

All too often, business reports are poorly written, and don't achieve their objective. Without proper training, people dread writing them, whilst few people these days will bother struggling to read a document that is hard to decipher.

Our report writing training shows participants how to use the basic principles of effective communication to write clear and concise reports that help your business to move forward.

Course Core Content

What reports are for and why they matter.

The principles of effective communication.

The needs of the reader.

Why writing often seems so difficult – getting started, keeping going.

Writing clearly and concisely.

Using straightforward language.

Structuring the report to present a coherent case.

Using paragraphs and sentences.

Writing a summary.

Grammar and punctuation.

Editing and proofreading.

Notes

We vary the emphasis according to the nature of your business (general, scientific, technical). We look at the particular types of report that participants have to write and make the course relevant to their needs.

The course can be run over one or two days, depending on the input required. Some groups may need, for example, more time on grammar and punctuation than others. It can also be delivered in several smaller chunks, with time in between to absorb and practice what has been learnt.

We can provide e-mail support for participants after the course, to help them apply the techniques they have learnt as they write their next report(s).