

Reports are a critical part of the research and development process, yet many scientists have not been trained to write in a way that conveys information clearly and concisely. The result is frustration all round – those writing the reports are unsure how to go about it and those reading them struggle to pick out the information that matters.

Our training in report writing skills shows participants how to write reports that communicate their findings clearly, enabling the team to move on to the next stage without confusion or delay.

Course Core Content

What your 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.

Avoiding common science writing errors.

Using straightforward language.

Structuring the report for coherence.

Using paragraphs and sentences.

Key relevant points of grammar and punctuation.

Editing and proofreading.

Notes

Before the course, we will ask about the particular types of report that participants have to write, and will assess examples of their writing. We then put together a programme that is directly relevant to their needs.

The course can be run over one or two days, depending on the input required. If grammar and punctuation skills are weak, we can provide further training in this area. We can also split the course into several smaller chunks, giving people time in between to absorb and practice what has been learnt.

After the course, we can provide e-mail support for participants, helping them apply the techniques they have learnt as they write their next report(s).