

EFFECTIVE REPORT WRITING

Good decisions come from good reports. The best reports demonstrate the writer's command of both material and medium. They demand respect and achieve an appropriate, positive response.

This workshop is highly practical. It deals with the fundamental skills needed for planning, structuring, writing and checking reports. It provides techniques and exercises for focusing on objectives and outcomes, the reader and the material. There is a case study running through the course so that participants can put the skills they acquire into practice immediately.

BENEFITS

After this two-day workshop you will:

- have a greater understanding of the main report formats
- be better at planning and organising reports
- be able to write more structured reports

LEARNING OBJECTIVES

You can expect to: • write more structured reports

- improve your ability to plan and organise reports
- learn the main report formats

COURSE OUTLINE

Introduction

- Defining a report
- Routine and non-routine reports
- POWER
- Types of reports

The Organisation and Structure of a Report

- Facts and ideas
- The sections of a report
- Reports and proposals
- Organising material

Writing the Report

- Case study
- Minding the logic gaps
- The table of contents
- The summary
- Front loading information
- Avoiding redundant phrases
- Recommendations vs conclusions
- Using plain English

The Finishing Touches

- Analysing a survey
- Using and selecting diagrams
- Commenting on trends

Who the course is for

This course is for staff who need to report important ideas and information in writing.

Individual price: MAD 3,400 (includes lunch & refreshments)

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<http://www.britishcouncil.ma/en/english/courses-adults/professional-workshops>