatting and layout

Report Preparation, Planning and Research

- Understanding the objective of the report by establishing clear Terms of Reference (TOR)
- How much detail is required?
- Understanding the reader's needs – who, what and why
- Research; collection, assimilation, collation and classification of material

Structure and Sequence

- Developing a coherent report structure that guides the reader
- Producing clear summaries, conclusions and recommendations
- Handling exhibits; diagrams, charts and tables to enhance the message

Checking, Editing

- The purpose of an executive summary
- Avoiding errors and omissions - reviewing of your work
- The acid test - have you satisfied the original objectives?

Duration

One Day