

Writing Reports

This report writing course is ideal for anyone needing to learn how to write professional business reports.

We'll introduce you to tried and tested structured writing techniques that will help you plan and write clear and informative reports. Well-constructed reports mean your readers will be able to quickly find and understand the information they need, giving you the results you seek.

Snapshot

Duration: 1 day

Learning Outcomes

At the end of this program you will be able to:

- Analyse and plan a report
- Apply the structured writing approach to writing
- Create a document outline and sequence it appropriately
- Use appropriate templates
- Write effectively using plain language
- Present information appropriately using lists, tables and graphics
- Edit reports

Course Content

Setting the Context

- Introduction
- Reader and writer challenges
- Types of reports
- What makes a report successful?

Analysing and planning

- Planning
- Identifying your purpose and intended outcomes
- Analysing your readers

Structured writing - design guidelines

- What is structured writing?
- Structured writing in action
- Elements of structured writing
- Design guidelines
- Chunking guideline
- Advance organiser guideline
- Consistency guideline
- Proximity guideline

Structured writing - units of information

- Units of information
- Bites
- Bite headings
- Types of bite headings
- Topics
- Topic headings

Creating an outline

- Approaches to identifying your content
- Templates - instant outlines
- Examples of outlines for reports
- Creating a customised outline
- Different approaches to creating outlines
- Reader focused dialogue approach
- Using executive summaries and appendices

Writing guidelines

- Plain language
- Choosing the right words
- Using the right tone
- Sentence construction

Presenting your report

- Presenting text
- Presenting tables
- Presenting graphics and charts

Editing your document

- The editing stage
- Editing against your plan
- Editing for structured writing
- Editing for readability
- Proofreading