

## Report Writing Skills

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## Report Writing Skills

### Course description

This two day report writing workshop will focus on helping the participants to learn, practise and apply good report writing techniques.

Good reports always create a positive impression on readers and help channel inter and intra official correspondence. All organisations appreciate effective and communicative documentation. This necessitates writers, managers and researchers to acquire skills in effective writing through appropriate training.

### Course duration

This course is scheduled for two (2) days from 9:00 till 16:00.

### Target audience

Anyone in business or government who is regularly required to submit written reports.

### Course objectives

This report writing course has been designed specifically for people who are required to write commercial or technical reports. This course helps you to build your business report writing skills, by taking you step by step through the principles and process involved in producing an effective report. On completion you will understand the fundamental principles of report writing, adopt logical thought process, sift material efficiently and produce well-structured and tailored reports.

### Course methodology

The course methodology will be participatory. Session plans are developed around experience-sharing and group work in addition to lectures, practices and presentations. Based on the feedback on earlier training programmes, sessions have been planned to optimise satisfaction of the participants and achieve the objectives of the workshop. Participants will receive close guidance individually and in groups while participating in actual report writing.

We will also introduce you to the BASDELL Business Writing Model. It helps to get you to approach your writing task in a logical process.

- B = Brief – understand why you are writing the document.
- A = Audience – consider who will read it.
- S = Structure – plan your writing so that it follows a logical structure.
- D = Draft – write the first draft.
- E = Edit – edit and polish it.
- L = Leave It – put it to one side and come back to it.
- L = Learn – get feedback from the readers.

### Who should attend?

Anyone in business or government that needs proficiency in written communication.

### Topics Covered

#### Planning Your Writing Strategy

- Overview of Writing in the Workplace



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- Matching Audience and Purpose
- Understanding the Audience
- Understanding the Purpose
- Negotiating the Content/Context
- Assuming the Writer's Role

#### **Researching and Gathering Information**

- Learning More about Your Audience
- Learning More about Your Own Environment
- Learning More about Your Subject
- Topical Guidelines for Research
- Procedures for Gathering Information

#### **Organising Information for Your Reader**

- Organizing For Emphasis
- Using the Direct Approach
- Using the Indirect Approach
- Organizing by Reader Needs
- Problem/Solution Organization
- Cause/Effect Organization

#### **Drafting Your Documents**

- Applying Prewriting Strategies
- Putting Prewriting Strategies to Work
- Drafting the Introduction for Workplace Documents
- Drafting the Discussion for Workplace Documents
- Drafting Conclusions for Workplace Documents

#### **Revising Your Workplace Documents**

- Prioritising Your Revisions
- Accommodating Initial Revisions: The Big Picture
- Revising for Appropriate Information
- Revising for a Clear Sense of Audience, Purpose, and Organization
- Revising for the Writer's Purposes and the Readers' Purposes
- Revising for Organizational Clarity
- Proofreading the Final Document



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### Design for Informative and Persuasive Documents

- Design Elements
- Format Elements

### Informational Reports

- The Purposes of Informational Reports
- Types of Informational Reports

### Analytical Reports

- Audiences for Analytical Reports
- Purposes and Topics of Analytical Reports
- Types of Analytical Reports

[For bookings or more information](#)

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)



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