

COURSE OVERVIEW

Although reports are vital communication tools for many people, very few of us actually enjoy writing them! Delegates will learn the principles and have the chance to practise them on this workshop style course. There is a minimum of lecturing and maximum emphasis on exercises, group projects, discussions and practical work. Delegates will learn how, with economy of time and effort, they can produce clear, concise reports that are cost effective and achieve results.

WHO SHOULD ATTEND

This course is designed for managers, senior staff, supervisors, project managers, and any one whose work involves writing reports.

DELEGATES WILL LEARN:

- The importance of clarifying the objective of the report; getting the brief right.
- How to plan the different stages and the sequence of activities.
- Gathering, sifting and selecting information and material.
- How to structure the report itself.
- How to write clearly and concisely:
 - gearing the language to the reader(s);
 - how to make the report attractive to the reader.
- Layout and presentation techniques:
 - numbering,
 - paragraphs,
 - summaries, listing,
 - appendices;
 - how to display facts and figures effectively.
- Checking, editing and proof-reading with and without other people's assistance.