



training * coaching * competency

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Title of course Report Writing
Duration of course 1 day
Start and end time 9:30 – 16:30

Introduction

This training course will help delegates understand the most suitable method of creating a report for their audience. It will help develop evaluating and writing skills.

Aim

- ♦ To highlight the importance of selecting the most appropriate report method
- ♦ To identify a range of report styles to allow the delegate to express ideas clearly, concisely and correctly.

Course Content

1. Defining a report
2. Clarifying the importance of setting objectives
3. Analysing your audience
4. Selecting and evaluating your material
5. Designing your structure and sequencing information
6. Study a range of models to manage your report production
7. Examine writing styles
8. Using the Business Report format
9. Drafting and laying out your text
10. When and how to use graphics
11. Editing and proofing your draft
12. Making the most of available tools

This course can include using the delegate's laptops to create reports and investigate using MS Office to produce them with a "hands on" section. (Otherwise the reports are written by hand)

Outcomes

Delegates will be able to:

- prepare and plan a report
- plan the opening, body and close of a report
- understand the importance of the audience
- understand the importance of a structured flow
- comprehend the business report format
- appreciate how the model they use impacts on the message
- deliver their message in grammatically correct manner
- understand when it is appropriate to use graphics
- express ideas clearly, concisely and accurately

cont....

Suitable for: All staff members who need to be able to create a business report.

For more information please contact: training@ays-ltd.co.uk

t: 01569 731064

Training Manager mobile: 07713160632

w: www.ays-ltd.co.uk



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Prior knowledge/training: None, if English is not their first language please notify the administrator when booking the course.

Number of delegates: Min 4 – Max 10

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