

Duration: 1 day

Aims: To focus on the key elements of writing and presenting business reports including planning, structure, and layout

By the end of this course, delegates will:

- Identify and meet the needs of their reader
- Plan and structure their reports so that they flow logically and look professional
- Make their reports easier to read using plain English
- Organise the key points and support them with relevant facts
- Choose appropriate visuals such as charts, graphs, and tables to present figures
- Write an effective conclusion
- Write an executive summary that highlights the report's main ideas

Topics

The purpose of reports

What makes an excellent report?

Getting started

- Objectives
- Who are your readers?

Planning content

- Gathering information
- Requesting information
- Recording and monitoring data gathering

The 7Cs of business writing

Types of reports

Structure and layout

Grammar, language, and punctuation