

Report Writing

Course Overview

Writing reports is a method of communication commonly used in organisations. It is also viewed by many as an onerous and time consuming task. This one day course will enable participants to take a systematic approach to planning and writing reports, thus saving time. It will also focus on improving writing skills by clarifying essential elements of language, grammar and style expected in formal reports. Participants are encouraged to bring along samples of reports they have written; these will be used for discussion and feedback purposes.

Who should attend

Anyone who writes reports in the course of their work and would like to improve their skills, efficiency and confidence.

Course Objectives

By the end of the course participants will be able to:

- Outline the purposes of a report and the importance of targeting the reader/s correctly
- Identify the different parts of a report and what each should achieve
- Use techniques to plan and structure a report effectively
- Write in a style that is clear, concise and appropriate to overall purpose
- Review own reports systematically and make improvements

Course Content

- Definitions and purposes of reports
- Determining the readership along with their various needs
- Overview of the key stages in report writing

- Parts of a report and what each is meant to achieve
- Techniques for collecting and handling information
- Deciding on best structure to suit main purpose and readership
- Quick refresher on grammar and punctuation
- Achieving an effective writing style through use of language, tone etc.
- Measuring readability and reducing the 'fog factor'
- How to review a report following the 4 'C's
- Tips for effective presentation and layout
- Practical writing exercises with individual feedback from the trainer
- Personal action notes

Reviews

"Excellent course that provided good simple guidelines for effective report writing."

DG, Scottish Agricultural College

"Course was delivered in a very relaxed manner. This made me feel more at ease about my writing and discussing my writing."

SR, Scottish Agricultural College

"I felt the course was relevant to the work that we do. Very relaxed but very effective and helpful in making you think what is appropriate and what is not."

LM, Fife Council

"Trainer was friendly, approachable, well prepared and informed. Material flowed easily and in a logical manner."

TH, Fife Council

"I felt the trainer was very effective and helpful and explained things well. The course materials and exercises were very clear and easy to understand."

SS, Fife Council

"Excellent course, delivered well, trainer fun and kept our interest."

AG, SAC Consulting

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