

1 DAY

REPORT WRITING



Business Skills Course

LEARNING OUTCOMES

- How to Approach a Report – The 5-Stage Approach: Learn a structured framework for planning, drafting, reviewing, editing, and finalising reports to ensure they are clear, logical, and impactful.
- Understanding Writing Styles and When to Use Them: Explore different writing styles—such as descriptive, analytical, persuasive, and executive—and understand how to select the most appropriate approach for the purpose, audience, and context of the report.
- Develop techniques for reviewing and refining your work, from checking grammar, punctuation, and structure to ensuring clarity, accuracy, and a professional tone that resonates with readers.

COURSE OVERVIEW

This course equips participants with the skills to write clear, structured, and impactful reports using a proven five-stage approach. Participants will explore different writing styles, approaches, and structures, as well as effective editing techniques, to ensure their reports are accurate, professional, and persuasive. Designed for anyone responsible for preparing reports, the programme provides practical tools to enhance clarity, improve readability, and deliver reports that engage and influence their intended audience.

TOPICS COVERED IN THIS COURSE

Defining the Purpose of Your Report

Understand the aims of your report and the crucial differences between business writing and other forms of writing.

Structuring Your Report

Learn how to choose an appropriate structure and determine the right length for different audiences and purposes.

A Systematic Approach to Report Writing

Apply a clear, step-by-step process for producing reports, including the five-stage approach.

Layout and Presentation

Explore effective layouts, formatting, and design elements that enhance readability and professionalism.

Approaching the Writing Process

Gain confidence in planning and approaching your report with clarity, logic, and focus.

Writing Styles and Techniques

Understand different writing styles, with emphasis on developing a persuasive and professional tone.

Editing and Refining

Learn how to review and edit your report effectively, avoiding common pitfalls in grammar, spelling, and structure.

Proofreading and Final Polishing

Develop skills to proofread thoroughly and polish your report to ensure accuracy, clarity, and impact.