

# Report Writing

## Overview

**Duration: One Day**

This training course is aimed at people who are new to report writing or who need to strengthen their report writing skills. Attendees are expected to put into practice what they are learning as they go through the day.

This course will help develop the report writing skills of attendees.

## Description

The course is structured around four sections:

### Section One – Introduction to Report Writing

This section covers the key principles of report writing and lays the foundation for the remainder of the day's activities. Topics covered include:

- Why a report?
- Why are some reports ineffective?
- Basic Principles of Report Writing
- Structure of Business Reports

### Section Two – Plan and Prepare

This section looks at a number of techniques to help report writers prepare before beginning the task of writing. Great emphasis is placed on planning and preparing, as we consider this to be the key to effective report writing.

Topics Include:

- Purpose of the Report
- Knowing your Readers
- Generating Ideas
- Sources of Information
- The Extended Pyramid
- Report Outline

### Section Three – Write the Report

Participants work on an actual report or develop one from a brief provided by us. This section builds on the principles already covered, and we also cover topics such as:

- Getting Started
- Overcoming Writers Block

- Language

#### Section Four – Check and Edit

In this final section, we consider the importance of checking and editing reports before submitting. We suggest an approach that gives the best chance of ensuring that participants present professional reports to their readers.

Participants get the opportunity to practice their checking techniques using the reports they produced earlier.

#### **Who Should Attend?**

Anyone who may have to write reports for work.