

Report Writing via WebEx

Write more “reader friendly” work-related reports

In this course, you will learn to write clear, concise and effective reports that follow United Nations editorial conventions.



UN Photo/JC McIlwaine

The English Language Programme

offers you the opportunity to improve your report-writing skills.

Course Objectives:

- Determine reader and purpose
- Use pre-writing techniques, such as brainstorming and outlining
- Format using UN conventions
- Use strategies for proofreading, editing and revising your reports
- Produce writing that is action-oriented
- Write for clarity, conciseness and accuracy
- Choose appropriate vocabulary

Target Audience:

High-level learners or native speakers who want to learn how to write better reports for the United Nations

Note: To attend this course via WebEx, you'll need access to a computer with internet connection and a working headset.

Duration:

One 2-hour lesson per week for 6 weeks (12 hours)
+
2 individual sessions (20 minutes each)

Course Schedule:

LMS-2329-3
19 September – 24 October
Tuesdays, 6:00 - 8:00am
(New York Time)

Eligibility:

- No pre-requisite required

To Register:

- UN Staff:
Use your staff Inspira account: inspira.un.org
- Other eligible students:
Register via Elearning elearning.un.org

1. Go to Main Menu — (Self Service) – My Learning
2. Type **2329** in the “Keyword” box

Contact:

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