



**Please note** that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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## Report Writing

(1 day)

*“A well-written report is a powerful force for change - its clarity and persuasive power can sweep all before it.”*

### Benefits

The quality of business reports (in terms of both their style and structure) determine if they will get the message across, stimulate debate and drive change within that business.

### Aim

To develop your writing skills so you can prepare quality reports based on a good style, a clear format and an effective use of data.

### Objectives

By the end of the training you will be able to...

- Recognise the different functions and types of report and their ability to deliver your desired response
- Recognise that an effective report should be a catalyst for change
- Write better reports by focusing on vital elements of form, organisation, style and tone
- Understand that the format and structure of reports can vary to suit organisational or business needs

### Content

- Function and types of report, (e.g. descriptive, informative, analytical)
- Gathering data for the report - what to include & what to leave out
- The Front matter – purpose of the letter of transmittal, contents list and executive summary
- The Body of the report - guide to the effective structure & layout
- The End Matter – use of references, glossary & appendices
- Developing an effective writing style - practical methods & techniques, (including paragraphing & signposting)
- The use of headings, subheadings & section numbering to aid clarity
- Working with visuals - photographs, diagrams & charts