

Report Writing

Overview:

The English language has evolved significantly, and this has had a dramatic impact on the way we communicate both verbally and written. Business writing has also gone through changes, and business communication is distinctly different to the way we communicate elsewhere.

Successful business writing means that workplace relationships are maintained, clients' needs are satisfied and new ideas are promoted effectively. With the emergence of email and other electronic forms of communication, the standards and conventions that once governed business writing have shifted.

This program will assist you to create clear and concise reports. Specifically, you will be able to:

- explain the four stages of the writing process
- list the types of reports prepared in the workplace
- organise information, and structure your reports in line with audience needs
- write more quickly as a result of your planning skills
- present your reports professionally
- produce effective investigative, informational and analytical reports

Designed for: This course is suitable for all staff members.

Duration: 1 day

Content:

The Writing Process

Types of Reports

Know Your Audience

- Primary and Secondary Audiences
- Audience Analysis

Research Methods

Report Structure

- The WIN Formula
- Typical Report Structures
- Organising information

Report Presentation

- Report Design
- Page Design
- Graphics
- Style Guides

Business Writing Principles

- Main Message First
- Combination of Sentence Lengths
- Simple and Familiar Word Choice
- Active Voice
- Writing Principles Checklist

Editing

Proofreading

Action Plan



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