

Report Writing Overview

Overview:

That blank computer screen need no longer be as scary.

Writing a report can seem daunting at first, but with a solid understanding of the fundamental structure and style used in constructing clear and concise reports, it can be achieved.

Preparation and planning is key and we will show you structures, hints and tips that will allow you to develop your report with confidence.

Learning objectives:

At the end of the session, participants will be able to:

- Write with a specific purpose and audience in mind;
- Structure sentences, paragraphs and reports;
- Write clearly and concisely.

Purpose and audience:

If you would like an introduction to the fundamentals of report writing then this course is for you.

Who the course is for:

This course is designed for people with little or no previous training in report writing who have:

- Little or no previous training in report writing;
- Taken on a role which requires them to write more reports
- Feel nervous when asked to write reports
- Would like to feel more confident in writing reports

This session will help you plan, structure, draft and then re-draft reports that inform and impress.

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