

Report Writing for the Modern Business

Report Writing for the Modern Business

Class Length: 4 Days

NASBA CPE : 20

Category: Business Skills

Sub Category : Communication Skills

Program Objectives:

By the end of the program, participants will be able to:

- Write an effective report covering its various stages and divisions.
- Reach the proper conclusions based on analysis of findings.
- Give strong recommendations based on the right conclusions.
- Illustrate reports with attractive visual aids.

Note: It is essential that participants have a good command of the English Language.

Program Outline:

What Is Report Writing

- Definition of a Report
- Purpose of a Report
- Collecting Facts and Data
- Using the Right Sources to Collect Information
- The Difference between a Memo and a Report
- The Difference between a Letter and a Report

Planning and Organizing a Report

- 5 Stages in Report Writing
- The Preparing Stage
- The Researching Stage
- The Organizing Stage
- The Writing Stage
- The Revising Stage



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Reaching Conclusions and Making Recommendations

- Analysis of Findings
- Conclusions Based on Analysis of Findings
- Recommendations to be Realistic
- The Different Sections of a Report
Developing a Cohesive Report

Illustrating Reports with Visual Aids

- Graphs and Tables
- Preparing and Arranging Visual Aids
- How Visual Aids Will Make the Report More Understandable
- Choosing the Right Visuals for the Report

Analyzing Reader-Writer Relationship

- How to Structure the Report to Make It More Understandable by the Reader
- Position of Reader
- Attitude of Reader towards Subject and Writer
- The 5 W and the 1 H



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