

Report Writing



A good report has a logical structure, is clear and concise and supports decision making. Reports are produced for diverse reasons; however they have to achieve their planned objective. This workshop will enable you to:

- Write reports that will be read
- Understand the audience/s needs
- Who reads 'which bits' and why
- Planning- content and time
- Structuring the report's themes and arguments logically
- Gather, analyse and present data appropriately
- Increase the chance of motivating the readers to take action
- The 'look' of the report

Who Will Benefit?

Anyone who needs to write reports for internal and / or external audiences

Course Outline

- Planning the report
- Using plain English
- Establishing the purpose
- Planning the structure
- Planning time
- Collecting and analysing data and information
- Presenting arguments and themes logically
- Creating compelling reasons for the audience to start and finish the report
- Create a need to positively respond to the reports content
- Proof reading
- Creating the most appropriate 'look'
- Presenting

Duration

1 Day



Contact Us:

Mill 3 Unit L4F
Pleasley Vale Business Park
Pleasley
Mansfield
Notts NG19 8RL

T: 01623 811 935 F: 01623 811 957
www.xceedtraining.co.uk