
Report Writing Course

In-house programme

Number of delegates: max 10

One day

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Objectives

Delegates will be better able to

- Organise and select from large quantities of information
- Use the available time effectively
- Select and use an appropriate structure
- Write a summary
- Recognise and improve poorly structured sentences and imprecise language

Introduction

- Agree individual priorities and course plan

Readers and objectives

- Analysing the readership so that you can target your report
- Answering the question: "Why exactly are we writing this?"

Planning techniques

- A range of thinking techniques including mind mapping and force field analysis.
Practice in using them to organise your own topics

Structure and organisation

- Examination of common ways to structure reports
Exercise to select the best structure for different purposes
- Summaries and introductions
Why these are important, and tips for writing them efficiently and well
Exercise to write a summary from an unfamiliar report

The SPACE technique

- A method for checking that writing is clear, concise and business-like
Includes use of the passive, good sentence structure and concise style
Brief exercises to check understanding of each point

Reviewing and proofreading

- What they are and why they must be done separately
Practice on an example report (preferably one that has originated from your organisation).

Course review

- Each delegate designs a personal process map for future reports
- Review of individual learning points and how they are going to work in practice