



4D Group

## Effective Report Writing

### Who would benefit?

It takes a lot of skill to communicate technical or commercial information efficiently and accurately. Writing a good report can be the difference between achieving your objective, or failing to achieve it: good ideas do not always get the attention that they deserve; poorly organised, wordy reports tend to hide important information, and the impact is lost.

This workshop focuses on the skills you need to make the process of writing reports easier and the resulting document more effective.

### Objective

This participative one day programme will enable participants to produce reports that are clear, concise and effective, receive a revision of essential grammar points, revise how to express yourself using plain English, understand the various report formats and understand how to structure a report.

### Content

- The basics of grammar for business
  - A refresher on punctuation and grammar
  - Using plain English
  - Paragraph and sentence structure
  - Writing with clarity and brevity
- Planning and preparation
  - Establishing the scope and purpose of the report
  - The collection, selection and arrangement of information
  - Writing for your reader
- The format
  - Examine various structures and layouts
  - Use of tables, figures and appendices
  - Writing executive summaries
  - Writing conclusions and recommendations
  - Use of references and bibliographies

### Duration

One Day