Report Writing

Designed for those who are responsible for submitting formal written documents.

Course objectives

This course will focus on developing a professional report structure. Delegates will explore different report formats and styles and appreciate the needs of the target audience. By the end of the course delegates will be able to:

- identify different report formats
- define how to write reports that achieve objectives
- assess the target audience, recognising specialist and non-specialist readers
- collect and handle data
- prepare a skeletal report with logical structure and framework
- draft, write, and revise a report
- recognise report enhancement with diagrams, charts, tables and illustrations
- Design a report document style guide

Course content

Planning and Preparation

- Report Definition and types
- Report Purpose
- The working title - clarify the objective
- Understand and characterise potential readers
- Information collection and range
- Formal Report components
- Skeletal framework - plan a clear report structure

Writing and Revising

- the level and flow of Language
- the right Style, Tone and Formality for your message and reader
- Sorting, grouping and Prioritising to create logical and well signposted Content and Structure
- appropriate sentence construction
- punctuation and grammar
- Basic writing skills – plain English, jargon, redundant qualifiers etc.

- Active / passive voice
- Drafting report main body and appendices
- Drafting conclusions, recommendations, introduction and summary
- Proof reading

Report Presentation

- Layout and design
- Navigation
- Typeface and colour
- Illustrations