Report Writing

Report Writing

Course Introduction:

Report writing is an important skill to have when working for any type of organization. Business reports and communications should be clear, concise and free of ambiguity. This Online report writing training course will help you develop business writing skills that convey a targeted message and project a professional image.

Course Objectives:

After completing this online course, you should be able to:

- Write purposeful business and technical reports that meet readers' requirements

- Utilize different templates and report types to achieve reporting objectives

- Provide evidence-backed recommendations to support management decision making

- Use visual aids appropriately to support the presentation of information

- Apply advanced methodologies to make every report a winning report

Course Outline:

" Introduction to report writing process"

- The Report writing overview

- The basic five steps to report writing

- How to know your audience

- Steps towards planning report content and style

- How to design you own templates

- o **Activities:**

  - Importance of report writing Video

  - On line Questionnaire "How good your communication skills"

Different document formats

- Different formats for emails and memos

- Different formats for business reports

  - o **Activities:**

    - Case study One: E-mail Message to your manager for information

    - Case study two: E-mail Message to your manager about personal issue

Step (1): "Planning the message"

- Planning what you have to say

- Who is your audience?

- Generating ideas

- Overcoming writer's block

- Meeting the needs of your audience

  - o **Activities:**

    - Workshop "VAK audience analysis "

    - Workshop "Using Mind map for ideas"

Step (2): "Structuring your writing"

- Choosing an appropriate style for your audience

- The essentials of business writing

- Structuring your message

- Models to use
- Choosing the correct tone for your audience and message
  - **Activities:**
    - Workshop "ABCD structure model of Report "
    - Workshop "How to say it, 5 cases words with tone"

Step (3): "Writing clearly and concisely"

- How to simplifying your language and sentences so that your written English has maximum impact
- Rules for clear and concise copy
- How to rewrite a piece for a different audience
  - **Activities:**
    - Video "How to master your English report wording "
    - Workshop "How to make it better , Five case studies"

Step (4): "How to use visual aids in your report"

- What is "visual aids"
- How to use it, roles of using Visual aids"
- Principles for designing your Chart, photos, Gallery
- Smart use of images, diagrams, graphs, charts and tables for impact
- Integrating visual aids into a report
  - **Activities:**
    - Workshop "How to make it better , Five case studies using Visual aids"

Step (5): "Formatting reports and business documents"

- The essentials of good format
- How to make it "Looks do matter"

- Guidelines for laying out your report so the aesthetics reflect the quality of the content

Step (6): "Final Editing and proofing"

- The importance of mistake-free work

- Editing and proofing techniques

    o **Activities:**

        - Case studies "How to improve those documents , Ten documents for improving"

        - Your Action Plan

Course Fees: USD 1, 800

Course Date: 5-7 July 2020 (Confirmed).