



# How to Write an Effective Report

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## Description of Course

This training course covers many areas of report writing such as preparing materials, how to structure report, presentation, using clear English and persuasion techniques. All guidelines are followed by exercises to help delegates assimilate the skills during the course.

## Course Objectives

By the end of this course delegates will be able to:

- Prepare and plan reports that meet their intended purpose
- Produce reports that conform to an established and acceptable structure
- Use a high impact and clear writing style that delivers true meaning
- Proof read and edit their reports effectively before submitting them to their intended readers

## Aimed at:

This report writing training session is aimed at people who are new to report writing or who wish to improve their report writing skills.

## Duration of Course

1 day

# Course Outline

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## 1) Introduction to Report Writing

This section covers the key principles of report writing and lays the foundation for the remainder of the day's activities.

Topics covered include:

- Why a report?
- Why are some reports ineffective?
- Basic Principles of Report Writing
- Structure of Business Reports

## 2) Plan and Prepare

Here the delegates look at a number of techniques to help report writers prepare before beginning the task of writing. Great emphasis is placed on planning and preparing as we consider this to be the key to effective report writing.

Topics include:

- Purpose of the Report
- Knowing your Readers
- Generating Ideas
- Sources of Information
- The Extended Pyramid
- Report Outline

## 3) Write the Report

Participants work on an actual report or develop one from a brief provided by us. This section

Builds on the principles already covered and we also cover topics such as:

- Getting Started
- Overcoming Writers Block
- Language

## 4) Check and Edit

In this final section we consider the importance of checking and editing reports before submitting. We suggest an approach that gives the best chance of ensuring that participants present professional reports to their readers. Participants get the opportunity to practice their checking techniques using the reports they produced earlier.