

Writing Effective Reports

2 Days RW

OVERVIEW

It takes time – and skill – to communicate specialist information to others. This course will give participants the necessary skills to reduce the time it takes to write reports that get results.

This highly practical two-day course equips attendees with the skills of planning, research, structuring, writing, editing and presenting reports. Practical exercises and discussion throughout the course will give participants a toolkit to use when report writing.

DESIGNED FOR

Designed for individuals who need to produce effective reports and would like an overview of the process and skills to do so.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Confidently write reports that achieve results or objectives.
- Follow a systematic approach to reduce the time it takes to write.
- Structure the information to guide the reader logically through the text.
- Adopt a 'reader-friendly' style that creates understanding and maintains interest.
- Write persuasively using the relevant information and vocabulary to support their idea.
- Ensure that specialist and non-specialist readers will quickly read and understand their work.
- Edit their draft reports easily and constructively.
- Use diagrams, tables and charts to support and enhance their text.
- Produce reports that achieve their goals.

TOPICS COVERED

A Structured Approach

- A step by step approach to focus on our terms of reference, reader, objective and content

Research and Preparation

- Deciding on relevant information to help the report achieve its purpose
- Structuring and sequencing that creates order and encourages the reader to read on

Is my Writing Style Professional and Appropriate?

- Use vocabulary that helps understanding and gets results
- Developing a persuasive tone to reinforce the argument
- How sentences and paragraphs can give 'rhythm and pace' to our writing
- Will my report get a positive response from my reader?

Commonly Recognised Components of a Report

- Gaining an understanding of how a report is structured – beginning, middle and end
- Choosing the best format for your purpose

What will Help Support my Message?

- Exploring ways to present your information visually
- The do's and don'ts of 'visual' messages

Action Planning

- Creating your own personal action plan for the future

EXTRA NOTES

An equivalent course is available in Arabic. Please call us for details.