

## Effective Report Writing Course Outline



### Course aims:

This course gives you all the tools you need to improve your business report writing skills. It focuses on the key elements of writing business reports such as: preparation, structure and writing. By the end of the course, delegates will be able to:

- create a basic outline & prepare effectively
- use the appropriate structure and layout
- organise the key points and support them with relevant facts
- write a rough draft
- write an effective conclusion
- write an executive summary that highlights the report's main ideas

### Who should attend:

Anyone who as part of their role, needs to write concise and constructive well written reports.

**Duration:** 1 day

<b>Preparing the report</b>	Defining the purpose, setting the objectives, investigate the topic, thinking about the reader
<b>Organising the report into sections</b>	Title or title page, contents, executive summary, introduction, discussions/body/investigation, summary & conclusions, recommendations
<b>Writing reports</b>	Types of reports, writing technical reports, order or writing, key points and sign posts, revision & summary
<b>Layout</b>	Numbering sections and figures, diagrams, graphs and tables, headings
<b>Proof-reading</b>	Originality & plagiarism, business english, punctuation, grammar
<b>Self development</b>	Action points list