Effective Report Writing

Duration: **1 day**

Overview:

Writing succinctly, creating 'cut through' or persuading specific audiences are not skills learned in high school or university. Yet such skills in reporting can pay big dividends to organisations through time saving, clarity of message and the removal of frustration.

This one day course follows on from the writing processes taught in the 'Dramatic Grammatics' and 'Write it Right' programs. It focuses on taking writing to the next level. Combined with a calculated structure, lots of practice and examples, individuals gain the confidence and competence in writing high-quality reports.

Target Audience:

This course is ideal for anyone who needs to write clearly, succinctly and achieve their objective, including Account Representatives and Managers, Business or Systems Analysts, Technical Specialists, Consultants, Sales and Marketing Professionals, Executive Assistants and Pas, Researchers, Financial Analysts and Auditors.

Session One: Introduction and Course Overview

Session Two: Revision of Writing Process

- Brief Review of 'Write it Right for Business' Writing Process

Session Three: The Stages of Report Writing

- Introduction of the four stage

Session Four: The First Stage - Investigation

- Evidence
- Search Strategies
- Citing Sources
- Document Aim
- Short Report Types
- Format
- The Direct Approach
- The Indirect approach
- Evidence
- Organisation

Session Five: The Second Stage - Planning

- Creating a Report Outline

Exercise: Cumulative Action Plan

Session Six: The Third Stage – Writing Tips

- The Nine Rules
- Paragraphs
- Unity
- Coherence
- Emphasis

Session Seven: The Fourth Stage – Editing, Proofing and Publishing

Session Eight: Formal Reports Format

Session Nine: How to use Headings

Session Ten: Charts and Graphs

- How to use Graphic Aids
- Types of Charts
- Types of Graphs

Session Eleven: Lists and Tables

- Lists
- Tables
- Five Parts of a Table
- Formatting Tables

Exercise: Creating a Report

Exercise: Resultant Action Plan