



REPORT WRITING

Duration

At our public venue: 14 hours (2 days)

In-house: customised to your needs

Benefits

Report Writing includes all the elements of **Business Writing Essentials**. It then continues with a series of writing applications and exercises to show you how to apply the 'toolkit' to your own reports. Our course will provide you with

- Greater writing confidence
- Time to writing your own reports with extensive feedback from our professional writing facilitator
- An interactive workshop using practical exercises, discussions and case studies
- Skill to produce a more professional, reader-friendly report

Program Content

Part 1 – Essentials

- Pre- and post-program assessment
- Writing purpose – value to the reader
- Organising your thoughts
- Readability
- Plain English, active or passive voice, grammar
- Structure and layout, including Front-Focus
- Image, language and tone
- Padding and punctuation
- Evaluate documents quantitatively and qualitatively

Part 2 – Report Writing application exercises

- Rewriting your own reports by applying the **Essentials**
- 1:1 facilitator feedback
- Mind Mapping as a tool for report planning
- Use of appropriate report structures
- The executive summary
- Writing board reports, committee papers, submissions



Outcome

- Establish your writing purpose and engage your readers
- Improve the clarity and reader-focus of reports
- Significantly reduce your writing time
- Write with greater confidence and look more professional
- Use the most appropriate report structure and layout
- Write a functional executive summary
- Review and edit reports