



for more information call
01437 721 879

BACK **Report Writing**

Making Sure Your Message is Understood

The art of writing reports is essential to ensure that the message conveyed is the message that is received.

Benefits

This course is designed for individuals who need to produce reports. Participants will:

- Identify their strengths and weaknesses when writing reports
- Learn techniques to improve the structure, tone, clarity and conciseness of a report
- Understand how to target a report for maximum impact

Content

This course is highly practical and will focus on how to target a report for a specific audience.

Techniques will be demonstrated and practiced to ensure that the report is structured so that it is easy to read and understand.

Use of additional techniques to draft and edit a report will be explored as will the use of graphs and diagrams to add impact to a report.

The Development Company UK Ltd PO Box 1 Haverfordwest Pembrokeshire United Kingdom SA62 6YS
<http://www.developmentco.com>