

Report Writing

Who should attend?

All people that are responsible for presenting written information in a professional format for reports.

How long is the course?

1 Day

Outcomes include:

Produce more effective and professional written reports. Structure, write and proofread documents correctly.

Lesson 1:

Writing in business

Basics of Business Writing
Words, phrases and tone
Eliminating clichés and jargon

Lesson 2:

Professional writing

Design your page visually
Headings and labels
E-mail Proofreading tips
Numbers in writing

Lesson 3:

Business reports and proposals

Developing ideas
Preparing to write your report or proposal
Organising your information
Editing
Completing and creating a front page

