Course Outline
Communication and Business Skills Series

Report Writing

Overview

An effective written report should enable the reader to make the necessary decisions based on the information provided. It should also be inviting, persuasive and encourage the reader to read through to the end.

The highly practical course will focus on the process supporting effective report writing e.g. how to gather ideas efficiently, as well as how to structure, style and present written reports appropriately so that your target audience can quickly and easily understand the message you are trying to convey.

Outcomes

By the end of this course, you will be able to:

- use the 'effective report writing cycle' to support the gathering of data and selection of relevant information
- improve the structure of your reports through the correct use of sentences, paragraphs and punctuation
- express ideas accurately and concisely using language that will aid and not confuse the reader
- present your completed written report in a way that enhances readability and comprehension.

To support the achievement of the above, you will have the opportunity to practise and develop your practical skills using a number of small group, paired and individual exercises. You will also be encouraged to develop a *personal action plan* to support your continued learning back in the workplace.

Duration

1 day

Continued...

90 Harescombe, Yate,
South Gloucestershire
BS37 8UD

t: +44 7740 112310

e: solutions@tlsweb.co.uk

w: www.tlsweb.co.uk

Course Outline

Communication and Business Skills Series

Key Areas Covered

- Planning:
  - Working through the 'effective report writing cycle'.
- Structure and Content:
  - Report structure and templates.
  - Sentences and paragraphs.
  - Punctuation.
  - Summarising techniques.
- Style:
  - Active & passive verbs and nominalisations.
  - Abbreviations, jargon and buzzwords.
  - Ambiguity.
  - Confusing word pairs and groups.
  - Tautology and fuzzy meanings.
- Presentation:
  - Considerations for presentation and layout of report.
  - Making good use of graphics.

90 Harescombe, Yate,
South Gloucestershire
BS37 8UD

t: +44 7740 112310
e: solutions@tlsweb.co.uk
w: www.tlsweb.co.uk