

# Report Writing For Business

**Duration:** 1 day(s)

**Write compelling business reports and make recommendations in a clear and concise way. Create easy-to-read documents with a good logical structure that help the reader make decisions.**

## **Who should attend?**

If you are responsible for writing or disseminating reports to internal or external customers, this course is vital to your personal development.

## **Benefits:**

- Explore the different report formats and when and why they are necessary
- Plan to beat your writers block and produce an effective and timely report
- Structure your content to enforce the message you want to communicate. Use clear and logical structures to make life easy for the reader
- Write with the help of several practical tools to persuade and influence your reader

## **Course Overview:**

- Understand the purpose of reports and why they are necessary
- Plan your report: Ask why, who, where, when, how?
- Implement the plan: define the aims of the report, learn good and accepted report structures
- Produce the report: Assimilate material from different sources and organise into a logical sequence, isolate fact from fiction
- Use visuals, appendices, indexes and bibliographies to enhance your report
- Develop an appropriate and effective writing style: learn the tools of the trade to convince your reader
- Undertake practical exercises to test your knowledge throughout the course