

Report Writing for IT Professionals

Days 2

Code MPDBWIT

Profile

- Do you need to provide information to support important decisions that affect personnel or involve sizeable expenditure?
- Are you concerned that you don't always get your point across in the most planned, structured, concise and persuasive manner?
- Do you want your work to be thought of as well researched, carefully thought out, balanced, objective and impartial?

In the business world, reports are requested prior to managers taking important decisions so report writing is an essential business tool. The term 'technical report' indicates a document with weight and authority – your new skills will enable the busy recipient to give your reports reading time, attention and action.

You will benefit from this course if you are working in any aspect of a technical environment where producing technical reports is part of the job role.

Pre-requisites

We strongly advise all delegates to bring samples of their writing with them on a memory key. The added advantage is that writing created during the course can be taken away for further use.

By the end of the course you will be able to:

- identify your barriers and strengths when writing technical reports
- explain the advantages of a systematic approach to writing technical reports
- review the use of appropriate grammar, punctuation and plain English
- recognise the necessity of avoiding the use of too many words, clichés and jargon
- effectively plan a report with the appropriate level of detail required
- research and prepare your report content in accordance with the exact needs of the reader
- structure the report to ensure maximum impact and readability

- recognise the reader's preferred style and match the words to their style
- assess the appropriateness of using visuals to enhance your message
- critically review your own work.

What will the course cover?

- Personal objectives for the course.
- Personal strengths and improvement areas in report writing.
- What is a technical report and the types of technical report.
- What makes a good report?
- Planning a report.
- Review of punctuation, grammar and spelling.
- Keeping your average sentence short.
- Presenting your report professionally.
- The importance of the objective.
- Organising your ideas with Mind Mapping.
- The use of jargon and reducing the number words and clichés.
- Writing in plain English.
- Identifying communication styles.
- Management and executive summaries.
- Writing "benefit" statements.
- Writing one page reports.
- Editing your report.
- Report writing practice.
- Completion of a personal action plan.