

Report Writing

Duration: 1 day

Private or In-Company
bookings only

Presenting information in a written form is a problem that is increasingly faced by all managers.

While financial data is frequently a key part of such reports, it is usually the narrative element which causes trouble for the writer and, sadly, confusion for the reader.

Since written reports are often the starting points for action, such trouble and confusion can only cause unwarranted delay.

Course Objectives:

Having completed this training course participants will be able to:

- identify the purpose of their reports
- apply a recognised and helpful report structure
- organise the material logically
- present the information clearly and readably on paper or screen

Course content:

Preparation for report writing

- setting your objectives
- thinking about the reader
- obtaining the information

Planning the report

- prioritising the information
- structuring your material
- sequencing your material

Writing the report

- accuracy, brevity and clarity
- writing style
- using illustrations
- presentation, format and layout
- editing
- proofing