

Report Writing

This 2-day course includes all the elements of **Business Writing Essentials**. It then continues with a series of writing applications and exercises to show you how to apply the 'toolkit' to your own documents.

You will get many opportunities to rewrite your reports with feedback from our professional writing facilitator.

This is an interactive workshop using practical exercises, discussions and case studies.

Who should attend?

For everyone who writes or edits complex reports.

Content

- pre- and post-program assessment
- writing purpose—value to the reader
- organising your thoughts
- readability
- Plain English, active or passive voice, grammar
- structure and layout, including Front-Focus
- image, language and tone
- padding and punctuation
- evaluate documents quantitatively and qualitatively

as well as report writing application exercises covering:

- rewriting your own work documents by applying the Essentials
- 1:1 facilitator feedback
- Mind Mapping as a tool for report planning
- use of appropriate report structures
- the executive summary
- board reports, committee papers, submissions

Outcomes

You will learn how to:

- establish your writing purpose and engage your readers
- write in a way that moves your readers to act
- significantly reduce your report writing time
- write with greater confidence and look more professional
- use the most appropriate report structure and layout
- write a functional executive summary
- review and edit reports