

Report writing

Synopsis

Nobody reads a report for fun. Well almost nobody! So how do you write reports that people will want to read? This course will give you a fighting chance to win over your reader and make your point.

Duration

3 hours

Format

Short input sessions and discussions, relevant exercises and tutor feedback on delegates' work.

Delegates

Anyone with responsibility for writing reports

Maximum 12 per course

Outcomes

As a result of attending the course, you will be able to:

- plan your reports effectively; and
- write reports that are concise, clear and easy to read.

Content

The session will focus on whatever new skills you need to develop. Here are some of the possibilities.

- Clarifying the report's objectives
- Planning techniques – making sure the key points stand out
- Writing well-organised paragraphs
- Creating sentences that flow
- Persuasive writing – making sure the report delivers
- Setting the right tone and developing styles to suit different readers