

Report Writing

Duration: 1 day

Management reports are important tools for helping managers to review situations and make decisions based on the known facts. Often there is a need for the report to influence and persuade others. As a result, anyone in business could be asked to write a report at any time.

This course will develop the skills required to produce both formal and informal reports in a structured and professional style. It will also provide techniques to ensure that your reports are credible and convincing.

Who should attend this course?

This course is for anyone who needs to write reports and has received no previous formal training in the process. Delegates are encouraged to bring any existing reports to the course to critically review them.

Course Objectives

By the end of this course participants will be able to:

- Define the objectives of your report
- Select an appropriate report format
- Plan the report effectively
- Structure a report correctly, including referencing and labelling
- Use an appropriate writing style which is clear and concise
- Review and edit the report
- Write an action plan to support the development of your report writing skills in the workplace

Course Outline

The Purpose of the Report

- What are you trying to achieve?
- What is the scope?
- What are the constraints?

Formal and Informal Layouts

- Differences in structure
- Differences in content

Report Planning

- Assimilating material
- Organising information
- Defining the target audience
- Planning a logical sequence

Structuring the Report

- Choosing headings
- Linking related information
- Annotating key points
- Attaching appendices

Writing Style

- Using plain English
- Keeping your message clear and concise
- Using positive language
- Convincing your reader

Reviewing and Editing

- Have you achieved the objectives?
- Proof reading and layout