



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

solutions@ttsweb.co.uk
www.ttsweb.co.uk
0117 9022 845

Report Writing

(1 day)

"A well-written report is a powerful force for change, whereas a poorly-written report is more likely to be consigned to the dustbin!"

Benefits of attending this course...

A high-quality report will get your message across, stimulate debate, and drive change within the organisation. The purpose of this course is to develop your writing skills so you can prepare quality reports based on a clear style, a logical structure and persuasive arguments.

Who is it for?

Those who need to prepare and deliver reports that have a measurable impact and that result in positive action.

Objectives

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

-  Describe different report types (and their purpose).
-  Identify your target audience (and adapt to their needs).
-  Develop an effective writing style that gives your reports impact.

Content

- ✓ Overview of different report types and functions.
- ✓ Identifying your target audience and tailoring the content and style to suit their needs.
- ✓ Working to a Brief – the key to planning and preparation.
- ✓ The Front Matter – the Letter of Transmittal, the Contents List and the Executive Summary.
- ✓ The Main Body of the report – adopting a logical approach and an effective layout (including planning, drafting and revising it).
- ✓ How to avoid 'flawed reasoning' in your Conclusions.
- ✓ The End Matter – References, Glossary and Appendices.
- ✓ Developing an effective writing style – the correct use of sentences, paragraphs, signposts, transitions and parallelism.
- ✓ Using headings, subheadings and section numbering to aid clarity (including presenting information as 'Words in Tables').

Optional Subjects

- ✓ The gathering, analysis and presentation of data (using Excel).
- ✓ Working with photographs, diagrams and charts (using Word).